

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.

Where this note refers to movement of the form between people, it is preferred that this is done by email.

GUIDELINES and BEST PRACTICE

- Ideally 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 (see [county website](#) for a list), 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.
- The mentor should, ideally, not attend the assessed event as staff.

PROCESS

Please note that a candidate must have their LQ modules 1-4, module 1 does NOT need to be for the section they are taking away in order to work towards the 'Going Away With' scheme.

- The candidate must discuss their intentions with their Commissioner and/or Division Adviser before any planning/booking of venues etc takes place.
- Commissioner/Division Adviser assigns a mentor.
- 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 candidate, with help from her mentor, completes REN part 1 (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.**
- Commissioner sends REN part 1 to the division adviser and any other relevant advisers.
- If Advisers are happy, the form is returned to the Commissioner, otherwise they and Commissioner communicate to resolve issues. The issues should be documented on the REN. The REN should be used as a working document.
- Commissioner approves the REN part 1 then sends back to the candidate and to the County adviser as assessment is required.
- County Adviser organises an assessor to attend the residential.
- Once agreed with her mentor and the REN part 1 has been approved, the candidate books the venue.
- Candidate completes the County GAW Application form from the [residential page](#) of the County website and sends it, along with a cheque or details of payment by transfer, for the assessment fee, to County office as detailed on the form.
- The candidate continues planning and collating evidence for the GAW modules. Her mentor is available for guidance and support throughout.
- The candidate completes REN part 2 and, if necessary, updates REN part 1. She then sends the completed REN to her 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 REN part 2 to the candidate and 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.
- Not less than 2 weeks before the event the assessor will make contact with the candidate.
- 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 return of the book and evidence to the candidate. She arranges for the candidate's GO record to be updated with her achievement.

NOTES

REN Form:

At the moment, the REN form on GO cannot be passed to the County Adviser so please use the [downloadable form from www.girlguiding.org.uk](http://www.girlguiding.org.uk).

Password Protection:

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 .docx REN from www.girlguiding.org.uk NOT the .pdf. PDFs are difficult to password protect.

Signatures:

Forms that require a signature can be electronically signed or sent as scanned/photographed copies.

Problems:

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, rabrownies@girlguidingbucks.org.uk

Guide/Senior Section: Hilary Zayed, raguides@girlguidingbucks.org.uk

County Office: ggbucks@girlguidingbucks.org.uk

Girlguiding Buckinghamshire, 3 Walton Terrace, Walton Street, Aylesbury, HP21 7QY