

# The Going Away With scheme Travelling Abroad module process

A candidate must have completed their Leadership Qualification AND currently hold an active role as a leader, commissioner or adviser to be able to work on the residential qualification.

Leaders holding or working towards the GAW scheme must hold up to date A Safe Space levels 1-3.

To be assessed for the Going Away With scheme Travelling Abroad module, you must:

- Hold the Going Away With licence (Modules 1 to 4)
- Have led a Girlguiding residential event lasting two nights or more

Before you depart on the international trip to be assessed, you must:

- Have completed the relevant modules of the Going Away With scheme for the section you are taking away and the type of event you are planning.

As part of working towards this module you will need to attend the Part 1 Travelling Abroad Support Session which will be face-to-face on a Saturday or Sunday with the County International Adviser, going through the various aspects of organising and running a residential abroad, then if you are intending to organise a trip further afield or not using the help of any travel company you will need to also attend the Part 2 Travelling Abroad Support Session which will virtual one evening.

These support sessions will only be run once a year in January or February, enabling you to start planning a trip for summer the following year.

This module covers all aspects of organising and running a residential abroad, including:

- planning and budgeting
- communicating with and gaining permission from parents
- booking accommodation and transport
- organising insurance
- health care plans and planning for emergencies
- post-event evaluation.

This qualification is practically assessed so you will need to plan and run a residential abroad to complete it. Along the way, you'll be assessed by a mentor, and will need to keep a record of evidence to show what you have done.

## 1. Register and get publications

- Candidate discusses with her local commissioner that she would like to start working on the GAW Scheme Travelling Abroad Module.
- The local commissioner adds this on GO.
- Candidate fills out a registration form via the county website - <https://girlguidinghantswest.org.uk/county-trainings>
- Once registered the County GAW coordinator will check that the commissioner has given approval by adding the details on GO.
- The candidate purchases the 'Going Away With Scheme' resource (essential). The 'Going Away With Guiding' publication is also recommended but not essential. Remember these are allowable expenses on the event/unit.

## 2. Attending the Travelling Abroad Support Session

- The County GAW coordinator will inform you of the dates of the Part 1 Travelling Abroad Support Session which will be face-to-face on a Saturday or Sunday with the County International Adviser going through various aspects of organising and running a residential abroad.
- If you are intending to organise a trip further afield or not using the help of any travel company you will need to also attend the Part 2 Travelling Abroad Support Session which will virtual one evening.
- These support sessions will only be run once a year in January or February, enabling you to start planning for summer and beyond the following year.

## 3. Working with a Mentor

- The County GAW coordinator will pair the candidate with a mentor.
- The mentor will contact the candidate to arrange a mutually convenient time to meet for the initial meeting.
- The mentor will maintain regular contact with the candidate via email, phone or further meetings as required.
- All plans should be checked with the mentor in conjunction with the County International Adviser and all applicable parts of the blue record book signed off prior to the event.
- Travel expenses for attending mentor sessions or meetings with a mentor are an allowable expense on the event/unit.

#### **4. Complete evidence**

- This should only be writing up any additional notes, completing a full account sheet (including receipts) and writing up an evaluation report of the event.
- All evidence should be completed within 4 weeks post event.

#### **5. Sign off by the Mentor**

- When the evidence folder is complete the candidate will meet with their mentor at the next mentor session to have all modules signed off. The evidence folder can then be verified at the same meeting and returned to the candidate.
- Alternatively, the candidate and mentor can meet at another time to sign off modules and the mentor will take the evidence folder to the mentor session for verification.

#### **6. Verification**

- Folder will be handed to a Verifier at a county mentor session for final assessment. This is to ensure consistency and quality throughout the County.
- The candidate may be contacted for further information at this stage.
- If all is in order, the qualification will be signed off. This step will normally be completed by the County Residential Adviser.

#### **7. Details of the qualification on GO**

- The County GAW coordinator will inform the County GO Coordinator that the qualification is complete and the County GO Coordinator will update the candidate's record.