

What to do if you want to take a Going Away Qualification

1. Speak to your Commissioner and tell her what you want to do.
2. Get a Going Away With book. This lists all your modules and has step by step instructions.
3. Fill in a request for a mentor form - usually available from your Commissioner.
4. Get it signed by your Commissioner when you have completed the form. This is then sent to the Residential Advisor.
5. The Residential Advisor will appoint you a mentor. If you have someone in mind or someone has already said they will mentor you, please write this on the form. (The mentor cannot be a member of family or someone who is going to the event with you.)
6. You must have a mentor to proceed.
7. Speak to your mentor and work through the modules with them.
8. When you have decided what you definitely want to do and when fill in a Residential Event Notification form (REN). The form must be signed by your Commissioner and then sent to the County Residential Advisor. Tick the part that says you need an assessment.
9. Make sure all this is done at least 12 weeks before your event.
10. Enclose a check for £15 for your assessment fees, this is deductible from you holiday account. The check is made payable to Girlguiding Durham North. This must go in with your REN.
11. Get the mentor to sign off the modules as you complete them.
12. The mentor will come out to your holiday to check that everything is done correctly and as discussed with them.
13. When everything is completed as signed off and your accounts are in, it is sent to the Residential Advisor to verify.
14. Once verification is complete the office will be informed. A badge and certificate will only be given if it is your first Qualification.
15. You must follow the same process for every subsequent Qualification you want to achieve.

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