



# Girl Guides Singapore

## BASIC TRAINING COURSE - UNIT VISIT FORM (GUIDE WARRANT)

<b>Name of Guider</b>	
<b>GuidingLIGHT UserID</b>	
<b>Name of Brownie Unit</b>	
<b>Division</b>	
<b>Subject(s) Taught*</b>	
<b>Time of Unit Visit</b>	
<b>Venue</b>	
<b>Basic Training Course (BTC) Status</b>	Theory Module: <input type="checkbox"/> Completed (Year: _____) <input type="checkbox"/> Incomplete Pack Holiday Module: <input type="checkbox"/> Completed (Year: _____) <input type="checkbox"/> Incomplete
<b>Brief Agenda of Meeting</b>	
<b>Name of Mentor (if any)</b>	

<b>Name of Principal*</b>	
<b>Principal's Email*</b>	

*\*please put NA if not applicable*

### Preparation for Unit Visit

The Unit Visit is meant to:

- assist the Guider to complete her Unit Visit
- check in with the Unit and provide any follow-up or additional support whenever necessary

At least one month before the Unit Observation, Guiders may initiate their Unit Visit request in either of the following ways:

- Email [chiefcomr@girlguides.org.sg](mailto:chiefcomr@girlguides.org.sg) to request for a Unit Visit; or
- Wait for HQ to assign a date after completion of Module 2.

The request should include:

Name of Guider for Unit Visit:	
School:	
Division:	
Preferred date of Unit Visit:	
Alternative Date:	
Time:	
Venue:	
Brief Agenda of Meeting:	<i>At least 1.5 hours of session</i>

During the Unit Visit, Guider must:

- demonstrate the Roll Call
- conduct and facilitate the session of at least 1.5 hour
- conduct a debrief to consolidate the learning objectives for the session.
- be appropriately attired (Guider Polo T-shirt or Full Uniform)

The session conducted should:

- be related to 5-Point Programme or
- be related to any of the WAGGGS / Proficiency / Interest Badge
- incorporate the 5 elements of the Girl Guide Girl Scout Non-Formal Educational Method in her session (Learning by Doing, Connecting with My World, Connecting with Others, Learning in Small Groups and My Path, My Pace)
- consist of REAL (Relevant, Engaging, Accessible, Learner-Led) activities

Other considerations:

- Guider can involve her girl leaders in helping her to co-facilitate the session
- Fill in Section 1 and pass this Unit Visit Form to her observer on the day of visit
- Please allow for a 20 - 30 minutes' conversation with your Observer either during or after your session

**1. PARTICULARS OF UNIT (For School-Based/Open-Unit Guiders)**

(Section 1 to be completed by the Guider before the visit)

**Unit Enrolment**

Secondary 1s:	
Secondary 2s:	
Secondary 3s:	
Secondary 4s:	
Secondary 5s:	
Number of Young Adults:	
Number of Guiders:	
Do all the Guiders have their Guider's Warrants? If no, when will she / they be attending training?	

**Awards (for the previous year)**

Bronze Award	
Silver Award	
Olave St Clair Award	
Gold Award	
Baden-Powell Award (BPA)	
President's Guide Award (PGA)	
Puan Noor Aishah Award (PNAA)	
Unit's Strengths i.e sewing, public speaking, cooking, service etc.	

**Girl Leadership in Unit**

Company Leader (CL)	
Assistant Company Leader (ACL)	
Senior Patrol Leaders (SPL)	
Patrol Leaders (PLs)	
Patrol Seconds (PSs)	
Others	

**Badges (Interest / Proficiency)**

-	-	-
-	-	-
-	-	-
-	-	-
-	-	-
-	-	-
-	-	-

*\*Delete where not applicable*

**1. PERSONAL GUIDING HISTORY (For Guiders not based in Units)**

(Section 1 to be completed by the Volunteer Guider before the observation meeting)

**Personal Guiding History**

Guiding History	<input type="checkbox"/> Brownie (Year: _____) <input type="checkbox"/> Guide (Year: _____) <input type="checkbox"/> Young Adult (Year: _____) <input type="checkbox"/> Guider: <input type="checkbox"/> Volunteer:
Courses Attended:	<input type="checkbox"/> Facilitation Workshop <input type="checkbox"/> First-Aid Course <input type="checkbox"/> Basic Training Course <input type="checkbox"/> Others:
Awards Achieved:	<input type="checkbox"/> Long Service Award: _____

(The rest of sections should be completed by Observer)

## 2. PROGRAMME PLANNING

Please circle where applicable and provide comments or details in the space below.

2.1 Is the meeting of 2 to 3 hours well used?	Yes	No	N / A
2.2 Is Roll Call conducted correctly?	Yes	No	N / A
2.3 Are Set Ceremonies (e.g Colours, Horseshoe Formation etc) carried out correctly?	Yes	No	N/A
2.4 Is the Guider correctly and appropriately attired?	Yes	No	N/A
2.5 Does the Guider and girls work as a team in carrying out the programme?	Yes	No	N/A
2.6 Is the Patrol System practiced?	Yes	No	N / A
2.7 Is any of the 5 elements of the Girl Guide Girl Scout non-formal educational method used during or in the programme?	Yes	No	N/A
2.8 Is the programme <b>REAL</b> (Relevant, Engaging, Accessible, Learner-led) and varied to stimulate and enthuse the Guides?	Yes	No	N/A
2.9 Are the contents of the Programme related to the enrolment clauses / 5-Point Programme or Badges-related?	Yes	No	N/A
2.10 Is the Programme planned aligned with MOE's 21 <sup>st</sup> CC and GGS' Girl Guide Experience?	Yes	No	N/A

Comments:

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### 3. UNIT MANAGEMENT (For School-Based/Open-Unit Guiders)

Please circle where applicable and provide comments or details in the space below.

3.1 Is the Unit's budget sufficient and properly managed?	Yes	No	N / A
3.2 Does the Unit have records of the girls' attendance and progress?	Yes	No	N/A
3.3 Does the Unit have sufficient training materials, resources and equipment to conduct the activities?	Yes	No	N/A
3.4 Does the Unit keep proper records of Company meetings?	Yes	No	N/A
3.5 Are the girls involved in the decision-making process of the Company?	Yes	No	N/A
3.6 Is the Court-of-Honour held at least once in 3 months to discuss Company matters and plan Company programmes?	Yes	No	N/A
3.7 Does the Guider and Guides participate actively in Division and Headquarters projects and activities?	Yes	No	N/A
3.8 Does the Guider have aims and objectives for the girls in their Unit?	Yes	No	N/A
3.9 What are some of the practices that the Guiders put in to ensure the above?	Yes	No	N/A

**Comments:**

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**4. FACILITIES (For School-Based/Open-Unit Guiders)**

Please circle where applicable and provide comments or details in the space below.

4.1 Does the Unit have sufficient training area?	Yes	No	N / A
4.2 Does the Unit make full use of indoor & outdoor facilities?	Yes	No	N / A
4.3 Does the Unit have enough storage space for equipment?	Yes	No	N/A
4.4 Does the Unit use facilities provided by Headquarters (e.g. camp equipment etc)	Yes	No	N/A

**Comments:**

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**5. FEEDBACK & SUPPORT**

Please provide the necessary comments in the spaces below

5.1 What are some of the challenges / obstacles that the Unit / Guider / Girls are facing?
5.2 What are some of the areas that the Unit requires assistance?
5.3 What support does the Unit need?

**6. GUIDER'S PERSONALITY**

Please provide the necessary comments in the spaces below.

6.1 She is correctly and suitable attired
6.2 She has a real interest in her work and understanding of the particular age group that she is working with.
6.3 She has steadfastness of purpose which enables her to provide direction for her unit.
6.4 She works in accordance with the GGS Policy, Organization and Rules as stipulated.
6.5 She is aware of her strengths and aims to utilize her strengths to value add to the Unit.
6.6 Any Other Comments

### 7. RECOMMENDATION (For Guiders)

I have observed \_\_\_\_\_ on \_\_\_\_\_ and recommend that  
*Name of Guider* *Date*

- she be issued the Guider's Warrant
- she undergoes another observation before the issuance of the Warrant.

*\*please tick accordingly*

Name of Observer:

\_\_\_\_\_  
*In BLOCK LETTERS*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### 8. DECLARATION

**To be filled in by the Guider:**

I, Miss/ Mrs/ Mdm: \_\_\_\_\_ hereby affirm that I have made the threefold Guide Promise, and will adhere to the Policy, Organization and Rules laid down by Girl Guides Singapore and I will return my Warrant if called upon to do so by my Commissioner of the Organisation and upon my resignation.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

*\* Delete where not applicable*

### 9. RECOMMENDATION(S) FOR THE UNIT

Overall assessment of the Unit by Observer

Membership & Girls:
Guiders / Adult Leaders
Programmes For Girls

What follow-up action needs to be taken immediately by GGS HQ?

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Recommended Follow up with Guiders or Unit

- One month later
- Three months later
- Six months later
- In the next calendar year

To be completed at next check-in

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