



## INFORMATION FOR LEADERS

### WORKING TOWARDS 'GOING AWAY WITH' SCHEME MODULES

These notes refer to 'Commissioner', Division Adviser' and 'County Adviser'. 'Commissioner' refers to the District Commissioner or if no DC then the Division Commissioner. If neither are in place then advice must be sought from the County Commissioner. 'Division Adviser' and 'County Adviser' refer to the Division/County Residential Adviser for the section the candidate is taking away.

#### GUIDELINES and BEST PRACTICE

- The candidate should attend a training session for all of the modules she wants to gain.
- A candidate should attend at least one residential event as a member of the leadership team.
- Assessed residential events should be held within county. With the exception of a few venues, if the candidate chooses an out of county assessment, they will incur the full petrol charges of the assessor.
- It is recommended that the Division Adviser should be appointed to work with the candidate as a Mentor. If this isn't possible then another leader should be appointed. The mentor needs to hold the GAW modules that she is mentoring. If no-one can be identified then contact the County Adviser for advice.

#### PROCESS

- The candidate must discuss their intentions with their Commissioner and/or Division Adviser before any planning/booking of venues etc takes place.
- The candidate purchases the 'Going Away with Scheme' to start recording her evidence and the 'Going Away with Guiding' to support her work. These are valid Guiding expenses and can be claimed back from units.
- The Commissioner/Division Adviser assigns a mentor.
- The candidate, with help from her mentor, completes Part 1 REN (Residential Event Notification form) and sends to the Commissioner for approval. See the REN for guidance on timescales. **If timescales aren't met, an assessment will not be possible and the event will not be able to go ahead.**



- The Commissioner sends the approved Part 1 REN to the County Adviser.
- The County Adviser organises an assessor to attend the residential.
- Once agreed with her mentor and the part 1 REN has been approved, the candidate books the venue.
- The candidate posts the assessment fee (see below) and the County GAW scheme application form to the County office.
- The candidate continues planning and collating evidence for the GAW modules. Her mentor is available for guidance and support throughout.
- The candidate completes Part 2 REN and sends to the Commissioner for approval. See the REN for guidance on timescales. **If timescales aren't met, an assessment will not be possible and the event will not be able to go ahead.**
- The Commissioner sends the approved part 2 REN to the County Adviser.
- As soon as available, and no less than THREE weeks before the residential, the candidate sends the menu, programme, budget and risk assessments to the County Adviser who will forward to the assessor.
- The assessor visits the event and then reports back to the County Adviser.
- After the event the candidate completes the accounts. Then goes through her evidence with her mentor. The mentor signs off the modules if everything is in order.
- The candidate sends her GAW book plus the supporting evidence to the County Adviser within **SIX** weeks of the completion of the residential.
- The County Adviser issues the certificate and badge (if modules 1-4 have been completed). She arranges for the candidate's GO record to be updated with her achievement.



## **NOTES**

When emailing RENs, recommendation forms and any other documents including personal data, they must be password protected and the password sent separately. To do this use the .doc REN from [www.girlguiding.org.uk](http://www.girlguiding.org.uk) NOT the .pdf. PDFs are difficult to password protect.

Forms that require a signature can be sent as scanned copies.

A GAW recommendation form can be sent from the approving person's email address registered on GO, in which case a signature is not required.

If 1 or 2 modules are to be assessed, the fee is £15.

If 3 or more modules are to be assessed, the fee is £25.

Cheques to be made payable to '**Guide Association of Bucks – Outdoor Activities**', please write on the back, **candidate's name, unit and 'GAW'**.

If at any point during this process there is a problem, then advice should be asked for from the County Adviser.

## **COUNTY RESIDENTIAL ADVISERS**

**Rainbow/Brownie:** Jacqui Hansell, [jacqshansell@gmail.com](mailto:jacqshansell@gmail.com)

**Guide/Senior Section:** Alison Leah, [bucksguidesra@yahoo.co.uk](mailto:bucksguidesra@yahoo.co.uk)

**County Office:** Girlguiding Buckinghamshire, 3 Walton Terrace, Walton Street, Aylesbury, HP21 7QY

March 2019