



## 1. WHAT A VOLUNTEER NEEDS TO DO BEFORE LEADING WALKS

Before leading any walks, a member must be registered as a volunteer and then complete three online training modules. These are designed to provide a new leader with information and tools to help them lead walks. Volunteers have found the modules to be interesting and useful.

Here are the steps in this process:

1. The Membership Secretary arranges for the member to be registered by Ramblers Central Office (CO) and sends the member an email with details of how to access the training.
2. CO process the registration. This may take a week or so to go through.
3. Ramblers send the member a 'welcome to volunteering' email, which describes how to find the online training.
4. The volunteer completes the Ramblers online training modules:
  - Read and sign up to the Walk Leader Handbook (click the link to access the handbook and click the button at the end to confirm you have read it)
  - Complete the Walk Leadership Foundations e-learning (approx. 60-90 minutes)
  - Complete the Preventing & Managing Incidents e-learning (approx. 60 minutes)

Modules are then automatically marked online as being completed.

5. **When a walk leader has completed their mandatory training elements** CO will pull their name through to the group's available list of walk leaders on Walks Manager. CO will also provide ECR with a dashboard showing training completion progress. This should happen about 24 hours after training is completed.
6. New Walks Leader can now lead walks.

FOR INFORMATION ABOUT LEADING A WALK please refer to ECR documents **3.Notes for Walk Leaders**, **4.Posting a Walk Description** and **5.Leading a Walk - Frequently Asked Questions**, under the Walk Leader tab on the ECR website.