

# Module 5: Residential Accreditation

## The Module

- This module covers the skills required for training at a residential event lasting from 24 hours to a week.
- To be awarded Module 5, you must be a qualified Girlguiding Trainer.
- You can complete this module straight after finishing your qualification, or you may wish to return to it at a later date.
- To be eligible to undertake this module, your Trainer Qualification must be current (successfully renewed within the last three years).

## Requirements table

Trainers undertaking this module should complete tasks 1 and 2 before starting task 4. You can start task 3 at any time but must it be completed before task 4.

TASK	DETAILS	EVIDENCE METHOD	DATE	REF
1	<p>Attend a Girlguiding residential event as an observer.</p> <p>Prepare a report of the event, including:</p> <ul style="list-style-type: none"> <li>● three observation records of residential training sessions, delivered by at least two different Trainers</li> <li>● a summary of the skills required to be a Residential Trainer.</li> </ul> <p>Discuss the report with your Tutor, and decide whether you have these skills or need to acquire them.</p> <p>Note: You may deliver a Training session at a residential centre during your observation event as long as you have enough time to carry out the required three Trainer observations.</p>	a) Observation of Residential Training event session form - Prospective Residential Trainer		
2	<p>On at least two occasions within the last three years, you should have:</p> <ul style="list-style-type: none"> <li>● delivered two sessions at the same training event</li> <li>● on one occasion, delivered two linked sessions</li> <li>● on the other occasion, delivered two unrelated sessions.</li> </ul> <p>Reflect on what you have learned from these experiences, and discuss with your Tutor the links between these experiences and the skills required to train at a residential event.</p>	<p>b) Self-reflection 1</p> <p>c) Self-reflection 2</p>		

	Note: if you use sessions delivered when you were a Prospective Trainer, they must have been observed and confirmed by your Tutor as meeting the minimum standard. Sessions delivered as a qualified Trainer need not have been observed.			
3	Gain the knowledge listed in the Knowledge Checklist.	d) Knowledge Checklist		
4	<p>Assist with the planning and delivery of a residential training event, as part of the training team. You will need to deliver two sessions which are observed by your Tutor. <b>These must not be used as submissions for any other modules.</b></p> <p>Record and reflect on the planning experience with your Tutor prior to the event, including:</p> <ul style="list-style-type: none"> <li>● liaising with the organiser about the type of group and their training needs</li> <li>● helping to plan the event, making sure that the aims and objectives are clear and that there is a good balance of sessions and free time</li> <li>● detailed planning of each session you will deliver, including aims and objectives, timings and resources for each session</li> <li>● including topics which will stretch the participants, and ensuring that Girlguiding priorities are covered</li> <li>● knowing the event budget, and showing in your planning that you are within the budget allocated for your sessions</li> <li>● considering the resources you and the participants will need, and showing how you would get these</li> <li>● designing the layout of the training room to maximise learning</li> <li>● making contingency plans for situations such as equipment failure, illness of a member of the training team, late arrivals, and larger numbers than expected</li> <li>● carrying out risk management in accordance with the Girlguiding guidelines, at a level appropriate to the type of event.</li> </ul> <p>As part of the delivery team:</p> <ul style="list-style-type: none"> <li>● deliver two compulsory sessions, as planned and reflected on above</li> <li>● use a variety of training methods, including the use of technology</li> </ul>	<p>e) Record of involvement</p> <p>f) Observation of Residential Training Session form (Tutor)</p> <p>g) Participant Witness Statement</p> <p>h) Co-Trainer Witness Statement</p>		

	<ul style="list-style-type: none"> <li>● maintain rapport with participants throughout the whole event</li> <li>● play an active role in the team</li> <li>● deal with issues that may be raised by participants</li> <li>● use appropriate evaluation and feedback methods, both during and at the end of the residential training event.</li> </ul>			
5	<p>After the residential event, carry out a self-evaluation of the entire event with the training team. This must show your involvement and include reflections on the individual sessions you delivered.</p> <p>Discuss the evaluation with the event organiser, the Trainer who coordinated the event, and other Trainers prior to discussing this with your Tutor.</p>	e) Record of involvement		

# Guidance for Prospective Residential Trainers

## *Content*

- Liaise with the Training Organiser for the group you are training to find out what requests have been made by participants. This will enable you to better tailor the training to their needs.
- Make sure you know how the sessions are linked together and what content each person is covering. Compile a list of aims and objectives, ice breakers and training styles to ensure that there is variety.

## *Organisation*

- You should liaise with the Trainers in your team as well as any other Trainers at the venue regarding use of activity rooms, break times etc. All Trainers should be aware of the plan for the residential so you can support each other and help with any last minute needs.

## *Timings and pace*

- Bring extra materials/activities in case you have time left over.
- Participants may have travelled long distances to attend the training so the first session should be neither too long nor too demanding.
- Remember that participants have given up family time and sometimes taken time off work to attend. Therefore they will want to make the best use of their time.
- Be flexible where necessary. Some participants may need to arrive or leave at different times to fit travel or other commitments.
- Think about what type of training sessions you run after meals - if there is a very active session it might be best to have it before eating.
- Be prepared in case other sessions and mealtimes run over.
- Set times to catch up with others in the team.

## *Group management*

- Create a welcoming environment. Remember that participants may be feeling anxious, especially if this is their first time attending a residential.
- You should join participants for social time, coffee breaks and meals to interact with the group.
- Strong personalities can dominate or opposing views can become polarised. Internal issues may surface and mean there is tension between participants. Talk with your Tutor about how to manage such situations. Remember to be sensitive and keep personal information confidential.
- Be aware of diversity and inclusion issues which may surface in a residential training, such as the needs of Young Leaders or volunteers who are new to the group. As a Trainer, you can build teamwork and support among participants, and help manage tensions.
- Compulsory sessions at a residential event must include reference to guiding concepts and should be similar to those delivered for programme accreditation or leading and managing people.
- A compulsory session is part of the programme and participants are required to attend.

## Submission list

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

### ***a) Observation of Residential Event Session form - Prospective Residential Trainer***

- Submit three copies of this form following discussion with your Tutor.
- Attach the flier and programme for the residential training event observed.

### ***b) Self-reflection 1 form - linked sessions***

- Attach the flier and programme for the one-day training event.
- Attach your training plan for the session(s) delivered.

### ***c) Self-reflection 2 form - unrelated sessions***

- Attach the flier and programme for the one-day training event.
- Attach your training plan for the session(s) delivered.

### ***d) Module 5: Knowledge Checklist***

### ***e) Record of involvement***

### ***f) Observation of Residential Event Session form - (Tutor)***

- Your Tutor will complete a copy of this form for each session observed at a residential training event (minimum of two) and discuss her observations with you.
- Attach your final training plan for each session observed by the Tutor.

### ***g) Participant Witness Statement***

### ***h) Co-Trainer Witness Statement***

### ***i) Record of completion of Module 5: Girlguiding Residential Trainer***

## a) Observation of Residential Event Session form - Prospective Residential Trainer

Task 1 involves attending a Girlguiding residential event as an observer. Use a copy of this form to record your observation of each residential training session. You need to complete three observations delivered by at least two different Trainers at the residential training event. Attach the flier and programme for the event.

*As part of your observation, try to visit the Trainers' resource room to see what resources are available for Trainers at the residential centre/Training and Activity Centre.*

<b>Title of residential training:</b>	
<b>Date of event:</b>	<b>Venue:</b>
<b>Number of attendees:</b>	<b>Type of attendees:</b>

<b>Skill observed</b>	<b>Comments</b>
The training room was set up to maximise the learning of participants.	
Trainer's manner was confident.	
Speaking style easily understood, including clear speech, appropriate projection, appropriate body language and good use of a range of presentation materials.	
Training was delivered according to plan.	
Current (up-to-date) information was delivered.	
Trainer displayed proficiency in the subject.	

Skill observed	Comments
Aims and objectives met the needs of the participants.	
Trainer catered to the range of skills and knowledge in the residential group.	
Programme for residential event was informative and showed a good balance of training and free time.	
Trainer revised training methods, materials and session/programme design based upon ongoing reflection, evaluation and feedback.	
Trainer built a rapport with participants, both in and out of training sessions.	
Trainer worked in the residential training event team effectively.	

### ***Discussion with Trainer delivering session***

### ***Personal reflection***

### ***Discussion with Tutor***

Discuss the report with your Tutor and decide if you have the skills required to undertake residential training and agree your Personal Development Plan for achieving the necessary skills before you continue with Module 5.

### ***Signed:***

Tutor \_\_\_\_\_

(Date) \_\_\_\_\_

Prospective Residential Trainer \_\_\_\_\_

(Date) \_\_\_\_\_



### ***b) Self-reflection 1 form - linked sessions***

A reflective account of an occasion within the last three years when you have delivered two linked sessions in the same training event.

Your reflective account should include what you have learnt from the experience and how it links to the skills required to train at a residential training event.

Name of Trainer:		Tutor name:	
Description of one-day training event and date:			
Title of sessions:	1  2	Were these sessions linked with the same theme and did one follow on from the other?	Yes No
Type of participants at each session:		Number of participants at each session:	

### ***Trainer to complete***

What went well and will help me at a residential training event?	
What do I need to improve before I train at a residential training event?	
What must I tell the Training Organiser?	
What must I discuss with my Tutor?	
Comments from participants which made me think about my forthcoming residential training event.	

## Discussion with Tutor

Broad areas for development (notes of discussion):	
Specific points for development (notes of discussion):  <i>Please ensure these are added to the development plan</i>	
Any other comments:	

We confirm that the above is an accurate account of the training sessions and our subsequent discussion.			
Signature of Trainer		Date	
Signature of Tutor		Date	

### ***c) Self-reflection 2 form - unrelated sessions***

A reflective account of an occasion within the last three years when you have delivered two unrelated sessions at a one-day training event.

Your reflective account should include what you have learnt from this experience and how it links to the skills required to train at a residential training event.

Name of Trainer:		Tutor name:	
Description of one-day training event and date:			
Title of sessions:	1  2	Were these sessions unrelated?	Yes No
Type of participants at each session:		Number of participants at each session:	

*Trainer to complete*

What went well and will help me at a residential training event?	
What do I need to improve before I train at a residential training event?	
What must I tell the Training Organiser?	
What must I discuss with my Tutor?	
Comments from participants which made me think about my forthcoming residential training event.	

## Discussion with Tutor

Broad areas for development (notes of discussion):	
Specific points for development (notes of discussion):  <i>Please ensure these are added to the development plan</i>	
Any other comments:	

We confirm that the above is an accurate account of the training sessions and our subsequent discussion.			
Signature of Trainer		Date	
Signature of Tutor		Date	

### d) Module 5: Knowledge Checklist

You would 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 your subject matter, or in a particular training field.

In these cases, your Tutor will sign to say that she agrees that the knowledge has been checked by a suitable person.

Task	Knowledge item	Yes/No	Date	Tutor signature
3	How to recognise the special features of residential trainings that make them both challenging and rewarding. This includes recognising: <ul style="list-style-type: none"> <li>● the benefits that participants gain from attending a residential training where the group is accommodated together for the entire length of the training</li> <li>● that being accommodated together may give rise to challenging issues and having strategies for dealing with these</li> <li>● the advantages and challenges of meeting the participants on an informal basis during breaks, mealtimes and social times</li> <li>● the importance of providing a positive experience, including how to deal with issues within the training team.</li> </ul>			
	How to cater for the needs of a wide variety of participants, including different age groups, various levels of experience and varying needs.			
	How to produce aims and objectives which meet the needs of a residential group.			
	How to be flexible in planning and adapting plans if necessary to accommodate the needs of the participants.			
	How to offer informal support to participants outside of sessions, and provide time for participants to develop their learning in a supportive environment.			
	How to give a consistent response to participants who persistently challenge.			
	How to identify the needs and wants of the participants.			
	How to work as part of a training team at a residential, supporting other members of the team.			

### ***e) Record of involvement***

You should complete this form and discuss it with your Tutor. You should show your Tutor evidence for each area and she will sign to confirm that she has seen that evidence.

Prospective Residential Trainer's name:		Tutor's name:	
Title of residential training:			
Date of event:		Venue:	
Number of participants:		Type of participants:	

A Prospective Residential Trainer needs to demonstrate involvement in the training team for a residential training event, communicating effectively with the team and taking an active role in planning, feedback and evaluation.

Record of	Prospective Residential Trainer's comment	Tutor's comment
Effective communication with the organiser of the residential training event (letters, emails, notes of phone calls).		
Team planning for the residential training event, highlighting involvement in setting aims and objectives for sessions (minutes, notes of discussions).		
Planning for sessions to be delivered (draft session plans, notes of discussion with Tutor and/or Training Organiser and/or lead Trainer).		
Session evaluation and feedback for each session delivered (forms, notes, reflection).		
Contribution to residential training event evaluation and feedback (forms, notes, reflection).		

**Signed:**

Tutor \_\_\_\_\_

(Date) \_\_\_\_\_

Prospective Residential Trainer \_\_\_\_\_

(Date) \_\_\_\_\_

### ***f) Observation of Residential Event Session form (Tutor)***

The Tutor will complete this form and discuss it with the Prospective Residential Trainer.

The first discussion will occur before the training session, once you have agreed the aims and objectives with the residential Training Organiser and prepared a training plan for their session.

The second discussion will occur after the session has been delivered. *Two discussions is the minimum number required.*

Prospective Residential Trainer's name:		Tutor's name:	
Title of residential training:			
Date of event:		Venue:	
Number of participants:		Type of participants:	

<b>Skills to observe</b> <i>(Discussion 1)</i>	<b>Comments</b>
Comment on the training plan for the session in particular with reference to:	Timing
	Using a variety of training methods
	Taking into account the participants and their training needs (consideration for stretching the learners)
	Addressing Girlguiding priorities
	Technology use (where appropriate)
	Opportunity to offer support outside the sessions and time for participants to develop their learning in a supportive environment.

<b>Skills to observe</b> (Discussion 1)	<b>Comments</b>
	Contingency plan provided
	Risk management included
	The budget provided
Aims and objectives meet the needs of the group	

<b>Skills to observe</b> (Discussion 2)	<b>Comments</b>
The training room was set up to maximise the learning of participants.	
Trainer's manner was confident.	
Speaking style easily understood, including clear speech, appropriate projection, appropriate body language and good use of a range of presentation materials.	
Training was delivered according to plan.	
Current (up-to-date) information was delivered.	
Trainer displayed proficiency in the subject presented.	



Trainer catered to the range of skills and knowledge in the residential group.	
Trainer revised training methods, materials and session design based upon ongoing reflection, evaluation and feedback during the session (or as a result of previous sessions delivered by the team at the event).	
Trainer used appropriate methods of evaluation and feedback to reflect on the session.	
Trainer built a rapport with participants both in and out of training sessions.	
What did you perceive as the strengths of this Trainer?	
What did you notice that the Trainer could have done better?	
What did you learn from this Trainer?	

### Discussion with Prospective Residential Trainer

**Signed:** Tutor \_\_\_\_\_

(Date) \_\_\_\_\_

Prospective Residential Trainer \_\_\_\_\_

(Date) \_\_\_\_\_

### g) Co-Trainer Witness Statement

Trainer's name :		Your name :	
Description of event and date:		Your contact details :	
Relationship to Trainer:	Event Coordinator Fellow Trainer Tutor Other (please specify)		

Please answer only those questions on which you are in a position to give an opinion. Please give comments in each case. Thank you for your help.

Did the Trainer contribute fully to the preparation for the event?	
Did the Trainer arrive in plenty of time, and had she brought everything she needed?	
Did the Trainer work with you and the other Trainers to ensure a positive experience for the participants?	
How did the Trainer behave towards the participants, both in session and at break times?	
Did the Trainer deliver a competent session, or sessions?	
Was there a good atmosphere?	
Were there any difficulties that the Trainer had to deal with? How did she cope? What follow-up actions did she initiate?	
Did the Trainer make good use of the facilities and resources available?	
Are there any other comments you would like to make?	

**Signed:** Co-Trainer: \_\_\_\_\_

Date: \_\_\_\_\_

Prospective Residential Trainer: \_\_\_\_\_

Date: \_\_\_\_\_

### ***h) Participant Witness Statement***

Trainer's name :		Your name :	
Description of event and date:		Your contact details :	

Please answer only those questions on which you are in a position to give an opinion. Please give comments in each case. Thank you for your help.

Did the Trainer ensure the residential training was a positive experience for everyone?	
Did the Trainer build a rapport with participants in sessions and during break times?	
Were the sessions led by this Trainer interesting, informative, relevant and well delivered?	
Was there a good atmosphere among the participants in the session?	
During the session were there any challenges that the Trainer addressed? What techniques did the Trainer use to do this?	
Did the Trainer make good use of the facilities and resources available?	
Are there any other comments you would like to make?	

**Signed:** Participant: \_\_\_\_\_

Date: \_\_\_\_\_

Prospective Residential Trainer: \_\_\_\_\_

Date: \_\_\_\_\_

### ***i) Record of Completion of Module 5: Girlguiding Residential Trainer***

I, ..... (Prospective Residential Trainer)

- accept the responsibilities of a Girlguiding Residential Trainer
- will undertake to train in a residential setting at least once every three years
- will undertake the renewal process for this module every three years, or cease to train in a residential setting for Girlguiding.

Signature ..... Date .....

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I, ..... (Tutor)

- confirm that the Prospective Residential Trainer has met the required standard of residential training in Girlguiding
- confirm that the Prospective Residential Trainer has the required knowledge to successfully deliver training in a residential setting
- recommend that the Prospective Residential Trainer is awarded Module 5: Girlguiding Residential Trainer.

Signature..... Date .....

Country/Region/Branch .....

Signature (Reviewer) ..... Date .....

