Macra Agricultural Skillnet Training

Requirements for Club, County and Regional Training Events

Introduction

Macra Agricultural Skillnet is a network established by Macra na Feirme to provide training opportunities to our members and the wider agri business sector. Funded by Skillnet Ireland and member companies, our purpose is to drive upskilling and sustainability on all levels in the industry. To achieve this, we organise a wide-ranging programme of events to meet demand.

Macra Agricultural Skillnet also partner with clubs, counties, regions, our Young Farmer Development Groups and discussion groups that may wish to organise training locally or for a specific need. These events can include workshops, evening information sessions and technical seminars and can be with a corporate partner such as a bank, an accountant or with a specialist guest speaker. Wide ranging options are available to groups who can also suggest a course they have an interest in.

Macra Agricultural Skillnet will then assess the training request to

- Determine the demand
- Find a training provider
- Reserve dates, venue, facilities
- Set the cost (Training is up to 30% funded by Skillnet – rates are variable and average 25% funding)
- Advertise the course among the county / regions, on the webpage, social media and, where applicable, through Macra PR sources

Requirements around organising the event, before and after.

Clubs, counties, Young Farmer Development Groups and County Officers are responsible for sourcing the trainees/participants when they request a Skillnet training event to be organised

Costs which are eligible for financial support include trainers / training providers, venues, facilities, refreshments, training material and photographers. Accommodation costs are not eligible.

Macra Agricultural Skillnet requires organisers (host groups or Skillnet staff) to seek quotations for all costs for an event and forward to skillnet@macra.ie. Skillnet staff will then issue Purchase Order Numbers and invoicing instructions to all suppliers and venues. Macra Agricultural Skillnet will always pay venues and suppliers and organisers are specifically asked not to do so.
Macra Skillnet receive sponsorship or participant fees to match a proportion or all the costs of the event.

Please note that Macra Agricultural Skillnet must use the Skillnet Ireland procurement procedures when seeking training providers and when reserving venues and other associated costs. While a group can recommend providers and locations, they must prove to be the best value under a number of criteria.

**Booking/Paying for courses**

In most cases, attendees will be required to book in advance on [https://macra.ie/skillnet](https://macra.ie/skillnet)

A small administration fee is added where a course has a fee. When a course is free there is no administration charge. A place on a training event is not reserved until the fee has been paid/received

Payment by phone, by cheque or by EFT (Electronic Funds Transfer) can be organised on request.

**Required Paperwork**

Each attendee at training events must sign the *Macra Agricultural Skillnet Attendance Sheet*.

If participants have not attended a Skillnet event in the previous year, they are also asked to complete a short *Participant Profile form*. This is a requirement for Skillnet Ireland where we must register and record participants to prove their funding is contributing to the further education of young farmers

Each attendee must complete a *Reaction to Learning Form* (a simple evaluation) at every training event.

All required paperwork will be supplied in advance from our national office. The organising club, county or region is responsible for returning all completed paperwork to the Skillnet staff at national office.

Any photos and articles surrounding the event should reference the support of Macra Agricultural Skillnet. Advertising and printed material must include the Macra Agricultural Skillnet branding and logo.

**Cancellations**

A course will be cancelled by Macra Agricultural Skillnet, up to 7 days before the course start date, if fees have not been received or the network deems there to be insufficient participant numbers.

Dropouts can be replaced by substitutes. Where a dropout rate results in a course being cancelled, fees/payments will not be refunded, if within seven days of start date. Those who did not cancel will be refunded their programme fees. Dropouts in a force majeure situation will have their programme fees carried over to the next Skillnet event they wish to use the credit against.

*Where an event is cancelled the organising club, county or region will be responsible for any cost and payments incurred for the event.*