

Recognising prior teaching and training learning and experience for Girlguiding members wishing to train in A Safe Space.

The process

This document explains the process and requirements around recognising prior teaching and training learning and experience. It enables volunteers to be exempt from the requirements of the Girlguiding Trainer Qualification when delivering A Safe Space.

Part 1: To meet the Recognised Prior Learning process, you must

1. Have a current role on GO as a volunteer
2. Have up to date A Safe Space levels 1-4
3. Be familiar with the most updated version of Girlguiding A Safe Space training materials and guidance
4. Hold an adult training or adult teaching qualification as listed in Tables 1 & 2 below or an equivalent qualification and/or experience which meets the criteria outlined in Table 3.
5. Have actively been fulfilling an adult training or teaching role within the last three years.
6. Demonstrate an expertise in the field of Safeguarding and be undertaking continuous professional development in this area.

Part 2: Evidence required to be submitted with your completed application form.

- Screenshot of your GO record showing your guiding role(s) and A Safe Space training.
- Certificate(s) of your adult teaching or training qualification or a letter from your line manager confirming that your experience meets the criteria described in Table 3
- Evidence of your role e.g., a role description
- Evidence of CPD in safeguarding, certificates and copies of learning objectives/outcomes of courses attended, screenshot of CPD record in the last 3 years.

Part 3. Next steps

If you meet these requirements then complete the application form (Page 3)

Submit your form with certificates and other supporting evidence to your Country and Region office.

The Country/Region A Safe Space Lead in consultation with Country/Region Trainer Qualification Coordinator and/or the Country/Region Safeguarding Lead will review your application and will probably contact you to discuss your application.

If you qualify for an exemption a reference will be requested from the Country/Region Chief Commissioner as is required of all volunteers wishing to undertake a trainer role for Girlguiding. On receipt of a satisfactory reference your application will be approved and your GO record updated.

If you are not satisfied with the decision please email Girlguiding leadership at leadership@girlguiding.org.uk

Every effort will be made to complete this process with 28 days. If this is not possible you will be kept informed

Once your application has been approved you will become part of your Country/Region training team. You will have access to ongoing training and support and be linked with an experienced A Safe Space trainer who will support you as you start to deliver A Safe Space training. Like all Girlguiding Qualified Trainers you will be expected to renew your qualification every three years and to take responsibility for your on-going personal development.

Qualifications

Table 1. Adult teacher qualifications (*must be trained in, and have experience of, delivering to adults.*)

- Awards in Preparing to Teach in the Lifelong Learning Sector (PTLLS), Level 4
- Certificates in Teaching in the Lifelong Learning Sector (CTLLS), Level 4
- A Diploma in Teaching in the Lifelong Learning Sector (DTLLS), Level 5
- Level 3 Award in Education and Training (QCF)
- Level 4 Certificate in Education and Training (QCF)
- Level 5 Diploma in Education and Training (QCF)
- Postgraduate Certificate in Education (PGCE Post 16 education)
- HE teaching framework

Table 2. Adult training qualifications (*must be trained in, and have experience of, delivering to adults.*)

- Awards in Preparing to Teach in the Lifelong Learning Sector (PTLLS), Level 4
- Certificates in Teaching in the Lifelong Learning Sector (CTLLS), Level 4
- A Diploma in Teaching in the Lifelong Learning Sector (DTLLS), Level 5
- Level 3 Award in Education and Training (QCF)
- Institute of Training and Development Certificate
- City and Guild – Group Training Techniques
- ILM Training and Development
- Community based training programmes (Level 2 or 3)

NB. The qualifications above refer to English qualifications. For Scotland, Wales and Northern Ireland, please contact your Country Trainer Qualification Coordinator who can look at equivalent qualifications with you.

Table 3

If your qualification is not listed but is similar or you have relevant experience the first step is to cross reference the qualification/experience you have to the criteria listed below:

- Have responsibility for maintaining a safe and supportive learning environment.
- Use a variety of teaching and learning strategies and approaches to meet the needs of adult learners. This includes how to create a learning environment that engages and motivates learners.
- Plan and deliver an inclusive learning and teaching session.

- Be able to manage group learning and development.
- Be able to plan and deliver inclusive learning and teaching sessions for adults (including writing session plans, aims and objectives). Experience and evidence of delivery within the last three years.

If you are satisfied that your qualification meets these criteria then complete the application form.

Application Form

Section A: Personal information of applicant	
Name	
Membership number	
County	
Main contact mobile	
Email address	
Section B: Only complete if you Have a qualification listed in Tables 1 and 2	Write your answers in this column
Give details of an adult training or teaching qualification (listed in Tables 1 and 2)	
Describe your active adult training or teaching role in the last three years.	
Section C: Only complete this section if you have a qualification not listed in Tables 1 & 2 or have relevant experience.	Write your answers in this column
Give details of your qualification.	
Describe how your experience meets the criteria listed in Table 3	

I have enclosed the evidence listed in Part 2 of this form along with my application form

For office us only.