

# START

Candidate is appointed as a Freedom to Speak Up guardian locally

Contact [National Guardian Office](#) for training information

NGO confirm appointment and send link for eLearning Foundation Training (FT)

## GUARDIAN JOURNEY

Candidate registers with the NGO via the [NGO Portal](#)

On completion of FT, the eLearning platform will provide a link to register on the NGO Portal

Candidate should complete the eLearning FT within one month after appointment

NGO verifies registration, sends log in details for the NGO portal, instructions to contact network chair and next steps.

Guardian logs on to the NGO portal to access guardian profile. Complete profile, enter training dates and upload FT Part 1 certificate.  
Instructions: [Portal user guide](#)

Guardian [selects and contacts a mentor](#)

# FINISH

Refresher training must be completed by the 30th November every year whilst in post

Guardian adds date of conversation and mentor name to guardian profile

Guardian completes reflective conversation with mentor within three months of completion of eLearning FT

## **Key considerations**

**If a Guardian goes on sick/mat leave/redeployed, they/their organisation should contact enquiries**

**If a Guardian has been out of the role for over one year, we would expect them to complete the most recent refresher training within one month of returning to work**

**If a Guardian has been out of the role for over two years, we would expect them to complete foundation training within one month of recommencing in the role.**

**If a Guardian steps down, they should log this on their Guardian profile and inform enquiries.**