



# A Safe Space - Recognising prior teaching and training learning and experience

## PILOT exemption from the Girlguiding trainer qualification requirements when delivering A Safe Space Level 2 & 3

This document explains the process and requirements around recognising prior teaching and training learning and experience. It enables our volunteers to be exempt from the requirements of the Girlguiding trainer qualification when delivering A Safe Space.

### What does recognising prior learning and experience in training or teaching mean?

It means that Girlguiding will recognise previous qualifications and recent experience you may have had in training or teaching as a replacement for the trainer qualification, Module 4 A Safe Space.

To deliver A Safe Space Levels 2-3 training, you must be a Girlguiding volunteer (in some capacity). You will also require the following (or can pair up with someone else to ensure between you that you cover the following requirements):

- Have an up-to-date Girlguiding trainer qualification or an adult trainer or teaching qualification listed in Tables 1 and 2 below, and have actively been fulfilling a training or teaching role within the last three years (from date of planned training event). **Note:** you'll need to provide evidence of up-to-date continuous professional development (CPD) within the last three years and the certification of the qualification.
- Have up-to-date A Safe Space Levels 1-3 training. **Note:** if more than one trainer is delivering they both require this. This can include recognising prior learning for Level 3.
- One of you must have an up-to-date Girlguiding trainer qualification Module 4 (A Safe Space) or be a volunteer who has met the Recognising prior learning process, making them exempt from A Safe Space Level 3. For further information see 'Recognising prior safeguarding learning and experience' document.

If you (and your co-trainer, if delivering jointly) don't have the Girlguiding trainer qualification, you're required to have a Girlguiding trainer (with any combination of modules) or commissioner (that has up-to-date A Safe Space Levels, 1-3 training) present at the training. They don't need to lead the training, but must be on hand to provide the guiding context as required.

**Note:** Only those with an up-to-date Girlguiding trainer qualification Module 4 - A Safe Space and up-to-date A Safe Space training Levels 1-4 can deliver A Safe Space, Level 4 training. And, all those with a Girlguiding trainer qualification who have completed A Safe Space, Levels 1-3 within the last three years can deliver Level 1.

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## How to apply for an exemption - the process

1. Cross-reference your training or teaching qualifications against the lists of qualifications recognised as equivalent to, or containing the same, skills development as the Girlguiding trainer qualification.

**Table 1. Adult teacher qualifications**  
 (Must be trained in, and have experience of, delivering to adults.)

- Awards in Preparing to Teach in the Lifelong Learning Sector (PTLLS), Level 4
- Certificates in Teaching in the Lifelong Learning Sector (CTLLS), Level 4
- A Diploma in Teaching in the Lifelong Learning Sector (DTLLS), Level 5
- Level 3 Award in Education and Training (QCF)
- Level 4 Certificate in Education and Training (QCF)
- Level 5 Diploma in Education and Training (QCF)
- Postgraduate Certificate in Education (PGCE Post 16 education)
- HE teaching framework
- PGCE in secondary education

**Table 2. Adult trainer qualifications**  
 (Must be trained in, and have experience of, delivering to adults.)

- Awards in Preparing to Teach in the Lifelong Learning Sector (PTLLS), Level 4
- Certificates in Teaching in the Lifelong Learning Sector (CTLLS), Level 4
- A Diploma in Teaching in the Lifelong Learning Sector (DTLLS), Level 5
- Level 3 Award in Education and Training (QCF)
- Institute of Training and Development Certificate
- City and Guild - Group Training Techniques
- ILM Training and Development
- Community based training programmes (Level 2 or 3)

If you have any nationally recognised adult training qualification pre-2007, please contact HQ to discuss its equivalency [leadership@girlguiding.org.uk](mailto:leadership@girlguiding.org.uk)

Tables 1 and 2 are not exhaustive lists.

2. If your qualification is listed above, then complete the ‘Recognising prior learning and experience in training or teaching assessment form’ (found at the end of this document) and submit it to your country and region office. **Note:** this will involve attaching evidence of your relevant qualification/s.

3. Your country and region office will get back to you within 28 days with an answer, and your GO record updated accordingly.

**Note:** If you have not actively been involved in training or teaching and/or your CPD is not up-to-date within the last three years, no exemption is possible. It may not be possible to log this exemption on GO until the end of 2018. In the meantime, liaise with the country region office to see where the information can be kept locally, so it can be updated when this is possible.



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## Additional questions

### What do you need to be a Safe Space trainer?

Because A Safe Space contains key Girlguiding messages, all trainers will need to complete Levels 1-3. This means trainers need to attend A Safe Space, Level 3 training before being able to deliver Levels 2-3, and attend Level 4 training before delivering Level 4.

As with all volunteers, there's no exemption for trainers for Levels 1, 2 and 4. These must be completed as they explain the approach we take to safeguarding; how we create safe spaces in Girlguiding and specific procedures on managing a safeguarding allegation, disclosure or concern. See 'Recognising prior safeguarding learning and experience' process for A Safe Space Level 3 document for more information on this.

Level of training	Who can train on this level
Level 1	All Girlguiding trainers who have up-to-date A Safe Space, Levels 1-3 training in line with renewal requirements. Have completed Level 1-3 e-learning. This includes those who meet the Recognising prior learning requirements.
Level 2	All Girlguiding trainers with trainer qualification A Safe Space Module 4 and who have up-to-date A Safe Space, Levels 1-3 training in line with renewal requirements. Have completed Levels 1-3 e-learning. This includes those who meet the Recognising prior learning requirements.
Level 3	All Girlguiding trainers with trainer qualification A Safe Space Module 4 and who have up-to-date A Safe Space, Levels 1-3 training in line with renewal requirements. Have completed Levels 1-3 e-learning. This includes those who meet the Recognising prior learning requirements.
Level 4	All Girlguiding trainers with trainer qualification A Safe Space Module 4 and who have up-to-date A Safe Space, Levels 1-4 training in line with renewal requirements. Have completed Levels 1-3 e-learning. This includes those who meet the Recognising prior learning requirements.

### What if my qualification is not listed, but is similar?

- The first step is to cross-reference the qualification you have to the criteria list below:
  - Have responsibility for maintaining a safe and supportive learning environment.
  - Use a variety of teaching and learning strategies and approaches to meet the needs of learners. This includes how to create a learning environment that engages and motivates learners .
  - Plan and deliver an inclusive learning and teaching session.
  - Be able to manage group learning and development.
  - Be able to plan and deliver inclusive learning and teaching sessions (including writing session plans, aims and objectives). Experience and evidence of delivery within the last three years.



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2. If the answer is 'Yes' to all sections, then complete the 'Recognising prior teaching and training learning and experience assessment form' (at the end of this document), and submit it to your country/region office.
3. They will want to see evidence of your qualification and CPD (continuing professional development), or active teaching or training experience from the last three years. (This could be a witness statement from the head of the school you work at, or a manager, or a pay-slip from the last three years.) Your country and region office will review your form and will probably get in touch with you for a chat. They will decide if your professional training is equivalent, let you know within 28 days and ensure your GO record is updated accordingly. If you qualify, you should receive an email to confirm this.

If needed, country and region offices can get in touch with the Volunteer Learning and Development team for advice: [leadership@girlguiding.org.uk](mailto:leadership@girlguiding.org.uk)

## What to do if you are dissatisfied with the decision

If you aren't satisfied with the decision, please email the complaints team: [complaints@girlguiding.org.uk](mailto:complaints@girlguiding.org.uk)

## If I can deliver A Safe Space, Level 4 training, can I use it to meet my submission requirements for the trainer qualification, Module 2?

Yes, it could be used as one of the training observations being submitted.

## As Level 4 involves training commissioners, we would normally ask trainers to hold, or be working towards, trainer qualification Module 2 (Leadership and Management). Is this true with A Safe Space trainers for Level 4?

No, trainers are not required to hold, or be working towards trainer qualification Module 2. This is to ensure minimal barriers are in place, which will help us recruit more A Safe Space trainers and address any shortfall of trainers across Girlguiding. Though not required, having this module is strongly recommended and would be advantageous.

## What if my qualification was obtained from outside the UK?

In this case, please get in touch with the Volunteer Learning and Development team: [leadership@girlguiding.org.uk](mailto:leadership@girlguiding.org.uk)



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## Assessment form for teaching and training experience

Applicants must complete all parts of sections A-C that are applicable.

If you're assessing the applicant, please complete section D. This form should be assessed by a member of country region staff, who is confident and comfortable in doing so. If you approve the application for recognising their prior learning, you must let them know the outcome and ensure the volunteer's record is updated on GO. **Note:** it may not be possible to log this exemption on GO until the end of 2018. Meanwhile, liaise with the country region office to see where the information can be kept locally, so it can be updated when this is possible.

A. Personal information (of applicant)	
Name	
Membership number	
County	
Main contact information ie mobile number and/or email:	
B. Only complete if you <b>have</b> a qualification listed in Tables 1 and 2.	List your answers in this column
Do you have an adult trainer or teaching qualification (listed in Tables 1 and 2 on page 2)?  If so, please state and provide a certificate as evidence.	
Describe your active training or teaching role in the last three years.  <b>Note:</b> you will need to provide evidence of up-to-date CPD within the last three years and the qualification certificate.	

## Assessment form for teaching and training experience continued

C. Only complete if you <b>do not have</b> a qualification listed in Tables 1 and 2. Do you have evidence that supports the following statements?	Write any evidence you have here (for example, letter from head teacher, CPD records):
1. Have responsibility for maintaining a safe and supportive learning environment.	
2. Use a variety of teaching and learning strategies and approaches to meet the needs of learners. This includes how to create a learning environment that engages and motivates learners.	
3. Plan and deliver an inclusive learning and teaching session.	
4. Be able to manage group learning and development	
5. Be able to plan and deliver inclusive learning and teaching sessions (including writing session plans, aims and objectives). Experience and evidence of delivery in the last three years.	
6. Active as a teacher or trainer within the last three years.	
D. Assessment use: (to be completed by those doing the assessment)	
Date received at country and region office:	
Processed by (name and role title):	
Date processed:	
Are you happy the applicant meets the six required areas listed above?	
Have they provided sufficient evidence of this?'	
Assessment decision (and reasons for an application being rejected):	
Date volunteer notified of decision:	

**Note:** This form does not need to be kept once the information has been added to the volunteers GO record. It may not be possible to log this exemption on GO until the end of 2018. In the meantime, liaise with the country region office to see where the information can be kept locally, so it can be updated when this is possible.