

Summary of GGA Management Qualification for District Managers and Assistant District Managers

A **Girl Guides Australia Qualification** for both Assistant District Managers and District Managers, consisting of six modules, see summary below. The *Being Involved with Guide Units* module is only for Managers who have not previously held an Australian Girl Guide appointment. Managers with Guide leadership experience should be able to complete the Management Qualification within six months.

- **District Management 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 qualified Manager who designs a tailored learning plan for the new Manager and provides guidance on completing learning activities.
- **Induction** – comprises meeting with Region Manager, meeting with Learning Partner, meeting with previous District Manager and Induction to meeting place/s, leadership team and support group/s.
- **Learning activities** – replicate the main management tasks, and can be completed in any order. Many activities in the Passport are signed-off by the new District Manager herself, but some are signed-off by her Region Manager, Learning Partner or other qualified Leaders and Managers.
- **Management Qualification training course** – includes Management Skills, Financial Management, Property Management and Risk Management. Management Skills is a full day training course but the other components are shorter sessions that can be combined or delivered separately.
- **First Aid training** – ‘Provide Basic Emergency Life Support’ – theory only. Can be completed online.
- **Guiding Orientation webinar** – for those Managers new to Guiding. Delivered nationally.
- **Completion of Qualification** – Learning Partner signs-off that new Manager has completed Passport and Region Manager confirms.
- **Interim Review** – after 6 months with the Region Manager to provide further guidance as needed.

Modules	Reading	Training	Summary of Learning Activities
Leading Guiding	<ul style="list-style-type: none"> • Meeting minutes / notes 	<ul style="list-style-type: none"> • Region or State training course, workshop or update 	7 activities: attend 2 District events, attend Support Group meeting and Region meeting, review State Office “who’s who”, use SGGO website to obtain information, chair 2 District meetings, discuss formation of a Support Group
Leading your Team	<ul style="list-style-type: none"> • ALQP Passport Guidance Notes • Leader records 	<ul style="list-style-type: none"> • Management Skills Learning Topic • MQ training – Management Skills 	6 activities: speak with 2 Leaders, incorporate Promise and Law in meetings, contact 6 parents, recognise Leaders, contact 2 District Managers, develop Learning Logs
Minimising Risk	<ul style="list-style-type: none"> • Guide Lines • Risk Management Policy & Procedures 	<ul style="list-style-type: none"> • MQ training – Risk Management • ‘Provide Basic Emergency Life Support’ (PBELS) - theory only 	3 activities: review risk management forms, review how social media is used in District, review District accident or incident notifications
Managing Administration	<ul style="list-style-type: none"> • SGGO admin manual 	<ul style="list-style-type: none"> • MQ training – Property Management • MQ training – Financial Management 	8 activities: access SGGO database and reports, establish filing system, review forms, complete correspondence and financial responsibilities for three months, review audit requirements, review District budget, identify any property issues
Building for the Future	<ul style="list-style-type: none"> • Access local Council websites 		5 activities: undertake promotional event, represent Guiding at a community activity, create 12 month event calendar, discuss leadership opportunities with parents, discuss membership trends
Being Involved with Guide Units	<ul style="list-style-type: none"> • Leader’s Handbook 	<ul style="list-style-type: none"> • Guiding Orientation 	6 activities: access WAGGGS website, participate in 2 ceremonies, attend a Promise ceremony, take part in girl recognition, discuss girls’ developmental stages, visit 2 Units