**Module 3:**

Programme Accreditation

# The Module

* This module is to be completed in conjunction with Module 1.
* It covers the delivery of sessions on any aspect of the Girlguiding programme for girls and young women, as well as associated programme aspects such as:
	+ topic-based resources
	+ cross-sectional knowledge or skills
	+ taking girls away.
* To undertake this module you must have completed your Leadership Qualification and currently be working with girls on a regular basis. This could be a unit role or part of a District role.
* You will need to demonstrate an ability to train in any section.
* If you are completing this module in conjunction with another module, the requirements of both modules must be clearly evidenced using the required method.

# Requirements table

You must complete all the tasks listed in the table below. You should discuss each task and the evidence required with your Tutor.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **TASK** | **DETAILS** | **EVIDENCE METHOD** | **DATE** | **REF** |  |
| **1** | Demonstrate a full working knowledge of the programme for each section, including:* how the Five Essentials of guiding work in each section
* the key programme elements for each section
* the practical application of good guiding for each section
* the supporting resources for both the Leaders, and the girls and young women in each section
* the development of girls and young women through the sections as detailed in the [*Educational*](http://www.girlguiding.org.uk/PDF/Educational_Framework_Final.pdf) [*Framework*](http://www.girlguiding.org.uk/PDF/Educational_Framework_Final.pdf).
 | Knowledge Checklist |  |  |  |
| **2** | Demonstrate a good knowledge of further areas associated with the Girlguiding programme, including:* the Girlguiding website and enewsletters.
* WAGGGS and the opportunities and resources available.
 | Knowledge Checklist |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **TASK** | **DETAILS** | **EVIDENCE METHOD** | **DATE** | **REF** |  |
| **3** | Demonstrate a good knowledge of training practice in each session. | Knowledge Checklist |  |  |  |
| **4** | Show ongoing development as a Trainer in Programme through your Personal Development Plan, which is reviewed and updated after every training. | Personal Development Plan |  |  |  |

# Guidance for Prospective Trainers in Programme

*Read the full pack before starting and discuss the requirements with your Tutor.*

## How should I go about completing the module?

This qualification is designed to be practical and much of the evidence is achieved ‘on the job’. Do not try to complete the qualification task by task.

If running your first session seems a little daunting, consider co-training with your Tutor to build your confidence and learn new skills.

## How long should it take?

There is no set time period, you can work through the module at your own pace.

## How will I work with my Tutor?

You will be in contact with your Tutor on a regular basis, at times that suit both of you. You may wish to meet up in person. However, sometimes it might be more convenient to talk online, email, phone or text.

## How will my prior learning be accredited?

You will work with your Tutor to establish a starting point. This involves looking at any training experience you have or qualifications you have already achieved, either within or outside guiding.

Read through the requirements and Knowledge Checklist. Does it match any experience of training or working with adults outside of a guiding context?

Talk to your Tutor about any prior experience or learning, even if it doesn’t seem immediately relevant.

## How do I use my Personal Development Plan?

This will map your steps to complete the Trainer Qualification. You will need to update your Personal Development Plan after every session to help you stay on track and at least every six months, with the help of your Tutor. Ensure you make a time for this well in advance.

It’s a good idea to break down the tasks on the Personal Development Plan to make it more manageable.

## How do I keep my knowledge up to date?

Girlguiding is committed to changing as the lives of girls change. This means that the programme is regularly updated and renewed.

Think about how you currently stay up to date with the programme and talk to your Tutor to share suggestions.

A Trainer in programme should have a breadth of knowledge across the sections. You may wish to see how the programme is put into action in different units. You may be asked to run a programme training that includes hands-on or physical activities. If so, make sure that you provide a clear link to guiding principles such as the Five Essentials The programme should be girl-led and training should encourage this approach. Refer to our [*Educational Framework*](https://www.girlguiding.org.uk/pdf/Educational_Framework_Final.pdf) for more advice.

Every unit is different and has different ways of doing things, unique challenges and a variety of personalities. When running a training session, be open to new suggestions and ideas. Listen carefully to what others have to say and work with the information to support them to overcome challenges.

To gain knowledge of all the sections you can watch the Being a Leader videos on the Girlguiding website. Alternatively, you could visit different units in your area. If you run one section, it is a good idea to visit other units of the same section so you can learn more about the different types of units. This will help you to become a more effective Trainer.

As a Trainer you will be training Young Leaders as well as adult members, so think about how to make sure everyone benefits from your session. Talk to your Tutor about how to stretch more experienced members and support those who are trying training for the first time.

# Submission list

You will need to submit the following documents to your Tutor, who will submit them to a Reviewer for confirmation of completion.

## Module 3: Knowledge checklist

***Observation of Training Session form -Tutor***

*This form should be downloaded from the Girlguiding website for each session observed.*

* Your Tutor will complete a copy of this form for each session observed for Module 3 and discuss her observations with you.
* Attach your final training plan for each session observed by your Tutor. (This may include one ready-prepared plan but you must include a statement to say how it met the requirements of the training brief and the needs of the participants.)

## Module 3: Record of Completion

***Copy of your Personal Development Plan***

* Your Personal Development Plan should show that it has been reviewed following each training.
* A statement of recognised prior learning or experience should also be attached.

## Module 3: Knowledge Checklist

You will normally discuss each item on a Knowledge Checklist with your Tutor. However, 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 programme, or in a particular training field. In these cases, your Tutor signs 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 full working knowledge of the programme for each section, including:* how the Five Essentials of guiding work in each section
* the key programme elements for each section
* t[he supporting resources for both](https://www.girlguiding.org.uk/pdf/1872_GoodGuidingIsUpdate.pdf)

the leaders, and the girls and young women in each section* the development of girls and young women through the sections

as detailed in the *Educational* [*Framework*](http://www.girlguiding.org.uk/PDF/Educational_Framework_Final.pdf). |  |  |  |  |
| 2 | Have a good knowledge of the further areas associated with the Girlguiding programme, including:* WAGGGS and the opportunities and resources available.
 |  |  |  |  |
| 3 | Demonstrate a good knowledge of training practice as appropriate to a Programme Trainer. |  |  |  |  |


##  Record of Completion of Module 3: Trainer in Programme

I, ……………………………………………………………… (Prospective Trainer in Programme)

* accept the responsibilities of a Girlguiding Trainer in Programme and will ensure that a participant-centred method 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.

Signature……………………………………………………………………. Date …………………………

I, ………………………………………………………………………… (Tutor)

* confirm that the Prospective Trainer in Programme has met the required standard of training in Girlguiding, across the following areas:
	+ a range of group sizes
	+ the programme from 4 or 5 to 18 years
	+ a range of participant experience
	+ delivered training to leaders from all sections, such as in a cross-sectional session
	+ a range of session durations
* confirm that the Prospective Trainer in Programme has the required knowledge to successfully deliver training to all leaders and Young leaders in Girlguiding
* recommend that the Prospective Trainer in Programme is awarded Module 3: Trainer in Programme.

Signature……………………………………………………………………. Date …………………………

Country/Region/Branch ……………………………………………………………

Signature (Reviewer) …………………………………………………………………… Date …………………………