Going Away With… Qualification

For Commissioners and Administrators.

Use this help file to manage the Going Away with… qualification for volunteers in your area.

Qualification	Minimum Age	Maximum Age	Membership Required	Mentor Required	Who can add qualification to show it has been started	Who can mark qualification as complete
Going Away With… Qualification	18	N/A	Yes	Yes	District Division County	District Division County

The Going Away With… Qualification is recorded on GO as a qualification, with multiple modules (Going Away With License for the basic one night element, then Catering, 3 x Programme modules, Facilities, Camping and Travelling Abroad).

The qualification needs to be added to the individual's record before you can select the modules they are undertaking.

If you are a **Commissioner**:
- Click the 'Commissioner' button at the top followed by 'My District/Division/County Roles'. Click on your level from the list on screen.
- Click on the 'Learning' tab followed by 'Going Away With Scheme' from the left hand side.

If you are an **Administrator** (e.g. GO Coordinator or Division Administrator):
- Click the 'Level Support' button at the top followed by 'My District/Division/County Roles'. Click your level from the list on screen.
- Click on the 'Learning' tab followed by 'Going Away With Scheme' from the left hand side.

Adding the Going Away With… Qualification to a new starter

1) Click on 'Add Qualification' button.

2) Select the 'Mentee' and 'Mentor' using the magnifying glass.

NOTE//
The Mentee search will provide you all volunteers holding their main role in your area or below.

Only volunteers with the role of Mentor recorded on GO will show in the search. You will see all volunteers whose main role is in your level or below. For example a County Mentor will also show if their main role is within your District/Division. The role of Going Away With Mentor can only be added at County level.

Selecting the modules and editing the start date

Now that you have added the qualification they will appear on the list of New Going Away with Qualifications in the first table on the screen. You now need to choose which modules they are going to be working on

1) Click on the actions arrow for the relevant participant

2) Click on 'View Qualification'.

3) Use the actions arrow to 'Mark as Selected' for each of the modules the participant has chosen to work on. If the start date is before today need to use the View Module action to amend.

4) Enter the start date for the qualification and confirm if they have the scheme book

5) Click on Update

6) Click on the actions arrow for the relevant participant and select 'Mark as in Progress'.
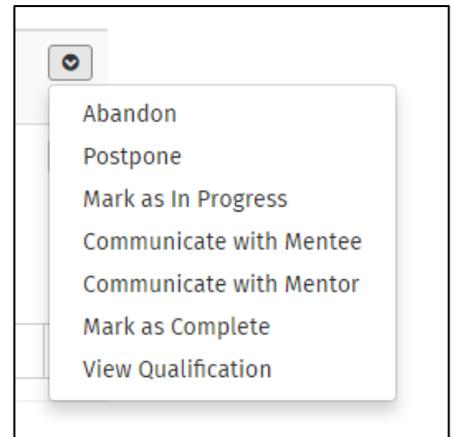
Adding a module to a volunteer who has already completed the Going Away With… Qualification

Use these steps for adding an additional module (section programme, camping, travelling abroad etc.)

1) Change the view of the first table to show 'Completed Going Away With… Qualifications'

2) Click on the actions arrow for the relevant participant.

3) Click on 'View Qualification'.

4) Use the actions arrow to 'Mark as Selected' for the new module they are going to work on. You may need to change the start date for this module.

Marking a module as complete

1) On the In Progress Going Away with Modules list (second table on screen) Click on the actions arrow for the relevant module

2) Click 'Mark as Complete' and enter the date completed on.

3) Submit to save the information.

NOTE/ If marking all modules complete for an individual, it's quicker to click on 'View Qualification' from the first table on screen and using the action arrow for each of the modules from this pop-up table.

Marking the Going Away With… Qualification as complete

1) On the In Progress Going Away with Qualifications (first table on screen). Click on the actions arrow for the relevant participant

2) Click 'Mark as Complete' and enter the date the qualification was completed.

NOTE/ Only once a completed Going Away With Licence Module and the volunteer has a completed Leadership Qualification on their record can the Going Away With… Qualification be marked as complete.

As the Going Away With… qualification does not need to be verified the 'Submitted Going Away With Qualifications' list will always be blank.

Marking a module or the Going Away With… Qualification as 'Abandoned/Postponed'

This can only be completed at County Level, if you are trying to complete this at District/Division level, please ask your County to help.

1) Click on the actions arrow for the module or qualification.

2) Click 'Abandon' or 'Postpone' as required.

3) Click 'Proceed' on the 'Are you sure' pop-up.

NOTE//
If the individual wants to restart the qualification or module click on the actions arrow next to their name in the first table and click 'View Qualification' to show that they have re-selected a module; click 'Mark as In Progress' if they postponed or abandoned the qualification in full.

Keeping in contact with Participants and Mentors

1) Use the third table on screen Going Away with Participants, changing the view as required.

2) Click on the actions arrow and 'Contact Participant' or click on the individual's name to send them an internal message.

3) Click on the download button to export a spreadsheet so that you can send an email to all Mentors or Participants as required.

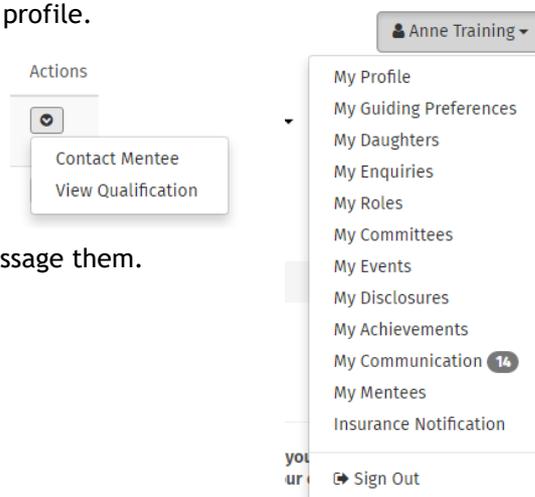### Mentors contacting their Mentees
Mentors can see their Mentees in the 'My Mentees' section in their profile.

1) Click on your name in the top right hand corner.

2) Select 'My Mentees' from the list

3) Click on the actions arrow

They can use the actions arrow and 'Contact Mentee' option to message them.

What do each of the tables show you?

Table one – Qualifications

This table provides you with a view selector to see the Going Away With…
Qualification for different volunteers with each status.

Table two – Modules

This table provides you with a view selector to see the different modules with each
status. If a volunteer is completing/has completed multiple modules they will show
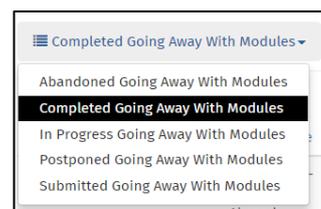multiple times.

Table three - Mentors/Participants

This table provides you with the opportunity to download the
participants or the mentors.

This shows all participants who are currently in progress with at
least one module with their email address so that you can contact
them to invite them to relevant trainings.

The Mentors view shows all those Mentors who are currently recorded on GO as mentoring another volunteer
through this qualification.