

Area Training Advisers are responsible to keep track of the National Trainer Appointment requirements for each candidate 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 requirements of the appointment process for each candidate in their Area. Once the Candidate has been assessed for appointment, 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.

For more information on the National Trainer Appointment 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-Become_a_Trainer.aspx

Trainer Candidate Name: Susy Trainer **Area:** Horizon Area **iMIS Number:** 123321

Date Appointed as Trainer Candidate: Feb 22, 2013 **Appointment no later than date:** Feb 22, 2016

Requirement	Date Completed	Requirement	Date Completed	Name of Session Observed:
Trainer Foundation modules	April 2014 (or equivalency granted)	Observed Mentor deliver Training	May 20, 2013	Safe Guide
Mentor Worksheet-Goal Setting	March 2013	Team Trained 2 Sessions Session 1 Date: Sept 2013 Session: Safe Guide Team Trainer: Martha Mentor	Session 2 Date: March 2014 Session: Dramatic Arts Team Trainer: Angie Smith	

	Year 1 Yes/No	Year 2 Yes/No	Year 3 Yes/No	Comments	
Attend Trainer's Wksp (at least once during three year Candidate term)	Yes	Yes	No	Susie was not able to attend in 2015	
	Date Rec'd	Date Rec'd	Date Rec'd	Comments	Date Submitted to PTC/Designate
AB-Training.01	Jun 1 2013	Jun 8 2014	May 20 2015		By July 15 of each year
TR.4	Jun 1 2013	Jun 8 2014	May 20 2015		By July 15 of each year
TR.5	n/a	n/a	Oct 2015		Nov 15, 2015
TR.6	n/a	n/a	Oct 2015		Nov 15, 2015
TR.8 Summary	n/a	n/a	Oct 2015		Nov 15, 2015

Recommendation from Mentor: Susie has shown great enthusiasm for this position. She ensures she is prepared and I recommend her being appointed as a Trainer.	
Name: Martha Mentor	Position in Guiding: Trainer, Unit Guider
Telephone Number: 780-123-4567	Email Address: fictionalmentor@myemail.com
Recommendation from Council/Area Training Committee: In consultation with our AC, Abigail Commissioner, Horizon Area recommends Susie for appointment as a trainer.	
Name: Angie Smith	Position in Guiding: ATA, Trainer, Unit Guider
Telephone Number: 780-987-6789	Email Address: fictionalata@fakeemail.com
Pin Presentation: (How will the pin and congratulations letter be presented?) We will present at our Area Awards Banquet in March if she is present. If she is not available then we would like to present at the Trainers' Workshop in April 2016.	