**Module 4a: Subject Matter Expert Accreditation for experienced trainers**

**The Module**

* This module is to be completed by experienced Girlguiding qualified trainers who have already successfully renewed their Trainer Qualification within the last three years. Module 1 does not need to be completed in addition.
* You must complete this module for each area of expertise you train in.
* Please see the current list of expert topics. If your topic is not listed, consider the following before completing this module for a new topic:
  + Is your knowledge of the specialist area up to date?
  + Have you used your specialism recently?
  + Does your expertise fit within the programmes and priorities of Girlguiding?
* Your tutor will confirm the suitability of the subject matter. If you require further assistance, please contact **leadership@girlguiding.org.uk**.
* If you are completing this module in conjunction with another module, the requirements of this module must be separately evidenced using the required method.
* Once you have started your specialist subject you might find that it isn’t relevant or there isn’t a big enough market for your specialism. If that happens, speak to your tutor about what to do – you could broaden your specialism or take additional modules to keep you training on a regular basis.

**Requirements table**

You should complete all the tasks listed in the table below. Trainers should discuss each task and the evidence required with their tutor.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **TASK** | **DETAILS** | **EVIDENCE METHOD** | **DATE** | **REF** |
| 1 | Give details of your area of expertise and where relevant:   * qualifications * professional memberships * significant experience in expert area   Give details of what your specialism offers Girlguiding if not a current specialist area.  Note 1: 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.  Note 2: some specialisms require you to hold additional qualifications and prior experience before you start working towards gaining a training qualification in them. See current list of expert topics | 1. Knowledge checklist |  |  |
| 2 | Have a good knowledge of Girlguiding resources relevant to the area of expertise | a) Knowledge checklist |  |  |
| 3 | Demonstrate that you have good knowledge of how to deliver appropriate training in your area of expertise. | a) Knowledge checklist |  |  |
| 4 | Deliver sessions that meet the required standards (see Module 1 for details). You must deliver a minimum of **two** sessions observed by your tutor and meeting the standards required as listed in Module 1 ie plan for the delivery of good quality sessions including session plans, risk management in accordance with the Girlguiding guidelines working to a budget and preparing materials | b) Observation of training session form (tutor) |  |  |
| 5 | Ensure that the appropriate certification, where required, is available to the participants, either from Girlguiding or an awarding body. Be prepared to explain to participants how they could extend their knowledge and skills further in this field. | b) Observation of training session form (tutor) |  |  |
| 6 | Show your ongoing development as a trainer in your subject matter expertise through your regularly reviewed and updated Personal Development Plan. | c) Personal Development Plan |  |  |

**Submission list**

The following documents will be submitted to your tutor, who will then submit them to a reviewer for confirmation of completion.

a) Module 4: Knowledge Checklist

b) Observation of training session form - tutor

* Your tutor will complete a copy of this form for each session observed and discuss her observation with you
* Attach your final training plan for each session observed by your tutor including a risk assessment
* You will include self-reflections and participant evaluations for the observed sessions (or a summary for a large group session)

c) Module 4: Record of Completion

d) Evidence of successful renewal of your trainer qualification within the last three years or evidence that you are currently going through the renewal process. This can be a screen shot from GO.

***a) Module 4: Knowledge checklist***

You would normally discuss each item on a Knowledge Checklist with your tutor. There are some exceptions to this:

* when an item is discussed with your Support Group
* when an item is discussed with an expert, either in your subject matter, or in a particular training field.

In these cases, your tutor will sign to agree that the knowledge has been checked by a suitable person.

All items on the Knowledge Checklist must be dated within the previous 12 months.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task** | **Knowledge Item** | **Yes / No** | **Date** | **Tutor signature** |
| 1 | Demonstrate a good knowledge of your subject matter. This may include certificates of attendance, digital learning completion, qualifications etc as required for the expert topic |  |  |  |
| 2 | Demonstrate a good knowledge of Girlguiding resources relevant to the area of expertise. |  |  |  |
| 3 | Demonstrate that you have good knowledge of how to deliver appropriate training in your area of expertise. |  |  |  |

***b) Record of Completion of Module 4: Trainer in specific subject (Subject Matter Expert)***

I, ……………………………………………………………… (prospective trainer in specific subject)

* + accept the responsibilities of a Girlguiding trainer in specific subject (Subject Matter Expert) of ……………………………………………………………
  + will ensure that a participant-centred environment is central to training sessions I deliver
  + will undertake the renewal process for this module every three years or cease to train in this area for Girlguiding.
  + Maintain the required qualifications eg First Aid

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| --- | --- | --- | --- |
| Signature |  | Date |  |
| PRINT NAME |  | | |

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I, ………………………………………………………………………… (tutor)

* confirm that the prospective trainer in specific subject (Subject Matter Expert) has met the required standard of training in Girlguiding in their area of expertise, across the following areas:
  + a range of group sizes
  + a range of learner experience
  + a range of session durations where appropriate
* confirm that the prospective trainer in specific subject (Subject Matter Expert) has the required knowledge to successfully deliver training to all Leaders and Young Leaders in Girlguiding
* recommend that the prospective trainer in specific subject (Subject Matter Expert) is awarded Module 4: Trainer in specific subject (Subject Matter Expert)

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| --- | --- | --- | --- |
| Signature |  | Date |  |
| PRINT NAME |  | | |
| Country /Region / Branch |  | | |
| Signature (Reviewer) |  | Date |  |
| PRINT NAME |  | | |