

NI NORTHERN IRELAND NATIONAL CITIZEN SERVICE
AUTUMN PROGRAMME 2012

ANNEX B

TIMING GUIDELINES FOR PLANNING AND DELIVERING NI 2012 PILOTS

We anticipate that grant agreements will be signed the week beginning 6 August 2012. Work must begin on recruitment quickly after the grant agreement is signed because the programme will begin in October half term. Providers should therefore plan to contact schools as soon as possible in order to secure dates to present NCS to students.

We suggest that you base your work around three key stages:

Planning and awareness raising stage – must begin as soon as grant agreements are signed (anticipated w/b 6 August)

This period should include:

- Raising awareness and laying groundwork for recruitment, such as making contact with key potential supporters in local schools and other organisations
- Confirming all residential venues for phase 2 and setting payment deadlines for deposits

Recruitment and further preparation stage - this work should start in August 2012

This period should include:

- Recruitment talks and outreach work to attract young people to take part
- A clear plan for collecting interest and sign ups by week
- Recruitment and training of key staff needed for the main activity period
- Planning day by day programmes for each phase and researching possible social action projects
- You may choose to run some phase 1 introductory activities

Main activity period – the main activities of phase 2 to 5 should take place from October half term to 16 December 2012 and be consecutive

Participants should go through their NCS programme in teams of 12-16, which stay together throughout the programme. The Team Test weekend will run from 14-16 December in England.

Graduation ceremonies and follow-on opportunity fairs should be completed by end of January 2013.