

PATROL LEADERS & PERMITS

THE STEPS TO A HAPPY ROVERWAY PATROL

Congratulations on being selected as Patrol leader, you are the spokesperson for your team, the team coordinator, and the permit holder. This is an exciting and skill building role, which the CMT will support all the way to Roverway. Here are the steps to carrying out your role and making your experience enjoyable!

1. GET IN TOUCH

Contact all members of your Patrol. Send them a quick email to say Hello, create a Yahoo or Facebook group (Remember to follow Girlguiding and The Scout Association Internet Codes - <http://bit.ly/1RxOII7> and/ or <http://bit.ly/1r1OIx>) You are going to be working closely together as a team over the next few months and need to ensure you are getting to know each other and begin discussions.

2. PERMIT/ LICENSE

Please read the rest of this document carefully. It contains key information which will help you to obtain your Girlguiding qualification which will allow you to lead residential experiences.

3. ROAD SELECTION

Look out for emails from the Organisers asking you and patrol to make choices or complete online forms. Pass any information onto your patrol members, discuss any matters arising and answer any questions.

4. GET SOCIAL!

Arrange regular sessions with your patrol, if you live close to each other hold your own briefing sessions or set dates for Skype calls, so that you can get to know each other, make any decisions and discuss travel arrangements.



5. GET CREATIVE

Begin to create a patrol identity, create a patrol name, and follow the branding guidelines to create a patrol logo. Perhaps task a patrol member to create a Twitter page and let people see what your patrol are up to in the run up to Roverway.

6. PLEASE ASK!

Let us know if the CMT can help. Don't worry about asking for help - we are here to support your adventure.

GIRLGUIDING QUALIFICATIONS

DO I NEED A PERMIT?

All patrols that contain members of Girlguiding that are under the age of 18 must have one over 18 member who holds or is working towards a Permit allowing them to travel. The permit holder may be the Patrol Leader or another over-18 in the Patrol.

If your patrol contains no under-18s then a license is not required.

WHAT PERMIT DO I NEED?

There are two qualifications that you can work towards in Girlguiding.

1. The Senior Section Permit

- We recommend that you complete this permit IF you already hold modules of the permit OR if you do not currently hold any permit or license, OR you don't hold the Leadership Qualification.
- You must complete Modules 1-7 in the run up to Roverway (at Briefing 2 or at an additional event) You must then work on the additional Travelling Abroad module during your time at Roverway.
- The Senior Section Permit will count towards some parts of the Going Away With Scheme if you choose to complete this at a later date.

2. Going Away With Scheme

- We recommend this for members who may already hold some modules of the scheme or a Leadership Qualification.
- You must hold Modules 1-4, 6 (for The Senior Section) and 8 prior to leaving for Roverway. Modules 1-4 and 8 can be completed at Briefing 2. You must work on the Travelling Abroad module as part of the Roverway event.

HOW DO I START THE PROCESS OF GAINING A PERMIT?

First of all, choose the relevant qualification and purchase a Record book. This will be 'Look Wider and More' OR 'Going Away With Scheme'. These are a legitimate Unit expense.

You will then need to contact your local District or Division Commissioner and local Adviser (if relevant). They may ask you to fill in a form which will help them allocate you a Mentor who will help you to complete the qualification.

The CMT have written a letter that you should forward to your Commissioner to explain what Roverway is and how they may help you. You may also choose to show them this document.

WHO WILL BE MY QUALIFICATION ASSESSOR?

You will be appointed a Mentor locally; this person will hold the Going Away With Scheme and will advise you over how you can complete the sections.

The CMT - in particular Hannah, Charity and Claire - will be your assessors at Briefing 2 and at Roverway, and will sign off your qualification if you complete the modules at these events.

DO I NEED A RECORD BOOK?

Yes. Both are available from the [Girlguiding Shop](#).

For The Senior Section Permit you will need the 'Look Wider and More' Record Book (Product Code 6323), and for the Going Away With Scheme you will need the 'Going Away With' Record Book (Product Code 6478).

If you are completing the Octants or have already completed modules on either scheme you may already have a record book. You can continue to use these books and you do not have to purchase a new record book.

DO I NEED TO PRODUCE ANY COURSEWORK?

It is not necessary to produce 'coursework' to earn The Senior Section Permit or Going Away With modules.

However you do need to show evidence of completing certain elements of the qualifications. These could be emails between yourself and Patrol Members, photos from events, notes with menus on.

I NEED TO COMPLETE THE EARLIER MODULES (THE SENIOR SECTION PERMIT 1-5 AND 7 OR GOING AWAY WITH 1-4), HOW CAN I DO THIS?

You can choose to complete these modules at Briefing 2 in April.

You have to show that you have completed the syllabus for these modules - i.e. you will be required to show some level of organisation of your Patrol - showing that you have led the arranging of tents/ accommodation, organised transport and got all members to complete health forms.

You may also choose to complete these modules at an earlier point, organising a weekend session for your Patrol additional to the Briefing weekend. You may also choose to complete these modules with your own Unit or peer group. If you choose to do this you can also complete module 6 (for both qualifications) regarding The Senior Section.

If you need further support to complete module 6, please get in touch and we can discuss specific cases.

WILL GIRLGUIDING PROVIDE ANY OTHER SUPPORT FOR COMPLETING THE SENIOR SECTION PERMIT?

As well as Briefing 2, you can complete The Senior Section Permit at other The Senior Section Spectacular events at the Girlguiding Training and Activity Centres. For more information, please look at the 'Adventure Made Easy' booklet.

WHAT SUPPORT CAN I EXPECT FROM THE CONTINGENT MANAGEMENT TEAM?

As part of Briefing 2, we will have specific training sessions for Patrol Leaders to enable you to complete and sign off sections of the Qualifications. The CMT will also be able to answer any specific questions about your Patrol or qualifications. We can also liaise with your local Commissioners or Mentors to allow us to best support you in completing these qualifications.

Please direct any Patrol Leader or specific qualification questions to the team via email on roverway@scouts.org.uk rather than posting in the UK Contingent Facebook group.

Good luck on working towards your Girlguiding Qualification! We hope you enjoy the experience and please ask for help if needed!



HOW TO COMPLETE THE 'TRAVELING ABROAD' SECTION

Element A: Gain Approval and Begin Preparations

	Have I achieved this?	Evidence
i	Accepted onto UK Contingent	Email saying Welcome to the Contingent
ii	By deciding to become Patrol Leaders	Attending Patrol Leader Session, Email / Phone call asking you to be patrol leaders
iii	Researching Travel options	Document with some of the ideas about
iv	Have a discussion with your patrol about what you want to get out the trip	Discussion
v	REN Form	REN Form
vi	Identify Patrol Roles : Who is leader, first aider, communications champion, kit man etc.	Written list/ discussion
vii	Main Risk Assessment is written by the Organisers/ CMT. Create a small risk assessment for your patrol for travel.	Copy of Risk Assessment

Element B: Plan the event

	Have I achieved this?	Evidence
i	Timetable for booking transport	Written timetable
ii	Budget for patrol, think about patrol expenses , patrol contingency fund,	Excel Budget, Cashless card sheet, Expenditure book
iii	All members of your patrol paying in time.	Print screen of payments made.
iv	Transport booked	Photocopy tickets. Copies of timetables.
v	UK CONTINGENT RESPONSIBLE .	Discuss what insurance covers
vi	Attend briefing weekends	Attendance at briefing weekends
vii	Kit lists (patrol specific), international health forms.	Copy of kit list, Health forms
viii	Transport booked	Photocopy tickets. Copies of timetables.
ix	Discuss Risk Assessment with Mentor	Discussion

Element C: Involve Participants and Communicate

	Have I achieved this?	Evidence
i	Discussing Road choices	Discussions Emails re: Road choices
ii	Write a group charter	Written copy of the group charter
iii	Attending briefing events, scheduling calls or meet ups for your patrols	Attending briefings Photos Calendar

Element D: Manage the Event

	Have I achieved this?	Evidence
i	Attend Roverway	Photos, Tweets, Videos,
ii	Adapt to changes on the trip	Any changes that you may have had to make

Element E: Evaluate the Event

	Have I achieved this?	Evidence
i	Evaluate the event, have a treasure and trash session, mini debrief	Treasure and Trash notes, debrief report
ii	Written report to local commissioners	Copy of Report
iii	Statement of accounts for group expenditure	Copy of Statement
iv	Resolve any issues with CMT, insurers etc.	Any emails if necessary.

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