

## Summary of GGA Management Qualification for Region Managers and Assistant Region Managers

A **Girl Guides Australia Qualification** for both Assistant Region Managers and Region 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.

- **Region 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.
- **Mentor** – a qualified Manager who provides guidance on completing learning activities and offers support throughout the learning process.
- **State RPL Liaison** – a member of the State Learning & Development team who oversees the application of Recognition of Prior Learning in the State and will advise on the exemptions you are entitled to.
- **Induction** – comprises meeting with State Commissioner / Assistant State Commissioner (or nominee), meeting with Mentor, meeting with previous Region Manager and meeting with State RPL Liaison.
- **Learning activities** – a mix of reading, reflections and activities that replicate the main management tasks, and can be completed in any order. Most activities in the Passport are signed-off by the new Region Manager herself, but some are signed-off by the Mentor or other qualified Leaders or 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** – Mentor signs-off that Manager has completed Passport and State Commissioner confirms.
- **Interim Review** – after 6 months with the State Commissioner to provide further guidance as needed.

Modules	Reading	Training	Summary of Learning Activities
<b>Leading Guiding</b>	<ul style="list-style-type: none"> <li>• Region meeting minutes</li> <li>• State Constitution &amp; other relevant docs</li> </ul>		7 activities: attend 3 District / Region events, obtain information from SGGO website, review State Office “who’s who”, present Region report, meet with State Commissioner / SEO, chair 2 Region meetings
<b>Leading your Team</b>	<ul style="list-style-type: none"> <li>• <i>ALQP Passport Guidance Notes</i></li> <li>• Relevant membership records</li> <li>• State Conflict Resolution policy &amp; procedure</li> </ul>	<ul style="list-style-type: none"> <li>• Management Skills Learning Topic</li> <li>• MQ training – Management Skills</li> </ul>	8 activities: speak with DMs, incorporate Promise and Law into meeting, recognise Leaders, contact 2 Region Managers, meet with Region team, review Region training, discuss conflict resolution, develop Learning Logs
<b>Minimising Risk</b>	<ul style="list-style-type: none"> <li>• <i>Guide Lines</i></li> <li>• Risk management policy</li> <li>• State Risk Register</li> </ul>	<ul style="list-style-type: none"> <li>• MQ training – Risk Management</li> <li>• ‘Provide Basic Emergency Life Support’ (PBELS) - theory only</li> </ul>	3 activities: review risk management training completed in Region, review how social media is used, update self on State Risk Register
<b>Managing Administration</b>	<ul style="list-style-type: none"> <li>• SGGO admin manual</li> </ul>	<ul style="list-style-type: none"> <li>• MQ training – Property Management</li> <li>• MQ training – Financial Management</li> </ul>	9 activities: access SGGO database reports, establish records system, complete forms, correspondence and financial responsibilities for 3 months, review audit requirements, review Region budget, review equipment inventory, identify any property issues
<b>Building for the Future</b>	<ul style="list-style-type: none"> <li>• SGGO PR and media documents</li> <li>• State / Region events calendar</li> </ul>		5 activities: participate in 2 promotional events, deliver 2 short presentations, represent Guiding at community activities, compile 12-month personal event diary, review membership trends.
<b>Being Involved with Guide Units</b>			3 activities: accessing WAGGGS website, participating in 4 ceremonies, making 3 Unit visits

