



 **Girlguiding**
Cornwall

Your Learning
Your development
For your girls



Learning and Development Training dates 2025



Learning and Development Team – Our Vision

To enable the learning and development of all members of Girlguiding Cornwall through advice and training.

It's your learning

It's your development and

It's for your girls

Welcome to this year's edition of the Learning and Development Training dates 2025. In this booklet you will find the trainings planned for the coming year.

If you can't find what you are looking for, please contact us and we will try and arrange for adhoc training for you. training@girlguidingcornwall.org.uk

What's on offer in Cornwall?

Routinely the Cornwall Training team offers:

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Young Leader/External Volunteers Training	F2f	Page 15

What you need to bring on a Face to Face training

- Your mug, so you can have a cuppa (we will provide the refreshments!)
- Pad and pen
- Your lunch (if all day)
- Wear correct uniform and sensible footwear
- Name badge (if you have one)
- Cash for your sunflower badges

What you need to bring on an online training

- Your cuppa (and cake - optional!)
- Pad and pen
- Wear uniform top
- Make sure it's your name when you log into the platform (not Brown Owl)

How do you book to attend a training?

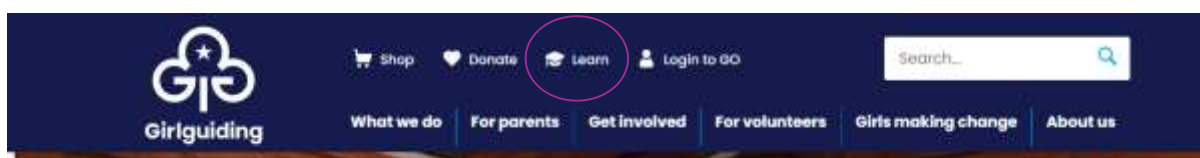
County Trainings

- Go to the website <https://www.girlguidingcornwall.org.uk/book-here> and complete the booking form before the training date (closing date is up to 1 day before)
- Pay online/BACS or send unit cheque made payable to Cornwall Guide Association, to County Administrator
- You will receive an automatic confirmation email once you have booked in on the website. No email no place! You will also be sent a reminder email a few days before the training.

Region and National Trainings

To book on to a region or National training event log on to 'Learn' on the girlguiding website.

- And select the training you wish to do
- and follow the instructions



Updating your GO record

- Region and National trainings are automatically logged on to GO. You need to check your record after the event (72 hours) to ensure that it has transferred to your record.
- The organiser of the Cornwall training will ensure that your GO record is updated with the training that need recording on GO. E.g First Response and Safer Guiding

Sunflower Badges



Your Learning
Your Development
For Your Girls

Learning & Development

'We are all golden sunflowers inside'

How to earn your badges:

Simply use your learning platform record and your own record for local trainings to identify the badges you have earned. Based on trust and this badge collection starts from November 2021.



Centre of the flower – Programme training available at County training day.

Petals are for all other types of training i.e. e-learning, face to face, bespoke 1 to 1 trainings, fireside. *(Will require you to do 2 trainings before you can order petals as they are sold in 2's)*

Stem – First Response.

Leaf left hand – Safespace levels 1 and/or 2 (dependent on role) or YL e-learning module.

Leaf right hand – Safespace levels 3 or 4 (dependent on role)

Cost

Centre of flower – (included in the county training day fee)

Petals – 70p/bag- Sold in 2 big petals and 2 small petals/bag. (4 sets required to make the flower.)

Stem – 50p

Left hand leaf – 50p

Right hand leaf – 50p

How do I order my badges?

- Centre of flower – will be received at the county training day.
- Stem and Leaves will be available via the trainers at local trainings.
- Stem/Leaves and Petals will be available via the badge secretary or County website shop.

Safer Guiding



New training for 2025!

E-learning support session, with a trainer present, bring your laptop and do your e-learning and a trainer will be on hand to help.

Day	Date	Area	Time
Thursday	27 February 2025	Countywide	7pm-9pm

Face to Face sessions (4 hours)

The county are offering 3 face to face sessions for those who wish to do the face session instead of e-learning or the online webinar. – The choice is yours.

Day	Date	Area	Time
Saturday	05 April 2025	East	9.30am-3.30pm
Saturday	10 May 2025	Mid	9.30am-3.30pm
Saturday	13 September 2025	West	9.30am-3.30pm

The safer guiding replaces safe space. If you have contacts with girls, you'll need to do the safe guiding course. This has 4 topics

- Inclusion for all
- Safeguarding
- Data protection
- Health and safety

This e-learning takes about 3 hours and is divided into smaller modules. It's designed for you to dip in and out of and it'll save your progress along the way. We wouldn't recommend completing this all in one go but make sure you allow plenty of time to complete it before your deadline.

At the end of each of the 4 topics there's a quiz for you to do. You must pass each quiz to complete the course.

This training is for all leaders who come in contact with girls.

First Response



or



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Day	Date	Area	Time	
Saturday	18 January 2025	Kerrier	9.30am-3.30pm	F2F
Friday	07 February 2025	North Cornwall Bodmin	7.00pm - 10.00pm	F2F
Thursday	13 February 2025	North Cornwall Bodmin	7.00pm - 10.00pm	online
Saturday	15 March 2025	Carrick South	9.30am-3.30pm	F2F
Thursday	24 April 2025	Caradon Saltash	7.00pm - 10.00pm	F2F
Thursday	01 May 2025	Caradon Saltash	7.00pm - 10.00pm	online
Saturday	10 May 2025	Carrick North	9.30am-3.30pm	F2F
Wednesday	04 June 2025	Restormel	7.00pm - 10.00pm	F2F
Wednesday	11 June 2025	Restormel	7.00pm - 10.00pm	online
Thursday	21 August 2025	Condurro	9.30am-3.30pm	F2F
	Early Sept 2025	IOS	7.00pm - 10.00pm	F2F
Saturday	13 September 2025	Penwith	9.30am-3.30pm	F2F
Friday	03 October 2025	Caradon Liskeard	7.00pm - 10.00pm	F2F
Friday	10 October 2025	Caradon Liskeard	7.00pm - 10.00pm	online
Saturday	15 November 2025	Restormel	9.30am-3.30pm	F2F

We encourage all of our volunteers to complete first aid training to ensure that Girlguiding members are kept as safe as possible when they're in our care.

To fully complete the 1st response training, you need to:

- Attend a local training session. This can either be an all-day, 6 hour session or 2 sessions where the first part is face to face and the second part online.
- And complete the e-learning.
- Watch the videos. A link is sent in the confirmation email once you booked on the website.

One person at every unit meeting must have a valid first aid qualification. Find out more about [requirements for named first aiders in your unit](#).

This training is for all volunteers.

First Response – External qualification

Check if your external first aid qualification is suitable for guiding.

If you hold a valid full external first aid qualification you may already have the training you need to provide first aid support in guiding.

A full first aid qualification is provided and accredited by an organisation or governing body like but not limited to; St John Ambulance, British Red Cross, or the Football Association. The course must take at least 6 hours.

Your course will be verified against the First Response syllabus. If part of the First Response syllabus isn't covered in your training, you'll need to also attend the relevant First Response session.

The 3 sessions are:

Life support	Trauma and injury	Major illness
Approach and assessment	Shock	Asthma
CPR for an adult	Bleeding (including tourniquets)	Anaphylaxis
CPR for a child	Fractures and sprains	Heart attack
Use of AED (automated external defibrillator)	Ticks	Stroke
Choking	Head injury	Seizures
Causes and level of unresponsiveness	Spinal	Diabetes
Recovery/safe airway position	Dental incidents	Sepsis/meningitis
	Burns	

If you're a doctor, nurse or other health care professional you'll need to provide evidence of a current, in date training such as BLS, ILS or ALS. You'll need to submit this evidence through the external first aid area of the Learning Platform. A first aid verifier will then review this with you. If approved through verification, this will last for the duration of the certificate you've provided.

If you have a qualification or you have prior learning that's been accepted as an equivalent, you'll still need to complete the First Response e-learning which covers the policies and procedures you need to know when you're a first aider at Girlguiding. You'll need to complete this e-learning before your qualification is recorded on GO.

All recognised prior learning or external courses will need to be verified through the **external first aid area of the Learning Platform**. This will be verified by your

region first aid verifier team. You'll be asked to complete your First Response e-learning (if you haven't already done so) before you're able to upload your external course for verification. You'll be asked to provide your certificate as well as information regarding how your external course has covered the **First Response syllabus**.

Login in to the learn as page 4 and click on



then click external first aid



read the webpage and at the

bottom of the screen click the appropriate suitcase



Upload your evidence and region will be contact.

Programme Training

Theme: Make, take and do

Day	Date	Area	Time
Saturday	04 October 2025	Countywide East	10am-4pm
Saturday	04 October 2025	Countywide West	10am-4pm

This year the trainers will split into two and run the exactly training in 2 venues, 1 in the East and the other in the West

Book this date in your diary NOW!!

This day will be a make it, take it to your unit and do it in your unit day, a day for new ideas, learn new skills and network to your hearts content. It promises to be full of fun and will inspire you to do something different in your unit.

Places will be capped to approximately 40 in each venue.

This training is for all volunteers.

Commissioner Training



Day	Date	Area	Time
Saturday	08 March 2025	Countywide	10am-4pm

Are you a commissioner or an assistant commissioner or a commissioner mentor? **Yes! Then books this date in your diary.**

This day is for you. A day to learn about the role of a commissioner, meet other commissioners, learn all about the basics that you need to know, learn and refresh yourself about processes and Girlguiding policies, plus so much more.

What happens when I become a new Commissioner?

Before starting as a Commissioner you should undergo a six-month induction period. During this time, you will be supported by a mentor who will be experienced in guiding and knowledgeable about your role.

If you're new to the role, the Commissioner's handbooks are a great place to start. It covers everything you'll need to know about your responsibilities. Book yourself in on this training too.

This training is for new and experienced commissioners and commissioner mentors.

Google Workspace and GO surgery



Day	Date	Area	Time
Saturday	26 April 2025	Countywide	10.00am to 12 noon
Sunday	23 November 2025	Countywide	12 noon to 2.00pm

Are you a Commissioner or an adviser who sits at county level. This training is for you!

As a county we use Google Workspace for all our documentation and emails. This is how we communicate. Therefore, it is essential that you know how to use Google Workspace, using the correct signature, setting up your out of office rule when needed, how to use the Google Shared Drive to save your reports and documents and how to download them. Using the correct branding and logos, how to use Google Meet for meetings.

The GO surgery part is about learning how GO can help you to do your role more effectively. Bring your queries or questions we will try and help you.

It is so important that when you are a Commissioner and adviser that you are all standardise and look professional.

This training is for new and experiences Commissioners and advisors.

Gift Aid Training



Day	Date	Area	Time
Monday	19 May 2025	Countywide	7pm-9pm

This session is for you if you want to know more about claiming gift aid.

- If you are a unit who is not claiming gift aid
- if you are claiming but struggling with the paperwork
- if you are part way through with starting the process and confused or stuck this training is for you.

Gift Aid can be an easy process when you know how, as trainers we will be here to help and support you through the process and help you unpick the queries and issues you have.

Bring your paperwork, laptops and queries to this training.

This training is for all leaders who deal with the gift aid in their Units or District or Divisions.

Mentor sessions



Day	Date	Area	Time
Sunday	23 March 2025	Countywide	10am to 12 noon
Tuesday	17 June 2025	Countywide	7pm-9pm
Monday	27 October 2025	Countywide	7pm-9pm

Mentors are one of the most important roles in the county and it is essential that you keep yourself up to date with new ways of working.

Mentors support, encourage and show new leaders the way in guiding.

Guiding is continuously moving forward with updates and changes but are you aware of them all. Come to this training to received up to date information and support to ensure that you are supporting and guiding our new leaders in the right direction.

This training is for new mentors and experienced mentors.

Young Leader and External Volunteer training

Day	Date	Area	Time
Sunday	06 July 2025	Countywide	1pm-3.30pm

Calling all Young Leaders/external volunteers and their leaders.

This is a session where all **Young Leaders and External Volunteers** can come and learn about the programme their role in the unit and understand a bit more about being a Young Leader or External Volunteer and also start their safe space 14-17.

You'll develop skills in leadership, communication and team working, all of which make impressive additions to any CV. Working towards the qualification will also help you to contribute more to your local unit leadership team and become more confident in your role.

Leaders to bring your Young Leaders and External Volunteers to this session and we hope you will get help and support during session.

This training is for Young Leader and External Volunteers aged 13+ to 17 and their unit leaders.