

Prospective Trainer Application Form

Guidance Notes

Before completing this form, please ensure that you:

- Are over 18
- Have a current role on GO, as a volunteer
- Agree to abide by the expectations of a Girlguiding Trainer (see below).

This form is for you to clarify:

- Why you want to become a Trainer
- How guiding will benefit from the subject/s you want to train on
- What you will bring to the role of Trainer

You should fill out every section and all answers should adhere to the word limit, if applicable.

When your form is reviewed if not enough detail is given or anything is missing from your application we will be in touch and you will be given the opportunity to re-submit your application

Requirements for trainers

For every training you undertake, you are expected to:

- a) promote the Statement of Purpose and the policies of the organisation through your training
- b) follow the learning and development cycle. See the **Training** resource for more information.
For example, when you are asked to deliver learning, you will first establish the learning needs.
From this you will design a session, deliver it and evaluate it
- c) review your own learning needs as a result of the session and review your Personal Development Plan on an ongoing basis.

The required standard for all Trainers in Girlguiding is that they:

- Have shown a willingness to develop as a Prospective Trainer and to continue to develop as a qualified Trainer
- Prepare and deliver all trainings following the principles laid out in the online resource **Training** and in accordance with Girlguiding policy
- Engage all learners in the session, ensures that the learning environment supports learning, and the material delivered is appropriate for the learners' roles
- Have completed all the requirements of the relevant modules
- Agree to undertake the renewal process for this module every three years or cease to train in this area for Girlguiding.



For office use only:	
Date application received	
Shadow Trainer	
Report	
Role visit	
Application approved?	

Part 1 - Your details

Full Name		Membership no.	
Country/Region		County	

Part 2

Please indicate which additional modules you would like to undertake. You must select at least 1 additional module, below. For more information about each module please see <https://www.girlguiding.org.uk/making-guiding-happen/learning-and-development/helping-others-to-learn/trainer-qualification/>.

Trainer accreditation	Requirements
<input type="checkbox"/> Module 2: Leading and Managing People	Completed mentoring e-learning module Experience as a leader and manager of adults within or outside Girlguiding
<input type="checkbox"/> Module 3: Programme	Leadership Qualification (Modules 1-3 at least) completed Currently working with girls (5 to 25) e.g. at a unit or a local appointment,
<input type="checkbox"/> Module 4: Subject Matter Expert Please specify (from the list)	<p><i>In part 2a</i>, give details of your area of expertise and where relevant:</p> <ul style="list-style-type: none"> • Qualifications • Professional memberships • Significant experience in expert area <p>Give details of what your specialism offers Girlguiding. Have a good knowledge of Girlguiding resources relevant to the area of expertise.</p> <p><i>Note: For your specialism you must have current knowledge that, where necessary, complies with the rules and regulations of the governing body. You should have used your specialism within the last three years.</i></p>

Part 2a - Module 4 additional details, as specified in the table in part 2 (if applicable)

This box must be completed if you wish to undertake module 4. (80 words minimum)

Part 3 - Why do you want to become a Trainer?

I would like to become a Prospective Trainer in Girlguiding because: (80 words minimum)

Part 4 - Relevant experience

Please tick all forms of experience you have from the list below and give details as appropriate.

Experience	Please give details
<input type="checkbox"/> I have delivered training in guiding	
<input type="checkbox"/> I have delivered training outside of guiding	
<input type="checkbox"/> I have a training qualification gained outside guiding	
<input type="checkbox"/> I have taken part in GOLD	
<input type="checkbox"/> I have been a Peer Educator	
<input type="checkbox"/> Other relevant experience	

Part 5 - Preparation before and after this application

Please be aware that in order to proceed with your application you must agree to the following.
I agree to: [please tick each box]

- Receive a role visit where an experienced Trainer will visit you in your guiding role to make sure you are practising the essentials within guiding
- Shadow a Trainer and complete the 'Trainer Observation Form'

Also, I have discussed the role of Prospective Trainer in Girlguiding with one of the following: [please select at least one option and add their full name]

Role	Name
<input type="checkbox"/> Local Commissioner	
<input type="checkbox"/> Trainer	
<input type="checkbox"/> Other, please specify:	

Part 6 - Date & Sign

Date		Signature (or print name)	
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Thank you for your interest in training and for taking the time to complete this form.

Please return it to the Volunteer Development Team (leadership@girlguiding.org.uk;
Volunteer Development Team, Girlguiding, 17-19 Buckingham Palace Road, London SW1W 0PT).

Once your form has been received it will be reviewed and sent to the Trainer Qualification Coordinator for your country/region. This will happen within 10 days of receiving your application. They will then contact you to arrange a role visit and trainer observation.