

Role Visit Form - Module 2 & 4

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).
- 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.

Volunteers name and membership number		Observers name	
Title of role being observed e.g. commissioner, adviser		Details of visit e.g. Meeting or event	
Date of visit		Start & finish time	

* During the visit you will need to identify whether you are satisfied the volunteer meets each element of 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 -there is reasoning that it is okay that the volunteer didn't meet the criteria. For example, the observation may have been away from the usual meeting place.

Assessment Questions	Y/N/NA*	Comments
Is everyone participating? Are the roles of all participants clear to the group?		
Is the volunteer valuing all contributions and using democratic decision-making techniques?		
Are all the adults working as a team and involving young people as appropriate?		
Is a clear agenda, topic or focus being followed?		
Are small, task-focused groups used when appropriate?		
Is there evidence of planning?		
Are the current principles, projects and resources of Girlguiding being actively promoted?		
Are start and finish times adhered to?		
Is there evidence of good communication channels in both directions?		
Are appropriate notes or records being kept? Are these available to everyone?		
Is the event taking place in a suitable and safe environment?		

Are the needs of all participants being considered? Is support offered?		
Is there evidence on the Method of Guiding in action?		
Please give your general impression of the volunteer's role in delivering a quality experience for the participants. For example, did they set the agenda? How did they demonstrate consideration for all participants? What is their role in health and safety in the group? Also, atmosphere, fun, enjoyment, channels of communication, flexibility, participation.		

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 Volunteer		Date	
Signature of Observer		Date	