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Girlguiding

Trainer abeyance and returners guidelines

1. Introduction

Following the 2017 revisions to the Trainer Qualification and Trainer renewal process, it is important to maintain a consistent approach concerning Trainers who need to place their role into abeyance for a period, and those who return to the Trainer role with Girlguiding after a substantial break.

2. Definitions

Trainer role placed in abeyance: This is for a planned period of absence agreed between the Trainer and the Country or Region Trainer Coordinator for a period no longer than three years. This will be recorded on Go! as a Trainer in abeyance and the date of anticipated return will be kept at Country/Region level. A Trainer in abeyance will have the opportunity to attend Trainer Support Groups, receive the Trainers' mailing and relevant information from both national and Country and Region levels. A Trainer may reactivate her role before her anticipated return date if she so wishes.

Trainer role to be reactivated: A previously qualified Trainer with Girlguiding who would like to have her role as Trainer reinstated after an absence of three years or longer from Girlguiding Training.

3. Principles behind the process

The process is based on five important points of the Trainer Qualification, namely:

- a role visit to confirm the Guiding Method is upheld within the role
- the training practice observation
- the training practice self-evaluation
- active membership of a Trainer Support Group
- the Personal Development Plan.

4. Process

Process for a Trainer whose role has been placed in abeyance

Three months before the Trainer is due to resume her Trainer role, the Country or Region Trainer Coordinator will contact her to ascertain if she wishes to do so. If she does not wish to return, her role will be made inactive on Go! by the Country or Region, and their process for saying thank you will take place. In exceptional circumstances such as bereavement or illness the Country or Region may extend the period of abeyance by three months. Each abeyance can be extended only once.

If she does wish to resume her Trainer role, a meeting will be held between the Country or Region Trainer Coordinator or nominated deputy and the returning Trainer to ascertain the following points.

- How she has remained up to date with Girlguiding during her abeyance period.
- How she has remained up to date with training during her abeyance period.
- Current roles within Girlguiding.

- The Training role she wishes to have within Girlguiding (see Table 1 below), and whether this matches her previous qualification.
- How she wishes to proceed, which should be reached by mutual agreement. There are two options for this:
 - a) complete the renewal process within the next six to nine months; or
 - b) work with a Tutor for up to six months to gain/refresh skills and then complete the renewal process within the next six months.

Where there is disagreement the Country/Region Trainer Coordinator will make the decision.

Once the meeting has occurred her Trainer role will be made active on Go!.

Table 1

Trainer Qualification	Trainer title	Modules required
Girlguiding Trainer	Trainer in Leading and Managing People	Module 1 + Module 2
	Trainer in Programme	Module 1 + Module 3
	Trainer in _____ (subject matter expert)	Module 1 + Module 4
Girlguiding Residential Trainer	Girlguiding Residential Trainer	Module 5 must be added to any of the options above
Leading a team of Trainers for Girlguiding	Leading a team of Trainers for Girlguiding	Module 6 must be added to any of the options above

Process for a Trainer who wishes to return to training and reactivate her role as a Trainer

1. The Trainer will notify the Volunteer Development team (leadership@girlguiding.org.uk), stating her name and membership number and her wish to return.
2. The Volunteer Development team will confirm her suitability on Go! and ensure she meets the requirements, and if so inform the relevant Country or Region. If she does not meet the requirements, the Trainer will be informed by the team at Girlguiding of what is required before she can reactivate her role.
3. The Country or Region Trainer Coordinator will arrange for a role visit to occur to ensure the Guiding Method is upheld. There will be no requirement to shadow a Trainer. A Role Visit Observation form should be completed
 - a. If this is successful the Country or Region Trainer Coordinator will ensure she is placed with a Tutor.
 - b. If this is not successful the Country or Region Trainer Coordinator will assist with a development plan as required.
4. Completion of Module 1 and the relevant Modules from 2-6 which will include a minimum of:
 - i. the Personal Development Plan
 - ii. three observations
 - iii. support group membership
 - iv. keeping up to date with the Girlguiding programme, policies and projects as necessary.
5. Once this has been successfully completed the Trainer role will be reactivated on Go!.

Contact leadership@girlguiding.org.uk if you would like any further support with abeyance and returners.