**Letter template inviting Trainers to renew their TQ**

[YOUR COUNTRY/REGION LOGO TO GO HERE]

[NAME

[COUNTRY/REGION ROLE] [ADDRESS LINE 1]

[ADDRESS LINE 2]

[TOWN/CITY] [POSTCODE]

[TRAINER’S NAME]

[ADDRESS LINE 1]

[ADDRESS LINE 2]

[TOWN/CITY]

[POSTCODE]

[DATE]

Dear [TRAINER’S NAME],

I would like to thank you for all the work you have undertaken as a Trainer for [COUNTRY/REGION], as Girlguiding greatly values all members of the training team. I am writing to invite you to renew your Trainer Qualification and to explain to you the process involved.

The steps in the renewal process are described below.

[*IF TRAINER HOLDS MODULE 1 PLUS TWO OR MORE OTHER MODULES -* The first stage is to decide which module needs to be observed for renewal; we can discuss this together to determine which is the most suitable.]

**The renewal of your Training Qualification is mainly based on observing you both when training and when in action in another Girlguiding role.**

**Observed training**

The Observer for the training session will be a member of our Country or Region Observer team (who are all qualified Trainers) and she will come to a session you are delivering. She will constructively review your training plan, your training delivery, assess any areas you specifically ask her to, and work with you to assess any development areas associated with your training practice.

Before the session however, the Observer will contact you to introduce herself. She will ask for a copy of your Training Plan. It will be critiqued by the Observer, using the “What to look for when reviewing a training plan” document, who will provide feedback to so you can amend the plan and resubmit if required.

To start this part of the process, please let me know by email [EMAIL ADDRESS] or at the address above of any suitable training sessions you will be giving in the near future, including date(s) and location(s), so I can arrange this observation. In the unlikely event that you would prefer an alternative Observer to the one allocated, please contact me.

**Updating your Personal Development Plan**

Ongoing development is a key aspect of being a Trainer. Your Personal Development Plan should be a living document that is updated at least every six months, with the help and support of your Trainer Support Group.

Please find the following documents attached that you will need to support your renewal:

* Personal Development Plan
* Trainer Support Group guidance
* Document checklist for Trainers renewing their qualifications.

I look forward to receiving your renewal forms no later than [DATE NO LATER THAN THREE MONTHS AFTER END OF YEAR FOR RENEWAL]. If you have any questions or wish to discuss any part of this process with me, please contact me directly on [TELEPHONE NUMBER] or [EMAIL ADDRESS].

Thank you again for all the contributions you make to Girlguiding.

Yours sincerely,

[NAME]

[ROLE]