

Role Visit Form - Module 3: Programme

Guidance Notes for person conducting the role visit

This document has been created to assist the person that is carrying out a role visit on a prospective trainer. Please read these before the role visit. Also, please note that the observer should be an experienced Girlguiding Trainer.

Before conducting a role visit please be aware;

- You should make sure that you are visiting the Prospective Trainer in a unit meeting or event for participants
- Visiting a volunteer in a guiding role is part of the process of becoming a Prospective Trainer.
- Your role is to ensure the volunteer is continuing to carry out the role in accordance with the method of guiding (the 5 essentials).
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- You can use the visit as a chance to discuss ideas to benefit the local team.
- Visits should be end with you sharing both positive and constructive feedback
 - ✓ Tell the volunteer what went well
 - ✓ Offer suggestions for development
 - ✓ Reiterate good points
- If not possible immediately afterwards then as soon as is possible

When completing this form please ensure;

- if handwriting, it is clear and legible
- There is a 'Y, N or N/A' for every point. Please note that we are looking for mostly Y's or N/A's in this column to ensure a clear answer can be given as to whether or not they are accepted
- That all assessment questions are answered and the accompanying comment box is completed with a detailed answer explaining why you have given them this mark
- 'Notes on discussion' section is completed and as much detail as possible is given. This is also the section where you should raise any concerns if applicable.

When this form is complete it should be returned to the Country/Region Lead Volunteer for Prospective Trainers.

Thank you again for your support in this process.

If you have any questions relating to this form or the becoming a trainer process please email leadership@girlguiding.org.uk or contact your Country/Region Trainer Qualification Coordinator.

Leader's name and membership number		Visitor's name	
Role being observed			
Details of visit	Unit meeting	Date of visit	

* During the visit please identify whether you are satisfied with the meeting for each of the following criteria. Please answer Y, N or N/A as follows and add comments to explain each answer.

Y - Indicates you were satisfied with what you saw.

N - Indicates you were not satisfied with what you saw.

N/A - indicates that you didn't see any evidence.

Points	Y/N/NA*	Comments
Is everyone participating?		
Are the girls working in small groups and helping each other?		
Are individual needs being met?		
Is there variety and balance in the programme for the evening you visit and for the term?		
Does the unit make use of appropriate Girlguiding resources?		
Does the unit organise activities outside the regular meetings?		
Does the unit ever join up with another unit for a meeting, outing, sleepover etc?		
Are the girls encouraged to move on to the next section?		
Are appropriate programme records available at the meeting?		
Is the meeting place suitable and safe?		
Is the Leader's behaviour towards the girls appropriate for the age range?		
Do the Leaders ensure high standards of behaviour? Is the level of discipline appropriate?		
Do the Leaders keep their skills and their knowledge of good guiding up to date? Are they aware of the learning opportunities available to them?		

The final part of your visit is to have a short discussion with the Volunteer. Please document your discussion below in as much detail as possible.

Notes on discussion (with Volunteer wanting to become a Trainer). Please see the following notes on what the discussion should include:

- The volunteer's reflection on the role visit, based on the context of the programme/agenda.
- Use this discussion to ask any questions you have to ensure you are satisfied that they met all the sections raised above. If you feel you need more information on any of the points above then this is the time to discuss further with them.

We confirm that the above has been discussed and is an accurate account of the visit and our subsequent discussion.

Signature of Leader		Date	
Signature of Observer		Date	