



WE DISCOVER, WE GROW

Girlguiding

# Trainer Qualification renewal

## Guidance for Countries and Regions for 2019

### 1. Introduction

This document summarises the guidance for the person responsible for Trainer renewals, usually the Country or Region Trainer Coordinator.

#### 1.1. Trainers are required to renew their qualifications every three years to ensure that:

- their training practice continues to meet the high standards of Girlguiding
- they remain up to date with the initiatives associated with their guiding role(s)
- they continue to promote the projects and initiatives of Girlguiding through their training
- they continue to demonstrate the Guiding Method through their role(s)
- their development needs are identified and met.

1.2. It is intended for the whole process to be recorded and submitted to Countries and Regions electronically.

The following sections explain the process and the actions required of all parties involved in supporting the Trainer to renew their qualification.

### 2. Preparation

Actions that need to take place before the renewal process starts.

**2.1. Identify renewing Trainers** - Identify those whose renewals are due, ensuring that any who do not wish to renew receive the thanks of your Country or Region for their contribution.

**2.2. Early briefing** - Offer as much information as possible to Trainers beforehand about how the renewal process works. This could be done via:

- sessions at Trainers' days
- newsletters
- online groups, or by other means.

**2.3 Team of Observers** - Ensure that you have identified an effective team of qualified, practising Trainers to act as Observers of training sessions. They need to be fully briefed and able to cover the geographic extent of the Country/Region throughout the training season(s).

Observers critique the Training Plan and the Training delivery for the training session they observe and provide feedback to the Trainer and the Country/Region Trainer Coordinator

**2.4 Trainer Coordinators** - As the renewal process requires observation of only **one** training session, decide with the Trainer who wishes to renew which type of training session (from Module 2, 3, 4, 5 or 6 ) is to be observed, ensuring that it fulfils one or more of the following criteria.

- It meets the needs of the Personal Development Plan.

- The Trainer has specifically asked for feedback on this area.
- As the Country/Region Trainer Coordinator, you wish to observe this specific session.
- Timing and opportunities available make this the best session to observe.

2.5 Check that Trainer Support Groups are prepared for their role in supporting Trainers through renewal.

### 3. The process

**3.1 Renewal information** - Notify the Trainer in writing that their renewal is due. A template letter is provided. Trainers can request that their renewal process starts six months earlier than scheduled. It is up to each Country and Region to agree to this at their discretion; however, it is the Trainer's responsibility to request it and doing so does not affect notification. **The date of renewal is recorded as the 31 December for the year in which it has taken place.**

### 3.2 Observation

- Ask the Trainer to suggest training sessions that they have agreed to deliver which are suitable for observation.
- Select an Observer to attend one of these sessions.
- Ask the Observer to contact the Trainer for a copy of the Training Plan and agree the details as covered in the Observation of Training Session form. If a Trainer would prefer a different Observer, they are usually permitted only one substitution request.
- Ask for the observation record to be returned to you within two weeks of the observation taking place.
- If an observation has not been satisfactory, you and the Observer should follow the process for supporting Trainers ([www.girlguiding.org.uk](http://www.girlguiding.org.uk) > Making guiding happen > Learning and development > Helping others to learn > Trainer Qualification > Renewing your Trainer Qualification)

Sometimes it will be helpful to use an Observer from a different Country or Region, perhaps for a training at a Girlguiding Activity Centre or in a different Country or Region, or when that Observer lives nearer to the training being observed. From time to time, if you are the 'host' Country or Region for a training session at an activity centre, you may be asked to supply an Observer.

The Trainer must provide the Observer with a copy of their Training Plan in advance of the training session to be observed. It will be critiqued by the Observer, using the "What to look for when reviewing a training plan" document, who will provide feedback to the Trainer so they can amend their plan and resubmit if required. If there are concerns about the quality of the training that will be delivered, the observation should be delayed.

**3.3 Personal Development Plan** - Ask the Trainer to submit a current Personal Development Plan that has been updated within the last six months and at least yearly before that.

**3.4 Renewal and evaluation** - This takes place when you have the following set of completed documents for the Trainer's renewal and can use them to look more closely at their progress.

- Observation of Training Session form and Training Plan
- Personal Development Plan.

Please contact the Trainer to thank them for participating in the process and confirm achievement of their renewal. If you have any concerns about the outcomes of their renewal, discuss these with them and their supporters as appropriate before confirming whether the renewal is agreed. Ensure the Trainer's GO record is updated by your Country or Region office to show they have successfully renewed.