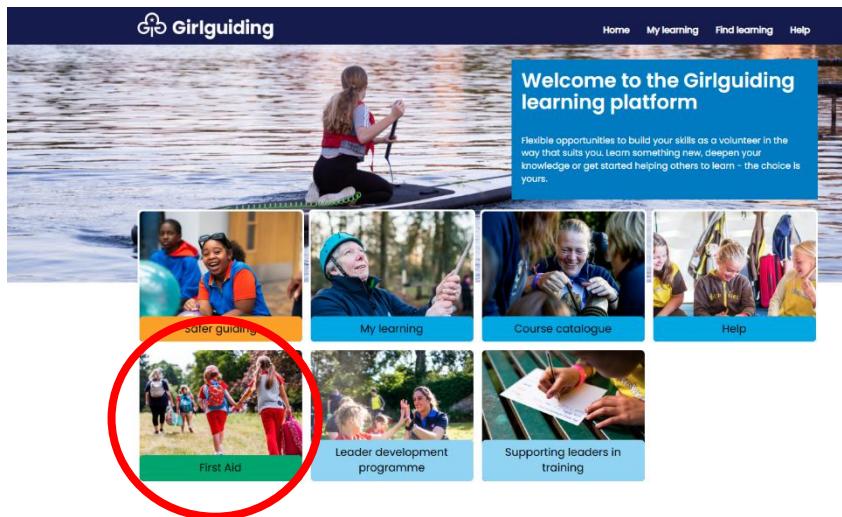


Quick guide to uploading an external first aid qualification

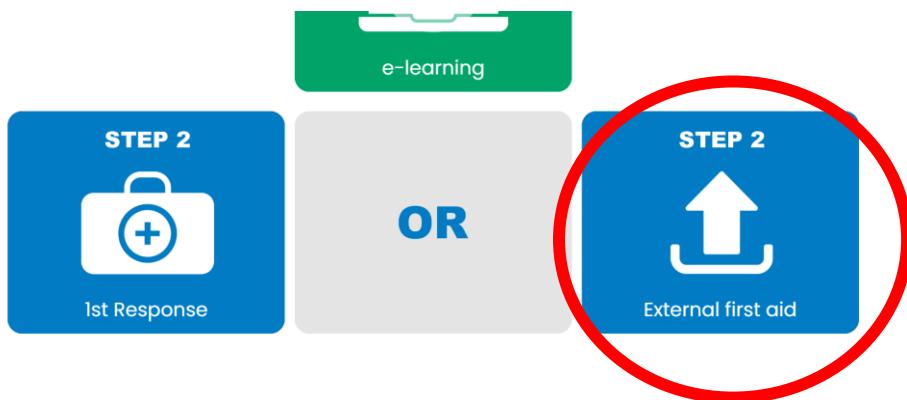
When uploading an external 1st response, please ensure you allow a minimum of 21 days for it to be signed off. This is to allow time for the region verifiers to review your upload and share any feedback which may require action from you.

Step 1 – Log on to the learning platform. The link is at the top of the Girlguiding website and the log in the same as for your GO account.

Step 2 – Click on the first aid box



Step 3 – Click on step 2 – external first aid. (Ensure you've already completed the e-learning, or it will prompt you before you can upload your evidence)



Step 4 – Select either 1 or 3 year, depending on how long your course is valid for.



Step 5- Download the external first aid course form. Complete it and save it as a document ready to upload.

Welcome

If you have already completed a first aid course outside Girlguiding, you can upload your evidence of completion.

What kind of evidence?

First, you need to complete and attach a copy of the [external first aid information form](#) (automatic download).

In addition to this, you will need to provide acceptable evidence which is usually a certificate, but other items (e.g. record) may also be used.

You can submit an image, a PDF or other formats (max size: 5MB, max attachments: 3).

Please ensure that the date of your qualification / attendance / completion is clearly shown.

Step 6 – Click on ‘upload your evidence’



Step 7- Follow the on-screen instructions to upload your evidence.

How do I upload and submit my evidence?

1. Select **Add submission**.
2. Select **Add file** in the left hand corner, then **Upload a file**, then **Choose file** and select your file.
3. Enter a name for the document, then select **Upload this file**.
4. Follow the steps above to add your completed external first aid information form.
5. Check you have uploaded the correct documents.
6. Select **Save changes**.

The submission status should now be:

Submitted

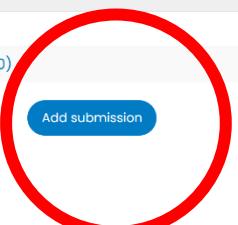
Note: You can only upload 3 documents, so is advised to include multiple information within 1 document. If you have difficulties, please contact the region office by emailing: learning@girlguiding-anglia.org.uk.

Step 8 – Scroll down the page to the “Add submission” box at foot of page:

Submission status

Attempt number	This is attempt 1.
Submission status	No attempt
Marking status	Not marked
Modified	-
Submission comments	Comments (0)

[Add submission](#)



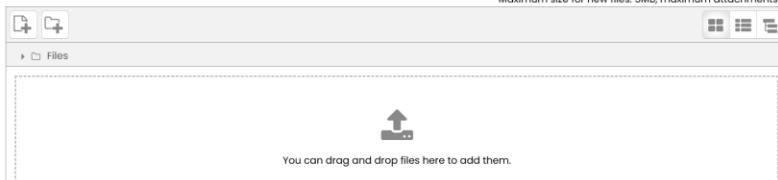
Step 9- Upload your certificate, completed form, syllabus and any supporting evidence from your trainer.

The file will be sent to a first aid verifier to review. You'll receive an email to confirm once your uploaded certificate has been approved.

[I first aid information form.docx](#)

Maximum size for new files: 5MB, maximum attachments: 5

[Save changes](#) [Cancel](#)



Step 10- This is the box that allows you to add files.

File picker

Server files

Upload a file

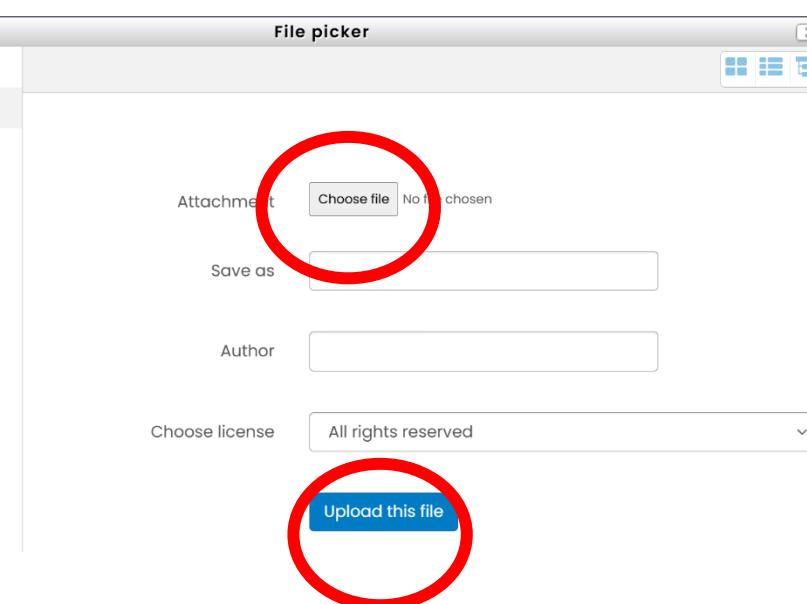
Attachment No file chosen

Save as

Author

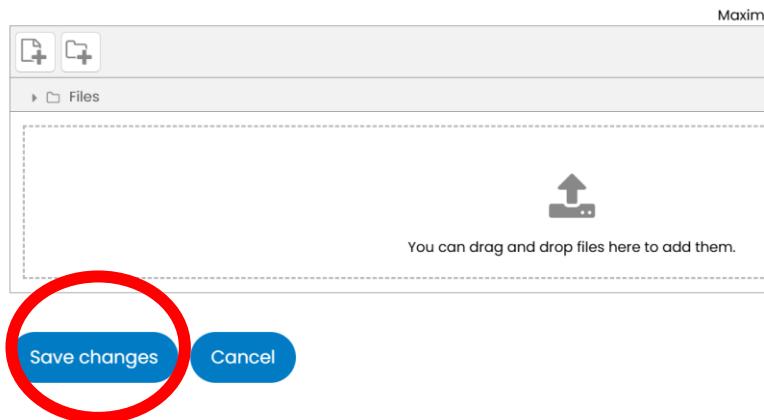
Choose license

[Upload this file](#)



Step 11- Click on choose file to search for the files on your computer. Select those required, as detailed at step 9.

Step 12- Click on “save changes” and you should see ‘Submitted’.



The submission status should now be:

Submitted

Your evidence will be sent to a first aid verifier

[External first aid information form docx](#)

Step 13:

If the verifier leaves any feedback, you will receive a notification via email (please do check your junk/spam folders). Log back into the learning platform where you will be able to see the feedback left.

Feedback	
Grade	Sufficient
Graded on	
Graded by	
Feedback comments	DC 10.1.25 thank you for your submission there are some gaps in the syllabus you completed and the girlguiding first response syllabus. however after speaking with (your trainer) i understand you are having the chat next week to cover what was not covered. once this has happened and i have the evidence i am happy to sign this off for you 15.1.25 DC have had email confirmation from trainer that all topics have been covered so will sign this as complete

Once the verifier is satisfied that the training you have completed meets the Girlguiding requirements they will mark your upload as sufficient. This will sync to your GO record as long as the e-learning has been completed.