

## Summary of GGA Leadership Qualifications for Unit Leaders and Assistant Unit Leaders

A **Girl Guides Australia Qualification** for both Assistant Unit Leaders and Unit Leaders, consisting of six modules, see summary below. The *Managing Your Unit* module is only for Unit Leaders. For most new Leaders, the Leadership Qualification can be completed in six to nine months.

- **Leadership Qualification Passport** - sets out the full requirements for the Qualification and records any relevant experience and / or qualifications, as well as progress. Depending on previous experience and / or qualifications, it is possible to gain exemption from some of the requirements.
- **Learning Partner** – a trained Leader who designs a tailored learning plan for the new Leader and provides guidance on completing learning activities.
- **Induction** - includes meeting with District Manager, meeting with Learning Partner and Induction with the Unit. The District Manager signs-off that Induction is complete.
- **Guiding Orientation webinar** - supports the *Being Part of Guiding* and *Being Part of Guiding in Australia* modules, run on a national basis. Completed early on.
- **Learning activities** - replicate the main leadership tasks and can be completed in any order. Most activities in the Passport are signed-off by a qualified Leader. Some activities, as specified, must be signed-off by the Learning Partner or District Manager.
- **Leader's Handbook** – provides core reading material. All reading must be completed before the Leadership Qualification Training is attended.
- **Leadership Qualification Training** – supports the modules – *Delivering the Australian Guide Program*, *Being a Leader of your Unit*, *Being Safe* and *Managing your Unit*.
- **First Aid training** – varies dependent on prior qualifications held and whether becoming an Assistant Unit Leader or Unit Leader. Theory component can be completed online.
- **Completion of Qualification** - Learning Partner signs-off that new Leader has completed Passport and District Manager confirms the appointment.
- **Interim Review** - after 6 months with the District Manager to provide further guidance as needed.

Modules	Reading	Training	Summary of Learning Activities
<b><i>Being Part of Guiding</i></b>	<ul style="list-style-type: none"> <li>• <i>Leader's Handbook</i> – Chapter 2</li> <li>• Guide Handbooks</li> </ul>	<ul style="list-style-type: none"> <li>• Guiding Orientation webinar</li> </ul>	3 activities – use resources, access the WAGGGS website and lead games / activities with Guides
<b><i>Being Part of Guiding in Australia</i></b>	<ul style="list-style-type: none"> <li>• <i>Leader's Handbook</i> – Chapter 3</li> </ul>	<ul style="list-style-type: none"> <li>• Guiding Orientation webinar</li> </ul>	5 activities – build networks, access information, discuss and make Promise, attend a District Meeting
<b><i>Delivering the Australian Guide Program</i></b>	<ul style="list-style-type: none"> <li>• <i>Leader's Handbook</i> – Chapters 4 &amp; 5</li> </ul>	<ul style="list-style-type: none"> <li>• LQ Training – Delivering the Australian Guide Program</li> </ul>	12 activities – use the AGP process and Patrol System to plan activities and meetings, use Outcome Tables, adapt activities, complete GG / GS activity, assist Guide to complete a challenge and facilitate peer assessment, run activities on leadership skills, decision-making skills and emotional resilience
<b><i>Being a Leader of your Unit</i></b>	<ul style="list-style-type: none"> <li>• <i>Leader's Handbook</i> – Chapter 6</li> </ul>	<ul style="list-style-type: none"> <li>• LQ Training – Being a Leader of Your Unit</li> </ul>	6 activities – develop 3 month program, conduct ceremonies, use games and themed meetings, welcome parents and evaluate activities
<b><i>Being Safe</i></b>	<ul style="list-style-type: none"> <li>• <i>Leader's Handbook</i> – Chapter 7</li> <li>• <i>Guide Lines</i> – policies</li> </ul>	<ul style="list-style-type: none"> <li>• LQ Training – Being Safe</li> <li>• Provide Basic Emergency Life Support (PBELS) - theory only</li> </ul>	7 activities – conduct fire / evacuation drill, access First Aid kit, explore health and safety issues, review incident records, conduct risk assessments, use safe food handling
<b><i>Managing your Unit</i></b> (for Unit Leaders only)	<ul style="list-style-type: none"> <li>• <i>Leader's Handbook</i> – Chapters 8 and 9</li> <li>• <i>Guide Lines</i> – Section 2 and 8</li> </ul>	<ul style="list-style-type: none"> <li>• LQ Training – Managing your Unit</li> <li>• PBELS (theory, practical and assessment)</li> </ul>	9 activities – creating 12 month event calendar, undertake promotional activity, prepare reports and newsletters, keep financial records, budget for a camp / event, maintain a range of Unit and membership records