



WE DISCOVER, WE GROW

Girlguiding

Girlguiding Trainer Qualification

Renewal checklist

To complete your renewal the following completed documents, need to be sent, preferably electronically, to your Country/Region, usually to the Trainer Coordinator. These documents not only record your renewal but also help to identify common themes and further training needs to support Trainers across Girlguiding. Please use this checklist to ensure all required documents are included in your renewal application.

1. Observation of Training form

Once this has been completed by the Observer, please read and discuss it with them, and then sign it before sending.

2. The Training Plan for the observed training

The observer will complete the “What to look for when reviewing a training plan” document. Once this has been completed by the Observer, please read and discuss it with them, and then sign it before sending.

3. Personal Development Plan

This must be a current copy of your Personal Development Plan that has been updated within the last six months and at least yearly before that.

4. Your signed Renewal Confirmation

This is your signed confirmation of the renewal of Module 1 and all other modules that you wish to keep accredited (see page 2).

Copies of all the forms referenced above, along with guidance documents, can be found in the ‘Trainer Renewals’ section of www.girlguiding.org.uk.

Renewal Confirmation

<i>To be completed by Trainer</i>	
Name of Trainer	Membership Number
Module 1: Training for Girlguiding	
<ul style="list-style-type: none"> ● I will continue to accept the responsibilities of a Girlguiding Trainer. ● I will continue to develop as a Girlguiding Trainer, regularly reviewing my Personal Development Plan and actively undertaking the development identified. ● I have participated in a Trainer Support Group and will maintain my development through that network. ● I will undertake the renewal process as a Girlguiding Trainer every three years or cease to train for Girlguiding. ● I accept the responsibilities of a Girlguiding Trainer and will ensure that a participant-centred method is central to my training sessions. 	
Signature	Date
<i>Please sign the relevant modules below to confirm that you wish to remain accredited and accept the responsibilities associated with this type of training.</i>	
Module 2: Trainer in Leading and Managing People	
Signature	Date
Module 3: Trainer in Programme	
Signature	Date
Module 4: Trainer in a specific subject or subjects (Subject Matter Expert)	
List subject matter expertise below.	
Signature	Date

Module 5: Residential Trainer

- I accept the responsibilities of a Girlguiding Residential Trainer
- I will undertake to train in a residential setting at least once every three years.
- I will undertake the renewal process every three years or cease to train in a residential setting for Girlguiding.
- I have a portfolio of evidence as listed below which meets the Girlguiding standard, listed below, for every event undertaken as Residential Trainer.

Minimum portfolio requirements

On accreditation it is expected that you will maintain best practice in all Girlguiding Trainer Qualification modules which you wish to remain current. Whenever you take the role of Residential Trainer for an event you must retain a portfolio of the event for three years which contains, as a minimum, evidence of all of the following.

- a) Training plans for all sessions (including feedback given to the Training Team).
 - b) Risk management plans.
 - c) Summary of evaluation/feedback from participants, Training Team and Training Organiser.
 - d) Copy of updated personal development plan.
- I discussed the portfolio(s) at my Trainers' Support Group on (add date).

Signature

Date

Module 6: Lead Trainer

- I have a portfolio of evidence which meets the Girlguiding standard for every event undertaken as Lead Trainer.
- I accept the responsibilities of a Girlguiding Lead Trainer
- I will undertake the renewal process every three years or cease to train in a residential setting for Girlguiding
- I have a portfolio of evidence as listed below which meets the Girlguiding standard for every event undertaken as Lead Trainer.

Minimum portfolio requirements

On accreditation it is expected that you will maintain best practice in all Girlguiding Trainer Qualification modules which you wish to remain current. Whenever you take the role of Lead Trainer for an event you must retain a portfolio of the event for three years which contains, as a minimum, evidence of all of the following.

- a) Communication with the Training Organiser, venue organiser and Training Team.
 - b) Training plans for all sessions (including feedback given to the Training Team).
 - c) Contingency plans.
 - d) Risk management plans.
 - e) Summary of evaluation from participants, Training Team and Training Organiser.
 - f) Copy of updated personal development plan.
- I discussed the portfolio at my Trainers' Support Group on (add date).
 - I discussed my portfolio(s) with a Country/Region Trainer Coordinator or her nominated representative as part of my renewal (add date).

Signature

Date

Module 1

I confirm that the Trainer has:

- met the required standard of training in Girlguiding
- the required knowledge to successfully deliver training in Girlguiding across the following areas:
 - a range of group sizes
 - a range of topics
 - a range of participant experience
 - a range of session durations

and should continue to hold the following modules (*tick as applicable*).

Module 2

I confirm that the Trainer in Leading and Managing People has:

- demonstrated their ability to deliver training in leading and managing people to those in leadership roles from all sections
- the required knowledge to successfully deliver training to all members in a leadership role in Girlguiding
- added any identified needs to their Personal Development Plan.

Module 3

I confirm that the Trainer in Programme has:

- the required knowledge to successfully deliver training to all Girlguiding Leaders and Young Leaders
- added any identified needs to their Personal Development Plan.

Module 4

I confirm that the Trainer in a specific subject or subjects (Subject Matter Expert) listed previously has:

- met the required standard of training in Girlguiding in their area of expertise
- has the required up-to-date qualifications and/or experience in their area of expertise
- added any identified needs to their Personal Development Plan.

Module 5

I confirm that the Residential Trainer has:

- met the required standard of residential training in Girlguiding
- the required knowledge to successfully deliver training in a residential setting
- prepared a portfolio of evidence which meets Girlguiding standards for every event they have undertaken as Residential Trainer
- discussed the portfolio(s) with the Country/Region Trainer Coordinator or nominated deputy and added any identified needs to their Personal Development Plan.

Module 6

I confirm that the Lead Trainer has:

- met the required standard of leading a training team for Girlguiding
- the required knowledge to successfully lead a training team
- prepared a portfolio of evidence which meets Girlguiding standards for every event they have undertaken as Lead Trainer
- discussed the portfolio(s) with the Country/Region Trainer Coordinator or nominated deputy as part of this renewal and added any identified needs to their Personal Development Plan.

I confirm that I have notified Girlguiding Volunteer Development of any identified needs in the Personal Development Plan which need to be addressed across the organisation.

Name	Role
Signature	Date