

PROPOSAL FOR  
GIRL GUIDES SINGAPORE  
THE PRESIDENT GUIDE AWARD TEST

BY  
NG SOO LING

DECEMBER 2010



**Be Prepared**  
Think it. Say it. Live it.

## CONTENTS

Chapter 1	Overview	3
	1.1 Who is the President Guide?	3
	1.2 The test clauses	3
	1.3 The PGA Committee	4
Chapter 2	Preparations at company level	5
	2.1 Qualifications of the applicant	5
	2.2 Application procedure	5
	2.3 Guider's roles & responsibilities	6
Chapter 3	Test Clause 1: Singapore & Guide Knowledge	7
	3.1 Coverage & procedure	7
	3.2 Testers	7
Chapter 4	Test Clause 2: Planning & Organisation	8
	4.1 Coverage & procedure	8
	4.2 Testers	9
Chapter 5	Test Clause 3: Be Prepared	10
	5.1 Coverage & procedure	10
	5.2 Testers	10

1.1 Who is the President Guide?

The PGA is the highest level of achievement for a Guide. It is awarded in recognition of a Guide’s love for Guiding, her commitment towards the Guiding Movement, and her efforts in upholding Guiding values and skills to respectable standards.

A President Guide, is one, who through her years of Guiding experiences, has proven herself to have assimilated the following qualities:

- leadership;
- strength of character and moral integrity; and
- civic consciousness and service oriented.

1.2 The Test Clauses

A potential President Guide must be committed to uphold high standards of Guiding values [the Promise & the Ten Guide Laws] and Guiding skills [the Five-Point Programme].

That which awaits a PGA candidate is more than a mere series of gruelling tests. Approached with the right perspective, the procedure is a learning journey of self-discovery with excitement and challenges.

<b>Test Clause Number</b>	<b>Clause</b>	<b>Areas of Emphasis</b>
1	Singapore & Guiding Knowledge	<ul style="list-style-type: none"> <li>• Current affairs</li> <li>• National education</li> <li>• Guiding history</li> <li>• Guide’s views on what she would like to see in the future of Guiding &amp; GGS</li> </ul>
2	Planning & Organisation	<ul style="list-style-type: none"> <li>• Programme planning &amp; budgeting</li> <li>• Organisation &amp; implementation</li> <li>• Leadership &amp; teamwork</li> <li>• Camping &amp; homemaker skills</li> </ul>
3	Be Prepared	<ul style="list-style-type: none"> <li>• Preparedness</li> <li>• Creativity with Guiding skills &amp; knowledge</li> <li>• Action-oriented</li> </ul>

The test clauses are conducted in numerical sequence. A candidate must pass a clause before proceeding to the next clause. There will be no re-test for any clause; the decision of the panel of testers is final. Only under special circumstances and subject to the PGA Committee and tester's approvals can a test date be changed. The Committee needs to be notified at least seven days in advance of any requests.

The minimum and maximum duration of the whole test process are 3 months and 6 months respectively. The test clauses must be completed by the time the candidate is 18 years old. No re-application is allowed even if the candidate who failed has not reached the maximum age of 18.

### 1.3 The PGA Committee

The PGA Committee consists of at least three members, including the Guide Branch Commissioner. Recommendations are made by the Guide Branch Commissioner, subject to approval by the Chief Commissioner.

The Committee makes the first cut by vetting the qualifications of applicants and the validity of their application papers. It facilitates all tests logistics and appointment of testers. At least one member of the committee will be present as Guider-on-Call for every test; she plays the role of the neutral observer of the whole implementation [by candidate] and assessment [by tester] process. A member of the Committee may also be invited to be a tester provided she is neither the Guider-in-Charge for that occasion, nor hold any vested interest in the outcome of the test e.g. a Guide from her unit is part of the candidates' group.

The Committee is also responsible for training Guiders whose Guides intend to apply for the PGA test. The objective is to better prepare the Guiders to prepare the girls. Guiders with experience in PGA will share with other Guiders; there will also be sharing on the essentials on drafting proposal, challenges and how to overcome them.

As a member of the committee, one needs to satisfy the following criteria/ qualifications:

- is warranted by GGS;
- is a member of the Guide Branch;
- has rendered at least 3 years of active service to GGS HQ;
- preferably has been awarded at least once at GGS level or WAGGGS level.

### 2.1 Qualifications of the Applicant

The Guide, at the point of application, must fulfill the following requirements: she

- is not more than 18 years of age by the 31<sup>st</sup> December of the year of test;
- is a member of a Guide unit;
- holds the Gold Guide Award;
- holds the three compulsory Proficiency Badges: Pioneer, Homemaker and Emergency Helper;
- holds any other two Proficiency Badges [excluding First Aid];
- has completed a sustained 10-hour service project to the same volunteer organisation; this project should be carried out not earlier than six months before application;
- has received recommendations of her special qualities from her Company's Court-of-Honour, Guider and Division Commissioner.

### 2.2 Application Procedure

A Guide needs to complete the official PGA application form available at the GGS website. The form must be accompanied by:

- the applicant's photograph;
- all relevant information and signatures; and
- photocopies of badge certificates i.e. Gold Award, Proficiency Badge Certificates of Pioneer, Homemaker tests, and Badge Certificate or license of the Emergency-Helper test.

There are two rounds of PGA tests each year. The application must be submitted by the last Saturday of January or March to qualify for the Round 1 or Round 2 tests respectively.

Upon acceptance of the application, there will be a compulsory briefing for the Guide, her parents and Guider. This is also to provide a platform for clarifications by the parents directly with the PGA Committee. If the former changes their minds after assessing the stress level involved for their child, they may withdraw their child from the PGA test. Conversely, parents will be requested to sign on the spot, their consent for their child's involvement in the PGA test since they have already understood the requirements and expectations of all its clauses.

### 2.3 Guiders' Roles & Responsibilities

A PGA recipient cannot be created overnight. In the course of her four or five years with her Coy, her **Guider needs to ensure the Guide is provided with relevant trainings and sufficient experiences** in completing all clauses of the Five-point Programme.

**A Guider is expected to attend all sharing sessions and trainings provided by the PGA Committee** so as to be well-informed of the requirements and expected standards of every round of the PGA test. This will minimise false hopes and stress of the Guide applicant when she turns up for her tests. This facility hopes to encourage Guiders to enhance their own coaching skills and knowledge as Guiders; and it **reinforces the need for Guiders to be more responsible, to take greater ownership when they nominate their Guides for the PGA test.**

Comprehensive trainings will be conducted for applicants' Guiders by the PGA Committee prior to each task that their respective Guides qualify for. Training comprises the 5 Point Programme and how to prepare the Guide mentally, preparation of the proposal, the coverage for the test and management of expectations of the parents. Parents can be invited for the briefing and they can seek clarification on the PGA tests. Such a procedure also hopes to ensure sustainability of the PGA system; there will be a greater pool of trained Guiders available to replace any member of the PGA Committee should the need arise.

**There will NOT be any direct trainings or mentoring by the PGA Committee/ testers to the candidates with regard to their test tasks;** this is to ensure fairness in information disseminated to all candidates in the round.

### 3.1 Coverage and Procedure

The candidate demonstrates her general knowledge of Singapore in her conversation with the testers. Topics for discussion may cover any of the following areas:

- the educational system;
- national values;
- national education; and
- culture

She is also required to prepare a three-minute speech based on a topic of her choice from the following list:

- education system;
- national values;
- national education;
- culture;
- social trends;
- current affairs;
- Singapore's relation with other parts of the world;
- religion;
- politics.

For Guiding Knowledge, the candidate is provided with an opportunity to share her views on Guiding issues. Some examples are:

- How has/ will Guiding benefitted/ benefit the candidate now and into the future?
- How can Guiding skills be made relevant?
- How can the Guiding programme be made even more challenging and exciting?
- What are the challenges for GGS when the Scouts started recruiting girls into Scouting?
- How can GGS increase its membership?

The candidate is assessed based on the accuracy and relevance of her facts and contents. She will also be observed for her ability to engage [substance, thoughtful views etc.] and her social etiquettes during her interaction with the panel of testers.

The candidate needs to score a minimum of 70% for Singapore Knowledge and 70% for Guiding Knowledge in order to qualify for the Planning and Organisation test.

### 3.2 Testers

The Singapore Knowledge and Guiding Knowledge tests will be conducted by two separate panels of testers. There are at least two testers in each panel: that of Guiding Knowledge must consist of uniformed members, one of which must hold a rank of Branch Commissioner and above; the testers of Singapore Knowledge may be non-Guide resource persons.

4.1 Coverage and Procedure

It is said “many do not plan to fail, they just fail to plan.” Planning is an essential skill.

The P&O clause emphasises on meticulous planning, organisation and implementation, leadership and teamwork, camping and homemaker skills. The entire test is conducted through the duration of a three-day-two-night camp under canvas, with at least two breakfasts prepared in the field kitchen, depending on the size of the candidature. Candidates are strongly advised to turn up at the campsite one day in advance to prepare for their tests and to set up the field kitchen before the arrival of the amateur campers report.

Test Task

Each candidate will adopt a task from the camp programme which she has to plan individually. During the execution, she may be assisted by not more than two other candidates [Resource Personnels], usually from other schools. Candidates will draw lots at the pre-camp briefing to decide on the tasks assigned to each Guide.

<b>Areas of Emphasis</b>	<b>Tasks</b>	<b>Requirements</b>
<ul style="list-style-type: none"> <li>• Programme planning</li> </ul>	<ul style="list-style-type: none"> <li>• Proposal</li> </ul>	<ul style="list-style-type: none"> <li>• Practicality of plan.</li> <li>• Candidate submits proposal to PGA Committee at least 3 weeks prior to the camp.</li> <li>• Feedback will be provided by the Committee/ tester via the candidate’s Guider 2 weeks before the start of the camp.</li> <li>• Candidate brings along 2 copies of the fine-tuned proposal to the camp.</li> </ul>
<ul style="list-style-type: none"> <li>• Budgetting</li> </ul>	<ul style="list-style-type: none"> <li>• Include a logistics list in the proposal.</li> </ul>	<ul style="list-style-type: none"> <li>• Exercise thrift and resourcefulness in organising logistics.</li> </ul>
<ul style="list-style-type: none"> <li>• Organisation &amp; implementation</li> <li>• Leadership &amp; teamwork</li> </ul>	<ul style="list-style-type: none"> <li>• Execute the task as planned in the proposal</li> </ul>	<ul style="list-style-type: none"> <li>• Convince the tester of the relevance and practicality of the plan.</li> <li>• Contingency management.</li> <li>• A pre and/ or a post-task conversations will be held by the tester with the candidate. This is developmental, thus, not part of the assessment.</li> <li>• Plays role as Resource Personnel to other candidates responsibly.</li> <li>• Care and concern for campers.</li> </ul>
<ul style="list-style-type: none"> <li>• Camping &amp; homemaker skills</li> </ul>	<ul style="list-style-type: none"> <li>• Junior camp staff</li> </ul>	<ul style="list-style-type: none"> <li>• Able to display fundamental camping skills i.e. tentage, gadget making, firelighting, outdoor cooking, Wide game, campfire.</li> <li>• Conduct basic ceremonies i.e. Colours, Guides’ Own.</li> <li>• Awareness of basic nutrition values and hygiene practices.</li> </ul>



### Assessment

A P&O camp will consist of not more than six patrols. Each PGA candidate is required to prepare logistics and conduct her task for the whole camp. However, for Tentage, Gadget-making and Outdoor Cooking, the PGA candidate will conduct her task for not more than three patrols, and she may select two out of the three patrols with the best outcomes at the end of her tasks for assessment.

The candidate needs to score an overall minimum of 70% to qualify for the Be Prepared test. The outline of the P&O assessment is as follows:

	<b>Area</b>	<b>Weighting</b>
1	Proposal & budgetting	50%
2	Execution, contingency management & leadership	40%
3	Performance as a camp staff, teamwork	10%
	<b>Total</b>	<b>100%</b>

### Role as Junior Camp Staff

The camp will be managed by two Guiders-on-Call, namely the Camp Commandant and the Quartermistress. The PGA candidates form the Junior Camp Staff under the guidance of the Guiders-on-Call. The Junior Camp Staff comprises of basically six roles: Camp Commandant, Assistant CC, QM, Assisstant QM, First Aider and Assistant FA.

### Venue

Due to the ample availability of equipment [canvas tents, kitchen shelter, cooking utensils etc.], the P&O test will be conducted at Camp Christine. Since Camp Christine is opened for all Coys to book and camp there, it is deemed as the 'neutral site' for tests as candidates come from various schools. Should Camp Christine be unavailable, another campsite may substitute it subject to the agreement of the respective Guiders of all the candidates.

#### 4.2 Testers

Guiders-on-Call are members of the PGA Committee with sufficient camping experience. Testers for P&O must be warranted Guiders, with those for Tentage, Gadget-making and Outdoor Cooking being Camper's License Holders, or those with similar qualifications.

### 5.1 Coverage and Procedure

This test serves to provide an opportunity for the Guide to show that she can live up to the Guide Motto. On the day of the test, the candidate will carry out an impromptu task within a time frame. For instance, the task could be service-oriented and rendered to a stipulated Volunteer Organisation/ group.

#### *Example 1*

*Candidate makes a trip to a home for handicapped children. She interviews the officer-in-charge on the needs of its residents. She will plan a minimum one-hour service project for the home. With the help of a patrol of 13-14 year old Guides, the candidate will carry out her service project on the same day. Candidate wraps up her test with an evaluation of her performance for the tester.*

#### *Example 2*

*Candidate is required to interview five foreign domestic workers on their joy and woes of their work away from homeland. Candidate then compiles a presentation and uses it to educate a patrol of young Guides or Brownies on the need to respect others, prevention of maid abuse etc.*

#### *Example 3*

*Candidate analyses the challenges faced by GGS in its recruitment for new members. She is then required to design an appealing newsletter or brochure to attract primary 6 or secondary 1 girls to join the movement. She will draft an email to 20 schools to convince the Guiders to print and distribute her newsletter/ brochure to their non-Guide students.*

#### *Example 4*

*Faye is a domestic helper from the Philippines. She has been struggling with her employer's two children, aged 4 and 7 years old, who refuse to take vegetables. But her employer insists complete nutrition is essential in her children's diets every day. Faye is depressed. The candidate is roped in to help Faye.*

*The candidate is required to understand the nutritional needs of children between the ages of 4 to 8 years old. She will design recipe cards of two dishes that will appeal to this group of children. After which, the candidate will demonstrate these dishes for two children's portions in the presence of the tester, observing hygiene and safety in the kitchen at the same time.*

A candidate will be assessed based on her creativity and feasibility of her project. She will require a minimum of 70% to pass this clause.

The PGA Committee will facilitate the testers and patrols for the candidates. The patrols will consist of young Guides not from the same school as the candidates.

### **TRANSFER OF CANDIDATES FROM THE PGA TEST TO THE BPA TEST**

A lateral transfer of a candidate from the PGA test to the BPA test is possible:

<b>PGA [President's Guide Award]</b>				<b>To transfer to BPA [Baden Powell Award]</b>
Singapore Knowledge	Guiding Knowledge	Planning & Organisation	Be Prepared	Programme Planning & Execution
<i>Pass</i>	<i>Pass</i>	<i>Fail</i>	--	Required to be assessed for the Execution segment
<i>Pass</i>	<i>Pass</i>	<i>Pass</i>	<i>Fail</i>	No further assessment required. Awarded BPA directly.

#### 5.2 Testers

The panel of tester is made up of two personnel: a warranted Guider and the other may be a non-Guide resource person familiar with community projects.

### 5.3 Operation

- Guiders source for organisations for their candidates to be attached to for the day of the test. Request for a 3-hour afternoon slot, however, each task may take place over only 1.5 to 2 hours. Assure the organisation that efforts will be taken to ensure minimal disruption to their routine e.g. activity will be confined to 1 room; involving approx. 10 participants.
- Inform the PGA Committee 2 weeks in advance on information about the confirmed organisation and the contact person, and the booking of time slots.
- All logistics will be provided by the respective candidates.
- General time frame for the day of test (subject to adjustments):

Time	Activity
Morning	<ul style="list-style-type: none"> <li>a. Candidate reports to HQ to receive task.</li> <li>b. Proceed with preparation and planning.</li> <li>c. Brief a patrol of Guides from another Coy (if allocated one)</li> </ul>
1 hour	Lunch
Afternoon	<ul style="list-style-type: none"> <li>a. Implement plan at assigned venue.</li> <li>b. First assessment to be completed by person-in-charge of the organisation that candidate has chosen to serve prior to the test day.</li> </ul>
Evening	<ul style="list-style-type: none"> <li>a. Return to HQ with 1<sup>st</sup> assessment report, including evaluation which candidate has conducted with her participants/ organisation.</li> <li>b. Report to GGS tester/s for the 2<sup>nd</sup> and 3<sup>rd</sup> assessments. Candidate may be requested to put together a formal presentation on the spot, on the activities that took place in the earlier part of the afternoon for the tester/s.</li> <li>c. The final result of this BP test will be the average of all the 2 to 3 sets of assessments.</li> </ul>

- Some areas of emphasis:
  - a. Suitability of ideas for the participating organisation/ junior Guides
  - b. Feasibility;
  - c. Cost effectiveness;
  - d. Creativity;
  - e. Smooth implementation & ability to cope with contingency.