A **HOW TO GUIDE** to

*Assist Trainers, Trainer Candidates, OAL Adventure
Facilitators, OAL Expedition Leaders and Area Training Advisers*

UNDERSTAND REAPPOINTMENT, EVALUATING, AND MENTORING A TRAINER.

Contents

How to Become a Trainer Candidate (TC)

A Guider interested in becoming a Trainer Candidate must complete the **Trainer Candidate Application Form (TR.3)** and submit the signed form along with a recent iMIS profile to her Area Training Adviser (ATA).

- Once the ATA receives a TR.3 and recent iMIS profile, she or her delegate (an experienced trainer) will contact the Guiding reference on the TR.3 and record the results on the AB- Training.04 (Trainer Candidate Reference) form.
- Once reference has been contacted, the ATA is to contact the AC, preferably by email to obtain the Area Recommendation. Once a reply has been received from the AC, the ATA is to forward that email along with the three documents (TR.3, iMIS profile & AB-Training-04) to the Trainer Records & Development Coordinator.
  - **Incomplete or incorrect forms will be returned.**
  - **These can be submitted to the Trainer Records & Development Coordinator at any time during the year.**
- Following the submission of the TR.3, iMIS profile, and AB-Training-04 to the Trainer Records & Development Coordinator the documents will be reviewed by the Alberta Council Training Committee Executive and if approved, the Guider will receive a welcome email from Alberta Council Training Adviser. The candidate appointment will be entered into iMIS which will then give the Trainer Candidate access to the trainers' section in Member Zone on the national website as well as they will begin receiving Training specific communications.
- The new trainer candidate will receive a New Trainer Kit from the Training Committee at the earliest opportunity following the completion of the *TEAM Trainer Stream modules*.

The final approval for appointment of a Trainer Candidate is done by the Executive of the Alberta Council Training Committee.

Trainer Candidate (TC) Process

The TC will be informed of opportunities to take the **trainer pre-requisites**: *Understanding the Adult Learner* TEAM enrichment module and the *TEAM Trainer Stream Modules* if she has not taken them previously or received equivalency. The Trainer Stream modules are offered across Alberta, Northwest Territories, and Yukon, usually at the Alberta Council Trainers Workshop.
  - It should be noted that any Guiding member is able to take the *TEAM Trainer Stream Modules;* however, completion of these modules does not automatically appoint the guider as a Trainer Candidate. Once these modules have been completed, she will be awarded the Trainer Stream pin and there is no obligation to become a Trainer Candidate. The Trainer Candidate process still must be followed if she chooses to apply to become a Trainer Candidate.
  - If the prospective trainer has experience as a 'trainer of adults' she may request equivalency for some or all of the Trainer Stream Modules. To request equivalency for these modules, the Guider must complete the **Training Equivalency Form (TR.1)** and submit it to her Area Training Adviser (ATA).

- Once a Candidate has been appointed, the ATA will invite the TC to the Area training meetings.
- The TC will be invited to attend trainings as an observer.

- The TC is assigned a Mentor by the ATA in consultation with the TC.
  - The ATA notifies the Trainer Records & Development Coordinator of the mentoring partnership who then updates her records and has iMIS updated accordingly.
  - If there is not a Mentor indicated on the submitted paperwork, the Trainer Records & Development Coordinator goes back to the ATA and asks if one has been assigned or assists in finding an appropriate Mentor.
  - The Trainer Candidate may request several mentors to help her expand her skills.
- Once a mentor is assigned, the TC and mentor will work together on the following:
  - TC works with her mentor to develop and understand the goals they are trying to achieve. Completing the **Mentor Work Sheet Goal Setting form** will assist them in this mentoring relationship.
  - Observe her mentor/designate deliver at least one training
  - Team train at least two trainings (different modules, if possible)
  - Perform a self-assessment of trainer competencies using the Trainer Observation
  - Rubric and discuss with mentor
- Do one training solo and receive feedback from her mentor/designate to gauge experience and create a further development plan if required.
- The Trainer Candidate is to submit the **Annual Trainer Report** (**TR.4**) and the **Alberta Trainer's Biographical Record (AB-Training-01)** each year indicating the trainings she has facilitated and any professional development trainings she has taken over the year. <u>Submission of these forms allows the TC to become familiar with the forms and how/when to submit them. Their submission also keep the ATA appraised of Candidate's progress.</u>
  - The forms must be sent to the ATA for submission to the Trainer Records & Development Coordinator on or before July 15 each year.
- A Trainer Candidate has up to three years from the candidate appointment date, to complete the Trainer Candidate process. This date is also listed in iMIS however the Trainer Records & Development Coordinator will send a letter to the Trainer Candidate, her Mentor and her ATA, six months in advance of the three-year completion date as a reminder that her candidacy expiry date is fast approaching.

Trainer Candidates Responsibilities

- Complete Trainer pre-requisite trainings, *Understanding the Adult Learner* and the *TEAM Trainer Stream Modules* at the earliest opportunity.
- Complete the Mentor Work Sheet Goal Setting form with mentor early in the mentoring partnership.
- Observe Mentor/designate facilitating at least one training.
- Team train at least two trainings.
- Do one solo training to receive feedback from mentor/designate to gauge experience.
- Perform a self-assessment of trainer competencies using Trainer Observation Rubric.
- Ensure an annual TR.4 and AB-Training-01 is submitted to Area Training Adviser (ATA) by the Area due date.
- Attend Area Training meetings
- Attend Provincial Trainer's Workshop at least once during three-year Candidate term.

Mentor's Responsibilities to Trainer Candidates

The role of the Mentor is to provide guidance and support to the Trainer Candidate to become familiar with her new role. The Mentor should be prepared to:
- Complete the Mentor Work Sheet Goal Setting form with the TC
- Be observed by the mentee
- Assist a mentee to develop and expand her skills
  - Complete the Mentor Work Sheet Goal Setting form
  - Observe at least one mentee training and provide feedback
- Be a positive role model
- Share experiences, knowledge and resources
- Be genuinely interested in the mentee as an individual
- Establish a good mentee/mentor working relationship
- Offer problem solving techniques
- Help set and review goals
- Be prepared to team train with the mentee
- Provide helpful feedback
- Acknowledge achievements
- Inform and encourage mentee to participate in trainings

Area Training Adviser's (ATA) Responsibilities to Trainer Candidates

- Assign a mentor to the Trainer Candidate in consultation with her.
- Advise the Trainer Records & Development Coordinator of this mentoring partnership.
- Invite the TC to attend Area Training meetings.
- Start an AB-Training-03 Area Training Adviser Checklist for Trainer Appointment form for each candidate.
- Review TC's annual TR.4 and AB-Training-01 forms to ensure proper completion and to track progress.
- Forms are to be sent in as soon as the ATA receives and reviews them rather than waiting for the deadline date -- ideally within two weeks of receiving the forms. Ideally, forms should be submitted electronically in either word or pdf. They are not to be submitted as jpegs.

Alberta Council Training Committee's (PTC) Responsibilities to Trainer Candidates

- The Trainer Records & Development Coordinator presents the documentation to the Training Committee Executive.
- Once approved, the Alberta Council Training Adviser sends a welcome email to the Trainer Candidate; cc's her Mentor, her Area Training Adviser and Trainer Records & Development Coordinator.
- If appointment is not approved, a discussion with the Area Training Adviser (ATA) and Alberta Council Training Adviser (PTA) takes place. The discussion is followed up by an explanation letter sent by the Alberta Council Training Adviser to the potential candidate and the ATA.

- The Trainer Records & Development Coordinator updates the Trainer Candidate's iMIS profile with the appointment date and mentoring partnership so that the Trainer Candidate can access the trainer section on the national website as well as receive communications specific to Training.
- Provide TC with a New Trainer kit upon becoming a candidate, once she has completed the Trainer Stream modules (or been granted equivalency).

Appointment of a Trainer

When the trainer candidate feels she is ready to be appointed as a trainer, she must have her training skills assessed in partnership with her mentor using the Trainer Self-Evaluation (TR.5), the Trainer Observation (TR.6 along with the Trainer Observation Rubric) and Participants Evaluation (TR.8 or an equivalent summary) forms. **Note**: The Trainer Candidate has three years from her candidate appointment date to complete the Trainer Candidate process and get to this stage, but may do so earlier if she is ready. It is strongly recommended that the evaluation training session is on a TEAM Foundation or Enrichment module and are done solo.

Once the trainer has been assessed, she is to submit the following documentation to her ATA within 30 days of the training.
- The Self-Evaluation (TR.5) form from the assessed training.
- The signed Trainer Observation (TR.6) form from the assessed training. If the trainer candidate is comfortable, she is encouraged to submit the Trainer Observation Rubric.
- A summary of the Participant Session Evaluation (TR.8 or an equivalent summary) from the assessed training.

Please note, the TR.5, TR.6 and TR.8s must be from the same training session and are to be sent into the trainer's Area Training Adviser within 30 days of the end of the training. The assessment training is to take place within three years of becoming a trainer candidate.

Once the ATA has received the above documents, she will look them over to ensure all information is included. She will then complete the AB-Training-03 including a recommendation from the mentor and the Area. **Please note:** The Area recommendation must be done in consultation with the Area Commissioner with a note or signatures of recommendation.

Once all pertinent documents and recommendations have been obtained, the ATA will submit everything to the Provincial Trainer Records & Development Coordinator. This should be done within two weeks of being received. The application will be then be reviewed by the Training Committee Executive at the earliest opportunity.

Upon approval, the trainer candidate will be appointed as a trainer for a three-year term, receive a Trainer pin at the earliest opportunity and her iMIS profile will be updated to reflect that she has been appointed as a trainer.

Should the candidate be unsuccessful, a discussion will take place between the TC, ATA and Alberta Council Training Adviser to determine the next course of action. A new mentor should be arranged if the candidate wishes to continue.

The final approval for appointment to trainer is done by the Executive of the Alberta Council Training Committee.

Trainer Candidates Responsibilities for Trainer Appointment

- Ensure all Trainer Candidate Responsibilities as listed above are complete within three years of her candidate appointment date.
- Work with Mentor and/or Area Training Adviser (ATA) to find a suitable training session for the TC to be assessed.
- Compile the TR.5, TR.6, Trainer Observation Rubric, and TR.8s (or equivalent summary) and submit to ATA within 30 days of assessed training.

Mentor's Responsibilities for Trainer Appointment

- Work with Mentee to find a suitable training session for her to be assessed.
- Using the TR.6 and Trainer Observation Rubric, assess the mentee and discuss findings following the training.
- Sign and date the TR.6 along with the mentee to show it was discussed.
- Be prepared to provide a recommendation as the mentor to the ATA on the AB-Training-03.

Area Training Adviser's (ATA) Responsibilities for Trainer Appointment

- Complete the AB-Training-03 for the Trainer Candidate
- Work with Candidate and/or Mentor to find a suitable training session for her to be assessed.
- Ensure the TR.5, TR.6, Trainer Observation Rubric and TR.8s are complete, including signatures as required. Things to watch for:
  - some with no scoring
  - some with no comments
  - long gap between training session and forms being submitted
  - that they are from the same training session
  - no TR.8 summary (or equivalent) accompanying the TR.5 & TR.6
  - documents not signed or dated
- Obtain the mentor's recommendation and record this on the AB-Training-03. An email copy from the mentor is also acceptable.
- Once reviewed at the Area level, the ATA, in consultation with the AC provides an Area recommendation recording this on the AB-Training-03. An email from the AC is also acceptable.
- Determine how and when the trainer will be presented with her Trainer pin upon successful appointment and record this on the AB-Training-03.
- Compile all relevant completed documents (AB-Training-03, TR.5, TR.6, Trainer Observation Rubric and TR.8s and submit to the Trainer Records &

Development Coordinator for approval by the Alberta Council Training Executive Committee.

- If the Trainer Candidate requires more time (i.e. not able to get all their trainings completed) then a request should be sent to the Alberta Council Training Committee for a new completion date. It may also help the Trainer Candidate by appointing a new Mentor at that time.
- Forms are to be sent in as soon as the ATA receives and reviews them rather than waiting for the deadline date -- ideally within two weeks of receiving the forms. Ideally, forms should be submitted electronically in either word or pdf. They are not to be submitted as jpegs.

Alberta Council Training Committee's Responsibilities to Trainer Appointment

- The Trainer Records & Development Coordinator reviews the submitted forms and puts a motion to the Training Committee Executive for approval.
- If approved, the Alberta Council Training Adviser sends a congratulatory letter to the new Trainer and cc's her Area.
  Training Adviser and the Trainer Records & Development Coordinator.
- The Trainer Records & Development Coordinator sends a Trainer pin to the Area Training Adviser (ATA) for presentation unless otherwise noted.
- If appointment is not approved, a discussion with the trainer candidate, ATA and Alberta Council Training Adviser (PTA) takes place to determine next steps. The discussion is followed up by an explanation letter sent by the Alberta Council Training Adviser to the candidate and the ATA.

Annual Requirements for a Trainer

Annual Trainer Responsibilities

- To maintain the trainer appointment, a trainer must be active in the trainer position by training a minimum of 10 hours each year during the three-year appointment. The training records run from July 1 – June 30 each year.

  o At least three hours must be on training Foundation modules.
  - A letter of cancellation is sent to any trainer who has not meet the minimum three hours Foundation trainings consecutively over a three-year period.
  - If a Trainer wishes to train a Foundation or Enrichment Module (e.g. OAL Tent Camping or Building Strong Teams) that they haven't trained before, there should be a discussion between the trainer and her Area Training Adviser (ATA), or Alberta Council Training Adviser if there is no ATA, regarding the knowledge and skills needed to deliver the training. This is to ensure the trainer feels comfortable with going ahead to train a new module. Training with a Mentor or team training is also a good way to train a module that the trainer has never trained before.

  o A maximum of three hours prep time may be considered towards training hours.

- Trainers are to obtain 4 hours of enrichment training each year during the three-year appointment. (Training taken outside of Guiding is eligible for training credit assessment.)

- Trainers are expected to participate in Area training team meetings and events regularly.

- Trainers are expected to attend the Provincial Trainer's Workshop at least once during their three-year appointment.

- Trainers are to complete the **Annual Trainer Report** (**TR.4**) to record the trainings they have given and trainings they have taken, during the one-year timeframe. This form is to be sent to their Area Training Adviser (ATA) for submission to the Trainer Records & Development Coordinator on or before July 15 each year.
  - Failure to submit the TR.4 by the due date will imply that the trainer does not want to be a trainer anymore. Their iMIS profile will be updated accordingly, meaning that they will no longer have access to the training modules on *Member Zone* nor be on the training roster.

- Trainers are required to complete the Alberta Trainer's Biographical Record (AB-Training-01) and submit to their ATA for submission to the Alberta Council Training Committee on or before July 15 each year. This form reports on the following:
  - All trainings they have given that year,
  - Trainings they are interested in training in the coming year,
  - Trainings they are interested in team training in the coming year, and
  - Alberta Council Training Events that they are willing to coordinate or to be part of the training team in the coming year

The yearly Renewal Forms (TR.4 and AB-Training-01) must be sent to the ATA for submission to the Trainer Records & Development Coordinator no later than **July 15 each year**.

Please Note: The Training Committee uses the TR.4 and AB-Training-01 forms for record keeping and for consideration in choosing Trainers to coordinate and/or train at an Alberta Council Training Event.

Annual Area Training Adviser (ATA) Responsibilities

Area Training Advisers must be sure all trainers and trainer candidates are using the current forms only. Current AB-Training-01, AB-Training-02, AB-Training-03, AB-Training-04, Trainer Observation Rubric and Mentor Worksheet-Goal Setting Forms are on the Alberta website under *Training>Training Forms and Resources* with a link also to the current National Website forms (TR.1-TR.10) or go directly to the National website under *Forms* for the TR.1-TR.10.

- Area Training Advisers are responsible to keep track of the national trainer reappointment requirements <u>for each trainer</u> in their Area. As such, the **Area Training Adviser Checklist for Trainer Reappointment (AB-Training-02)** is to be used by the Area Training Advisers to keep track of the yearly requirements and the reappointment process.
- Area Training Advisers are responsible to keep track of <u>each Trainer Candidate's</u> progress. The **Area Training Adviser Checklist for Trainer Candidate Appointment (AB-Training-03)** is to be used by the ATA for this purpose.

- The Area Training Advisers are to review the TR.4's and AB-Training-01s of all trainers and candidates in their Area to confirm the forms have been <u>completed properly</u>. This will keep the Area Training Adviser aware of how the Trainer Candidate is progressing on becoming a trainer and to confirm the forms have been completed properly. Things to watch for include:
    - have they written the actual number of hours (the word "lots" is not acceptable)
    - have they indicated what type of training it was (such as foundation, enrichment, administration)
    - have they indicated the number of participants?
    - did they note if the training did not take place and why it did not
    - have they noted preparation time?
    - have they indicated who delivered the training
- Record the date received and other pertinent information on each individual's AB-Training-02 (or -03 for candidates) when the TR.4 and AB-Training-01 forms are received.
- Forward <u>only</u> the TR.4 and AB-Training-01 to the Trainer Records & Development Coordinator on or before July 15 of each year. **Incomplete or incorrect forms will be returned.**
- Forms are to be sent in as soon as the ATA receives and reviews them rather than waiting for the deadline date, ideally within two weeks of receiving the forms. Forms should be submitted electronically in either word or pdf but hard copies will be accepted if necessary. They are not to be submitted as jpegs.
- ATA's need to be aware of when their trainers need to be evaluated for reappointment so they can remind and assist the trainer in find a suitable training to be evaluated on. This information can be obtained from the Training Roster, or from the Trainer Records & Development Coordinator.

Guidelines for Reporting on the TR.4 and AB-Training-01

Reporting on the TR.4 Form

1. What can be recorded under _TRAININGS PRESENTED_ on the TR.4?
- Use the number of hours National Modules state, underlined provided the trainer has met all the learning objectives in the module. I.e. Safe Guide states 2.5 hours then the trainer records 2.5 hours regardless of how long the session was. *(The hours are indicated beside the modules on the AB-Training-01)*
- A maximum of three hours preparation time may be considered towards training module time.
- In special circumstances, if the trainer holds a senior position in guiding (i.e. AC or in some cases DC etc.) equivalency hours may be granted. Please speak to the Alberta Council Training Adviser (PTA) for more information.

2. What can be recorded under _OTHER TRAINING ACTIVITIES_ on the TR.4?
- Participation in training meetings at area level (record the number of hours participating at the meetings)
- Participation on training Committee at provincial level (record the number of hours participating at the meetings)
- Preparation time over and above the three-hour maximum listed under Trainings Presented.
- Provincial Co-coordinator for an event (record the number of preparation hours)
- Mentoring another trainer (record the number of hours spent mentoring)

3. How are Alberta Council Training Event Hours Recorded on the TR.4?
- Participant at the Trainers Workshop:
  - For recording *TRAINER DEVELOPMENT* hours the Event Coordinator will inform all participants the hours allotted for the event. (I.e. 1.5 hours Friday evening, 7.5 hours Saturday and three hours Sunday.) This ensures all participants will be recording the correct number of underlined learning hours for this event (These hours are set by the Event Coordinator, in discussion with the Training Events Coordinator.)
  - If a trainer chooses to take a break or not participate in a session that trainer must decrease the number of hours of training taken accordingly.
- Training at the Trainers Workshop, Multi-Faceted, or Commissioners Workshop:
  - These should be recorded based on the number of hours actually spent training. For instance, if you facilitate two 1.5-hour sessions at Multi-Faceted, then you can record three hours.
- If the trainer is a participant in other sessions during the event, those hours can be recorded under TRAINER DEVELOPMENT using the hours allotted for each session.

4. Where to send Questions Regarding Reporting on the TR.4?
- Any questions regarding whether something counts or does not count towards training hours, goes to the Area Training Adviser (ATA) who in turn will take it to the Alberta Council Training Adviser (PTA) for discussing/answering.
- The reply will be sent to the ATA concerned and if required, the reply will be sent to all other trainers.

Reporting the Alberta Trainer's Biographical Record (AB-Training-01)

Each year trainers are required to complete the Alberta Trainer's Biographical Record (AB- Training.01) to report on the following:
- All trainings they have given that year,
- Trainings they are interested in training in the coming year,
- Trainings they are interested in team training in the coming year, and
- Alberta Council Training Events that they are willing to coordinate or to be part of the training team in the coming year.

Trainer Reappointment

Trainers are required to be reappointed every three years. At the end of a trainer's three-year term, she has the option to apply for re-appointment, take a leave of absence for one year or resign.
- If taking a leave of absence or resigning, trainers are to complete the **Leave/Resignation Form (TR.7)** and submit to their Area Training Adviser (ATA).
- Leave of Absence requests are not permitted by Trainer Candidates.
- It is the trainer's responsibility to notify her ATA of her availability to return to the position.
    Trainers who have been inactive beyond one year are considered to have resigned.

Please note: Trainers who request a Leave of Absence are still expected to submit a TR.4 to their ATAs before July 15 as it is expected that they would have done some sort of training prior to requesting their Leave of Absence.

Trainer Responsibilities for Reappointment

The Trainer is responsible for ensuring the following requirements are completed if reappointment is being sought:

- Attend an Alberta Council Trainer's Workshop at least once during the three-year appointment.
- Participate in Area Training meetings and events.
- Obtain 10 Hours training each year during the three-year appointment of which at least three hours are to be TEAM Foundation or Enrichment modules.
- Obtain four hours enrichment training each year during the 3-year appointment
- Ensure Training Forms (TR.4 and AB-Training-01s) are submitted to Area Training Adviser (ATA) annually and on time.
- Find a training, in consultation with her ATA (or Alberta Council Training Adviser, if there is no ATA), where she can be evaluated,
    - **Please Note:** The Training Committee understands that not all areas, specifically our smaller areas, will have a training taking place when a Trainer needs to be re-evaluated. As such, Trainers may facilitate their reappointment evaluation trainings at any time in the year preceding their reappointment date. It is <u>strongly</u> recommended that early reappointment evaluations taking place between the six and 12 months be **the exception and not the rule**. Please note, requesting an early reappointment will not change the Trainer's reappointment schedule.

- It is <u>strongly</u> recommended that the trainer, in consultation with her ATA, take the following into consideration when choosing which session will be used for her reappointment evaluation session:
  - That the training session is done solo and not as a team training session.
  - That the training session be either a Foundation or Enrichment module from the **Training and Enrichment for Adult Members (TEAM)**.
- Upon the completion of the evaluation training, ensure that the TR.5 (self-evaluation), TR.6 (peer review performed by Training Advisor or designate), and TR.8 are filled out, signed as applicable and submitted to her ATA within 30 days of evaluated training.
  1. **The TR.5 is meant to give the evaluated trainer:**
     - an opportunity to look inward at her skills and training techniques at what she would change or add
     - an opportunity to set new goals with timelines
  2. **The TR.6 is meant to give the evaluated trainer**
     - valuable feedback
     - suggestions for growth as a trainer
     - It is the recommendation of the Training Committee (full meeting) April 2018, that the Rubric (used with kind permission of B.C. Council) be used as part of the Trainer Reappointment Process. The Observer will complete the Rubric at the observed Training session and will discuss it with the Trainer.
     - The Rubric is then retained by the Trainer for her own personal development and is not part of the reappointment package forwarded to the ATA.

  3. **The TR.8 (or an equivalent summary) is meant to give the evaluated trainer**
     - feedback on participants' satisfaction with the content
     - feedback on participants' satisfaction with the training methods used
     - can provide the information on how to improve the training

<u>Please note</u> these three evaluations must be from the same training session and are to be sent into the trainer's Area Training Adviser **<u>within 30 days of the end of the training session</u>**.

Trainer Self-Evaluation Form (TR.5)

What is expected of the trainer?

- Continue to be stimulated as a trainer
- Know the subject well
- Have everything prepared in advance
- Be organized during the training
- Be time conscientious,
- Complete the TR.5, as soon as possible, after peer review training, ideally immediately following the session so it is fresh in the trainer's mind,

- Review the TR.6 and the Trainer Observation Rubric with the evaluator then sign and date the TR.6.
- Compile the TR.8s into a summary sheet or scan all TR.8s into a single document to submit with the TR.5 and TR.6,
- Submit all documents, including the Trainer Observation Rubric if comfortable doing so, to the ATA within 30 days after the evaluated training session.

Trainer Observation Form (TR.6)

What is expected of the evaluator?
- Know who is being evaluated and which training they will be delivering. Be familiar with the objectives of the training.
- Read over the TR.6 prior to the training to be familiar with what to look for.
- Make notes during the training on the Trainer Observation Rubric in order to complete the TR.6 after the training (If the evaluator is comfortable, just fill in the two forms during the training.)
- Provide constructive and encouraging feedback. Strengths as well as limitations, as this indicates areas for improvement, otherwise the trainer will not benefit in full from the evaluation.
- Make time to discuss the evaluation with the trainer. Ideally it should be done immediately following the training, if not, then within no more than two or three weeks so that the paperwork can be submitted to the ATA within the 30 day timeline. Both the evaluator and the trainer being evaluated must sign and date the TR.6 to indicate it has been discussed.
- Be prepared to answer any questions the trainer being evaluated has.
- If required, there should be a discussion between the evaluator and the trainer's ATA to facilitate formal support to address any help the trainer needs to meet her goals or to meet any recommendations made by the evaluator.

Participant: Session Evaluation (TR.8 or an equivalent summary)

The trainer is to use the TR.8 but it is acceptable to use an evaluation form that has been designed for the training as long as it covers these three (3) areas: the module; the trainer; and the training venue.

Whichever form of the TR.8 a trainer uses, it is requested that a summary of all the evaluations be completed and submitted along with the TR.5 and TR.6 to the ATA, which in turn, is submitted to the Alberta Council Training Committee for reappointment approval.

Trainer Observation Rubric

- It is the recommendation of the Alberta Council Training Committee (full meeting) April 2018, that the Rubric (used with kind permission of B.C. Council) be used as part of the Trainer Reappointment Process. The Observer will complete the Rubric at the observed Training session and will discuss it with the Trainer.
- The Rubric is then retained by the Trainer for her own personal development and is not part of the reappointment package forwarded to the ATA.

Area Training Adviser (ATA) Responsibilities for Reappointment

- Work with Trainer to find an eligible evaluation training (see Trainer Responsibilities above)
- Agree to observe evaluation training, or find an alternate, experienced trainer.

- Ensure that all forms are complete and the most current, **Incomplete or incorrect forms will be returned**. Some things to look for:

    o some with no scoring
    o some with no comments
    o long gap between training session and forms being submitted
    o that they are from the same training session
    o no TR.8 summary (or equivalent) accompanying the TR.5 & TR.6
    o documents not signed or dated

- Complete the AB-Training-02 including the Area recommendation in consultation with the Area Commissioner and Area Training.
- Once approved, the ATA submits the signed and dated electronic AB-Training-02 form, accompanied by the TR.5, TR.6, TR.8s (or an equivalent summary) and recommendation from the AC to the Trainer Records & Development Coordinator as soon as possible after receiving them.
    o **Please Note:** If evaluations for reappointment are between six and 12 months prior to the trainer's reappointment date, the ATA needs to find out why and record this on the AB-Training-02. **It is recommended that early reappointments are the exception and not the rule.** Please note, early reappointment will not change the Trainer's reappointment schedule.
- Forms are to be sent in as soon as the ATA receives and reviews them rather than waiting for the deadline date. Ideally within two weeks of receiving the forms. Forms should be submitted electronically in either word or pdf. They are not to be submitted as jpegs.

The final approval for reappointment of a trainer is done by the Executive of the Alberta Council Training Committee (PTC).

Alberta Council Training Committee (PTC) Responsibilities for Reappointment

- The Trainer Records & Development Coordinator reviews the forms to ensure all required information is submitted and submits a motion to the raining Committee Executive for reappointment as soon as reasonably possible.
- If approved, the Alberta Council Training Adviser or her designate sends a congratulatory letter for reappointment to the Trainer and cc's her Area Training Adviser and the Trainer Records & Development Coordinator.
    o If not approved, a discussion with the trainer followed by an explanation letter is sent by the Alberta Council Training Adviser to the trainer and the Area Training Adviser involved.
- When the appointment has been approved the Trainer Records & Development Coordinator has the trainer's record updated in iMIS. The trainer can then continue to access the trainer section on the national website as well as receive any training specific communications from National and/or Province.

Other Information

o   If for any reason the annual TR.4 and AB-Training-01 forms are not received by July 15, an email will be sent to the trainer by the Alberta Council Training Adviser or her designate, and cc'd to the Area Training Adviser (ATA), to inform the trainer that their forms have not been received and that the Training Committee takes this to mean that a Leave of Absence is being requested. It is understood that sometimes files can go missing into cyber-space, so the trainer is given two weeks to resubmit. If the forms are still not received after that date, their iMIS profile is updated to reflect that they are on a Leave of Absence. This means they will no longer have access to the Trainers pages in Member Zone, they no longer will be receiving the training information, they will no longer be considered for a position as a coordinator, or trainer at Alberta Council sponsored events. Once the trainer's forms are submitted, the reappointment expiry date will be changed back to their original expiry date. Ongoing late submission of the annual forms will be considered when the trainer's three-year reappointment is reviewed.

o   If a trainer's reappointment end date is reached before she and the Area Training Adviser send in TR.5, TR.6 and TR.8 (or an equivalent summary) reappointment forms, the trainer will no longer be on the trainer roster. She will not be able to access the training section of the National website until the Training Committee receives the forms and have passed the motion to accept the reappointment. Any delay in getting the paperwork to the Committee may result in the trainer appointment being cancelled completely.

o   If there are circumstances that prevented the trainer from being observed, she must submit in writing, through her ATA, using the AB-Training-05 form, stating why she cannot meet the reappointment requirements and request an extension. The ATA will then forward the completed AB-Training-05 form to the Alberta Council Training Adviser/Designate. Extensions are granted for a maximum of six months. **Please note** extensions should only be requested due to extenuating circumstances, which prevented the trainer from completing the reappointment requirements and should not be considered common practice.

o   To be reappointed as a WAGGGS Trainer, they complete the National reappointment criteria, then once complete, the Alberta Council Training Adviser sends an email to National indicating that the requirements for reappointment have been done, National then makes the change to the WAGGGS trainer expiry date. The WAGGGS expiry date and the Trainer expiry date are to be the same and will be adjusted accordingly if required.

Outdoor Activity Leadership (OAL) Adventure

OAL Adventure Camping Training Team

This training must only be delivered by a team that includes Adventure Facilitators and/or an Expedition Leader and a GGC Trainer. The Trainer may but does not need to have the experience and skills to take on the role of Adventure Facilitator or Expedition Leader.

- **Adventure Facilitators (AF)** – are Members who meet the requirements of a Safe Guide Red Level Trip Assist with recent relevant experience or are professional guides/outdoor school subject matter experts.
- **Expedition Leaders (EL)** – are Members who are Safe Guide Red level Trip Leads or professional guides/outdoor school subject matter experts with similar qualifications.
- **Trainers** – As trainers have a background in adult education and training execution it is recommended that this person be involved in the coordination of the training through the provincial or local training department, help support the team and the adult education aspect of the knowledge sessions.

Adventure Facilitator and Expedition Leaders Reappointment

These roles do not map perfectly to the systems in place for Trainer re-appointment. For reappointment, Adventure Facilitators and Expedition Leaders need to demonstrate that they are continuing to adventure camp and can bring recent and relevant experience to the trainings.

As per the Training the OAL Adventure Camping Training Program FAQ**,** Adventure Facilitators and Expedition Leaders will be asked to submit their Trip Experience Log to the Alberta Council Training Committee, through their ATA once every three years. Once received, the Alberta Council Training Committee, in collaboration with the Camping and Safe Guide Networks, will evaluate if the member is continuing to adventure camp, and keeping current as a Safe Guide Trip Assist and Trip Lead.

Samples of the Forms

• AB-Training-01
• AB-Training-02
• AB-Training-03
• AB-Training-04
• AB-Training-05
• AB-Training-Mentor Goal Setting Worksheet
• The Trainer Observation Rubric used with permission by the Girl Guides of Canada BC Training Committee

NOTE: *Ensure the most current training documents are used.*   *Forms can be found at these links:*

National Member Zone – Trainer Forms

Alberta Council Training Forms