Supporting Quality Guiding
for District Managers

'Supporting Quality Guiding' is an initiative designed to support and encourage Leaders to continue delivering a quality Guiding program in their Units. It was founded on feedback that Leaders were after support, in particular resources, that enable the delivery of a great Guiding program for our youth members. It has three parts: Programming Pack (separate editions designed for Unit Leaders and District Managers), Term Resource Packs and the ongoing development of avenues for Leaders to share their program ideas and resources with each other.

Programming Pack – 'how to' for new and experienced leaders

This pack is a resource for all Units, giving guidance on best practice programming including: a term programming process; term program planning tips; a Quality Guiding Checklist; and support in identifying the skills and knowledge gained through the activities offered. It is designed to provide new and experienced Leaders alike a foundation for best practice Guiding, to clarify and streamline the term program planning process and instil confidence in Leaders that their term program is best meeting the aims and objectives of the AGP.

Term Resource Pack – a wealth of program ideas!

The term program packs provide resources for all developmental stages which cover the elements and fundamentals of the AGP. They aim to share great program ideas and model many elements of an effective program – from the development of activities, to their delivery and how the program is communicated to parents.

These packs contain:

- a term program with blurbs and skill lists which can be used on Unit term programs given to Guides and parents providing clarity on the awesome experiences offered at Guide meetings
- A 'menu' of activity ideas (program breakdown for Leaders) covering all developmental stages and a variety of skills and experiences, linked to each meeting theme for Leaders and Guides to choose from when planning their meetings
- The instructions, activity timing, equipment list and printable resources to run each of the activities suggested in the pack

Supporting Quality Guiding is designed to build on the fantastic work being undertaken by Leaders throughout Victoria. We are keen to hear your feedback on the contents of the Programming Pack and the Supporting Quality Guiding initiative to evaluate its effectiveness and make improvements for the future. Please send through any comments or questions to program@guidesvic.org.au. We would also like to hear from volunteers keen to be involved in the development of program ideas and term program kits in the future.

Supporting Quality Guiding
for District Managers

District Manager's Role

This initiative is primarily designed to support Unit Leaders through the process of putting together their term program however it also provides clarity and information for you in your role as District Manager.

By collecting the **Supporting Quality Guiding checklist** and term program for each Unit in your District you will be provided with a clearer picture of how the Units in your District deliver the AGP and the way in which their program is communicated to parents.

This provides opportunities to:

- celebrate success in delivering quality Guiding programs
- promote the sharing of program ideas and resources across your District
- support Leaders to effectively identify and communicate to parents the skills, knowledge and opportunities their program offers the girls; a great tool for retention and recruitment of members
- work with Leaders to identify opportunities for improvement in the programs they offer
- identify areas that Leaders may need support or training in

Each term please pass your Units' programs and checklists onto your Region Manager who will in turn pass them onto the Victorian Program and Management teams, enabling all levels of management to evaluate how Guiding is being delivered across the state and identify opportunities for improvement.

Unit Leader	District Manager	Region Manager
Completes SQG checklist to identify how the program being delivered aligns with the elements and fundamentals of the AGP	Reads Units' programs and SQG checklists to celebrate success, identify needs and promote idea sharing between Leaders	Uses term programs and SQG checklists to evaluate the Guiding happening in her Region
Sends a copy of the term program home with every girl	Sends programs and checklists to RM	Shares the term programs and checklists with the Program Department and Management Team for the ongoing development of Guiding in Victoria
Sends the term program and completed SQG checklist to District Manager		

The **Unit Leader Programming Pack** and **Term Resource Packs** are terrific resources to share with new and experienced Leaders. The term resource packs have been used to provide structure for units undergoing change or challenging circumstances and to support leaders who are going through a busy period and do not have time to develop program ideas or resources.
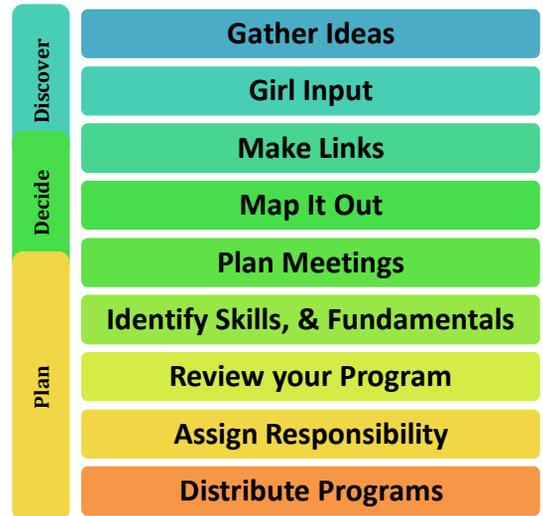
SQG Programming Pack for Unit Leaders Overview

The Supporting Quality Guiding Programming Pack for Unit Leaders is available for download at www.guidesvic.org.au under Volunteers > Program Resources.

The contents are summarised here for your reference:

A Program Planning Process

This planning process is an outline designed to guide Unit Leaders through the term programming process. Each step has a small description next to it to explain what is contained within that step.

The order of these steps is a guide only; Leaders may already have a process that uses these steps in a different order. What is important is that the steps ultimately reflect the Australian Guide Program (AGP) Process (Discover – Decide – Plan – Do – Evaluate). Girls' involvement in the process will vary from giving input to following the full process depending on their Developmental Stage and/or experience with program planning.

Discover	Gather Ideas
	Girl Input
Decide	Make Links
	Map It Out
Plan	Plan Meetings
	Identify Skills, & Fundamentals
	Review your Program
	Assign Responsibility
	Distribute Programs

Program Planning Tips

This section provides further detail about each programming step, including tips on how to implement each step and things to think about when compiling a term program.

Supporting Quality Guiding Checklist (also in this kit)

The checklist enables Unit Leaders, District Managers and the state Management team to see how Guiding is delivered in Victoria in order to celebrate success and identify opportunities for improvement at all levels.

Skills and Knowledge List (also in this kit)

The list is designed to assist Unit Leaders to identify how the potential skills and knowledge developed though their Unit program fit within the fundamentals of the Australian Guide Program. It has been developed using the content of the Girls' Handbooks and is by no means an exhaustive list. Icons have been chosen to represent each Fundamental and Element. These can be used on the term program to identify the areas covered each week.

Physical	People	Practical	Self	
Promise & Law	Outdoors	Service	World Guiding	Guiding Traditions	Leadership	Patrol System

Supporting Quality Guiding Checklist

Use this checklist alongside your term program to ensure the experiences offered to Guides are providing a balance across the elements and fundamentals of the Australian Guide Program. Send a copy of your term program and this completed checklist to your District Manager.

Unit: _____ District: _____

Term: _____ Year: _____ Person/s completing checklist: _____

☐ Have the girls had input into their program?

Each/ most weeks will the Guides experience?

☐ Physical – learning through active participation

☐ People – working alongside other people

☐ Practical – learning skills by doing

☐ Self – growing as a person

What skills and knowledge will be developed through the experiences your Guides have this term? How do they fit into the fundamentals? Aim to cover more than half, with all covered each semester. List the skills/knowledge here:

☐ Promise & Law _____

☐ Outdoors _____

☐ Service _____

☐ World Guiding _____

☐ Guiding Traditions _____

☐ Leadership _____

☐ Patrol Systems _____

During the term is there opportunity for:

☐ Girls to run parts of the program – including activities as part of a badge or award

☐ Girls to peer assess badge work (as Unit or in Patrols)

☐ Pre-promise activities for new Unit members

☐ Patrols to work as a team (including Patrol Time)

☐ Girls to evaluate the activities they have taken part in

☐ Linking with other Units – inside or outside of your District

Supporting Quality Guiding - Skills & Knowledge List

Use this list to help you to identify how the potential skills and knowledge developed though your Unit program fit within the fundamentals of the Australian Guide Program.

The list has been developed using the content of the Girls' Handbooks and is by no means an exhaustive list. Icons have been chosen to represent each fundamental and these can then be used on your term program to identify the fundamental(s) covered each week.

Fundamental		Skill or Knowledge Area	
Promise & Law Keeping the Promise and Law is our underlying code of living.		- Citizenship - Community - Flag identification	- Good turns - Indigenous Australia - Values
Outdoors Enjoying the Outdoors offers active adventure and awareness of the environment.		- Adventurous activities - Bedrolls - Compass & GPS - Cooking - Environmental care - Fires - Flag poles	- Gadgets - Knotting & lashing - Mapping - Overnight activities - Packing - Tracking
Service Giving Service encourages a sense of community.		- Advocacy - ANZAC Day - Calling 000	- First Aid - Fundraising
World Guiding Exploring World Guiding builds peace and understanding.		- Exploring culture - Thinking Day - Symbols of Unity - WAGGGS	- World Centres - World Conference - World Regions
Traditions Sharing in Guiding Traditions give a sense of belonging and history.		- Be Prepared Kits - Campfires - Ceremonies - Codes	- Guiding History - Guides Own - Kim's Game
Leadership Experiencing Leadership Development builds skills for life.		- Adapting activities - Choosing a good leader - Decision making - Learning styles	- Problem solving - Share/ Teach a skill - Speaking and listening
Patrol System Participating in the Patrol System develops teamwork skills.		- Communication - Collaboration - Delegation - Negotiation	- Planning together - Teamwork - Working as a committee