



Becoming a trainer

Application form

Am I eligible? Please check the list below

I am over 18 years old	<input type="checkbox"/>
I have a current role on GO, as a volunteer	<input type="checkbox"/>
I agree to abide by the expectations of a Girlguiding trainer	<input type="checkbox"/>

If you are able eligible you will need to complete the form on pages 2 - 4.

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 must adhere to the word limit, if specified.

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. 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
- Follow the design principles when preparing and delivering all trainings
- Engage all learners in the session, ensure 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 every three years or cease to train for Girlguiding
- Agree to join your local trainer support group.

Becoming a trainer

Application form

Part 1: Your Details

Full name		Membership number	
Country/region		County	

Part 2: Additional modules

To become a trainer, you will need to complete Module 1 plus at least one other module. To help speed up the completion time, we'd suggest you choose a maximum of 2 additional modules to get you started.

For more information about each module please see www.girlguiding.org.uk/making-guiding-happen/learning-and-development/helping-others-to-learn/trainer-qualification/

Tick	Module	Requirements	Please give details
✓	1: Training for Girlguiding	Compulsory module	
	Plus at least one of the following:		
	2: Leading and managing people	Completed mentoring e-learning module. Experience as a leader and manager of adults within or outside Girlguiding.	
	3: Programme	Leadership qualification (modules 1-3 at least) completed. Currently working with girls (aged 4 to 18) e.g. at a unit or a local appointment.	
	4: Subject matter expert (A Safe Space)	You must hold the current A Safe Space Levels 1-3 in order to train on Level 2 and 3. And hold Level 4 in order to train on that.	
	4: Subject matter expert (1st Response)	A current, valid first aid qualification which has covered all the elements shown in the 1st Response syllabus, and an assessment (the knowledge can be gained over multiple courses).	
	4: Subject matter expert (other, including Travelling Abroad) 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.	Give details of your area of expertise and where relevant: <ul style="list-style-type: none"> • Qualifications • Professional memberships • Significant experience in expert area Give details of what your specialism offers Girlguiding. Have a good knowledge of Girlguiding resources relevant to the area of expertise.	

Becoming a trainer

Application form

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

Please detail why you want to become a trainer (80 words minimum, otherwise your application may be returned to you for amendment).

Part 4 - Relevant Experience

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

Tick	Experience	Please give details
	Relevant experience	
	I have delivered training in guiding	
	I have delivered training outside of guiding	
	I have a training qualification gained outside guiding	
	I have taken part in GOLD	
	I have been a peer educator	



Becoming a trainer

Application form

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]**

Tick	Role	Name
<input type="checkbox"/>	Local commissioner	
<input type="checkbox"/>	Trainer	
<input type="checkbox"/>	Other person with up-to-date knowledge of Girlguiding training, please specify:	

From 2020 onwards, if you only wish to deliver virtual training sessions, we strongly suggest you complete the becoming a trainer process first before considering webinar training. Please discuss this with the person named above.

Part 6 - Date and sign

Date		Signature (or printed name)	
------	--	-----------------------------	--

Thank you for your interest in training and for taking the time to complete this form.

Please return it to the Volunteer Development Team at leadership@girlguiding.org.uk, or 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. Your region chief commissioner will be contacted on your behalf to provide a reference.

Please note: To put you in contact with a mentor your contact details will be shared with staff and volunteers in your region.