

## Area Training Adviser Checklist for Trainer Reappointment AB-Training.02

Area Training Advisers are responsible to keep track of the National Trainer reappointment requirements for each trainer in their Area. As such, this checklist has been created to assist the ATAs in this role. It is requested that the ATAs will use this form to track the yearly requirements and the reappointment process for each trainer in their Area. Upon the completion of the Year 3 reappointment requirements for each trainer in their Area, the ATA submits an electronic copy of this form accompanied by the TR.5, TR.6 and TR.8 Summary, to the Trainer Development Adviser and cc the Trainer Records Administrator.

For more information on the National Trainer Reappointment requirements, please refer to the Managing TEAM document on Memberzone, or visit the Alberta Training Website at

<http://www.girlguides.ca/AB/Volunteers/Training/Events/AB/More/Training-Trainers.aspx>

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**Trainer Name:** Tammy Trainer

**Area:** Horizon Area

**iMIS Number:** 987654

**Reappointment date:** June 23 2016

Requirement	Year 1 Yes/No	Year 2 Yes/No	Year 3 Yes/No	Comments
10 hrs training (3 Foundation)	Yes	Yes	No	Tammy was not able to get her 10 hours in 2015 due to cancelled Area training event.
4 hours enrichment	Yes	Yes	Yes	Includes attending Trainers Workshop, Multi-Faceted and Area Training events and meetings.
Attend training meetings/events	Yes	Yes	Yes	Tammy attends almost all Area training meetings and events.
Attend Trainer's Workshop (at least once during 3 year appointment)	Yes	Yes	Yes	

	Date Rec'd	Date Rec'd	Date Rec'd	Comments	Date Submitted to PTC/Designate
TR.4	June 10, 2013	May 4, 2014	June 12, 2015		By July 15 each year
AB.01	June 10, 2013	May 4, 2014	June 12, 2015		By July 15 each year
TR.5	n/a	n/a	Jan 15, 2016		Feb 1, 2016
TR.6	n/a	n/a	Jan 15, 2016		Feb 1, 2016
TR.8 Summary	n/a	n/a	Jan 15, 2016		Feb 1, 2016

**If reappointment evaluations are from a session 6-12 months prior to the reappointment date, please explain why:**

Tammy will not have an opportunity to train after January 2016 so was evaluated on a Safe Guide session on January 15th.

**Recommendation from Council/Area Training Committee:** Tammy is a great addition to our training team. In consultation with the AC, Horizon Area Training Committee recommends Tammy for reappointment. **Date recommendation passed:** Jan 28, 2016

**Name:** Angie Smith **Position in Guiding:** ATA, Trainer

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