

# OUT.01 – FAQ’s about the new Girl Guides Victoria portal and process



## FAQ’s

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### When do I need to submit an OUT.01 application?

If you're taking your Guides on a camp, holding a sleepover, or participating in an adventure-based activity you are required to submit an application **no later than four weeks before** your event. This is set out in the [National Guidelines](#). Applications can be submitted online using the OUT.01 portal found on the [Girl Guides Victoria website](#).

### How do I know if my activity is classified as adventurous?

All activities classified as adventure based can be found in the [Activities Manual](#) of the [National Guidelines](#). Please check the site regularly because these do update from time to time.

An adventure-based activity is one that contains a significant element of risk to those taking part. [National Guidelines](#) require the person in charge to have specific knowledge and skills relevant to the activity or to ensure that the instructors have those knowledge and skills.

If you can't find your activity on the website and you're still unsure if the activity is classified as adventure based, please email [adventure@guidesvic.org.au](mailto:adventure@guidesvic.org.au)

### Planning an outing to a purpose built public pool?

A purpose built public pool refers to swimming pools open to the public which are manned by lifesavers and often run by local councils or third party providers. Sometimes these venues may have a wave pool or slide.

Swimming locations which are NOT classified as a 'purpose built public pool' are backyard pools, beaches, rivers, and amusement water parks or inflatable water parks such as Geelong Adventure Park, Funfields, Gumbya World, and Splashland.

Girl Guides Victoria has made changes to the timeframe and documentation requirements for OUT.01 submissions if your Unit is going to a purpose built public pool. An OUT.01 applications now needs to be submitted no later than two weeks before your activity start date, rather than no later than four weeks. Be aware that if adult volunteers do not have current security checks the two week deadline may not allow time for these to be followed up.

There is no longer the need to obtain a Certificate of Currency and Risk Assessment documentation from the venue for swimming at a purpose built public pool. Instead, please prepare a Word or PDF document with the following details and upload this to your OUT.01 application:

- Name of the purpose built public pool venue
- Address of the purpose built public pool venue
- A contact phone number or email address of the purpose built pool venue

Please follow these instructions when filling in the online OUT.01 application for an outing to a purpose built public swimming pool:

- Fill in the top section of the form by selecting Adventure Based Activity Only and then add the event name, date, time of the event, and the LIC.
- Select 'No' to the question asking if the event is at your regular meeting location.
- In answer to the question "Where will be activity be held?" search for the pool by clicking on the blue 'Find' button. A new window will open. Type *Swimming* in the 'Organisation Name' box.
- Click on the words 'Swimming At A Purpose Built Pool'.

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- Select 'Yes' to the question asking if you were able to find your venue.
- Select 'No' to the question asking if your event involves activities on the water.
- Click on the 'Add Activity' words on the top right corner of the activity provider box. A new window will open.
- Click on the blue 'Find' box. A smaller window will open. Type *Swimming* in the 'Organisation Name' box.
- Click on the words 'Swimming At A Purpose Built Pool'.
- Type Swimming as the activities being undertaken.
- When prompted to upload a copy of the venues Risk Assessment please upload your prepared Word or PDF document with the venues details.
- Tick the box stating you have read the provider's risk assessment.
- Click the 'Save' button in the lower right corner. This will take you back to the main OUT.01 form where you can complete all the other required sections of the document.
- Once all sections have been completed press the 'Submit' button. Once your OUT.01 application has been submitted to the Guide Office, you'll receive an email to confirm that it's arrived.

I thought I only needed to notify my District Manager about sleepovers. Why do I need to submit an OUT.01 application to GGV for a sleepover?

By submitting an online OUT.01 application, this will help to make sure that all adult volunteers attending your event meet all of the security and first aid requirements needed. Should any adults be missing the required checks, Guide Office staff will be able to follow up these checks quickly for you. Your District Manager will be notified immediately of any adults attending your event who don't hold current checks.

How does my District Manager approve my application if it's all online? Will my District Manager be informed of my submitted OUT.01 application?

It can be difficult and time consuming to have your OUT.01 paper application signed by your District Manager. To make it easier to get approval we've moved this process online.

Once you submit an OUT.01 application online, an email is automatically sent to your District Manager (or the Region Manager, if they're your Manager) with a link to the application. All District and Region Managers are able to view OUT.01 applications of Leaders in their District by clicking on their email link or accessing the OUT.01 application portal in their membership profile. This way, the volunteer checks are already reviewed, and if the District or Region Manager has any concerns or issues, all the information is right in front of them. If the Manager doesn't approve the camp, they can simply email [adventure@guidesvic.org.au](mailto:adventure@guidesvic.org.au) and tell us the reason for not approving the camp – then we can send an email on their behalf notifying the LIC.

If your event has Guides attending from Units outside your District or Region, Managers from both Districts or Regions will be notified.

I need to make changes to my submitted OUT.01 application. How can I do this?

If you need to make changes to your staffing, location, activities, youth numbers, or any other details for your event please email [adventure@guidesvic.org.au](mailto:adventure@guidesvic.org.au) with the changes and we will be able to update your application for you.

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### Why do I need to upload a copy of the activity provider's Certificate of Currency and their Risk Assessment documents?

If you use a third party provider to support Guides to try new activities, then these providers are responsible for running these activities safely. The provider is responsible for maintaining their equipment and venue (if used), as well as training their staff. By obtaining a copy of the provider's Certificate of Currency we can make sure that they have insurance and are a registered business. It's important that you read the provider's risk assessment plan so that you're aware of the risks involved in around the activity that they are providing.

### Our adventure-based activity is at a Guide campsite or being operated by a Guide instructor. What documents do I need to submit?

Our volunteer Guide instructors help offer great opportunities for our members. While operating as a Girl Guide instructor these activities are covered by Girl Guide insurance. There is no need to obtain a copy of Girl Guide Victoria's Certificate of Currency.

Each activity team from canoeing, caving, low ropes, possum flyer, and crate stacking will provide the LIC with a copy of their risk assessment. There is a place in the OUT.01 online form for you to upload this.

### I can't find the venue or activity provider we want to use. What should I do?

If a venue or activity provider doesn't appear when using the FIND function, it means you might be the first to use this venue or it hasn't been used by a Guide Unit for some time. If you can't locate your venue or activity provider when searching, select 'no' when you answer the question 'Were you able to find your venue'? You can then enter the details for your venue or activity provider in the allocated boxes. You will need to upload a copy of the venue's Certificate of Currency. Once the Guide Office has received this information, the venue or activity provider will be reviewed and then (if everything checks out) will be added to the list of providers.

All Guide properties and meeting locations are already approved venues. These can be searched for using the property name or the suburb.

### I get an error message on my computer when I try to submit my application.

An error message will appear on your screen if a required document hasn't been attached. Please review your application to ensure all Risk Assessments and Certificate of Currency documents have been attached.

### I'm planning an assessment camp. How do I find a camp assessor?

Camp Assessors known as OSAs (Outdoor Skills Assessors) are appointed by your Region, and the State Outdoor Managers. Please contact your Region Manager, Region Outdoor Manager, or State Outdoor Manger to be connected with an OSA. Once an OSA has been appointed, you will need to add their name to your camp OUT.01 online application.

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### I'm not ready to submit my application. Am I able to save my unfinished application?

Yes! If you don't have all the information needed to complete your application you can save your application as a draft and go back to it later when you're ready. To save your application as a draft, scroll to the bottom of the application and press the 'save' button. You can go back to your application at a later date by logging in to your membership profile. Remember though – you must hit 'submit' **no later than 4 weeks before** your event.

### How do I check status of my application?

As the LIC you're able to log in in to your membership profile and follow the progress of your application.

Once your OUT.01 application has been submitted to the Guide Office, you'll receive an email to confirm that it's arrived. If there's any missing or out of date security or first aid checks for any adult volunteers, an email will be sent directly to them with information on how to update their information.

Once all the requirements have been met, you'll receive another email letting you know that your application has been granted approval.

### Can a parent help by attending an adventure based activity outing?

Yes. Parents can attend a Unit meeting outside of the regular meeting location to assist with ratios on adventure-based activity outings no more than once a term. The parent who is attending must hold a current Working With Children check. This needs to be sighted by the LIC, and the card number and expiry date must be submitted with your OUT.01 application. If a parent doesn't hold a valid Working With Children check, then they will need to complete the check before attending the event. If they don't hold a valid Working With Children check card then they won't be able to attend the outing.

### Can a parent attend a camp or indoor sleepover?

Yes. Parents can attend camps or sleepovers providing they are registered members of Girl Guides Victoria, have undertaken all our required checks. and completed Child Safe Training.

### Our camp will have people sleeping indoors and outdoors. The online application only allows one accommodation type to be selected. What should we do?

It's a GGV requirement that a separate LIC be appointed for both the indoor camp and the outdoor camp. Both LICs will need to submit a camp application and at the end of the event both their camping qualifications will be endorsed. Adult to youth ratios must be met for both locations (indoor and outdoor) for the entire duration of your camp.

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### Can I hold a sleepover with Guides sleeping in tents outdoors?

An overnight stay or sleepover is held indoors. A sleepover essentially describes an activity where a Unit extends their program activity overnight, making use of an indoor, Guide approved venue. If the Unit wants to sleep outside in tents, then the LIC must hold a current Outdoor camping qualifications. Sleeping outdoors is classified as a camp and no longer a sleepover.

### The LIC doesn't have access to a computer with internet connection. How can they submit an OUT.01 application?

OUT.01 applications can be submitted by any registered adult members of Girl Guides Victoria. When submitting the application there is an option to nominate an adult other than yourself as the LIC of the event. Both the LIC and the applicant will receive an email after the OUT.01 has been submitted.

### I got notified that my activity was approved just a week before the activity was planned – this is pretty late!

An activity/camp/sleepover will be approved once all of the requirements have been met. If there's a volunteer with missing checks, or a risk assessment plan that needs to be updated (or some other issue), the four week deadline allows time for these to be followed up. If everything is in place, it can take just a day or so – but if there is important information missing, then it can take longer. You can always check on the progress of your application by logging into your membership profile.

### I'm the LIC of a State Event. What do I need to do?

Please contact the Camping and Adventure Officer before submitting an OUT.01 online application.

Phone: 8606 3500

Email: [adventure@guidesvic.org.au](mailto:adventure@guidesvic.org.au)

### When do I need to submit an OUT.03?

An OUT.03 is required anytime an OUT.01 application has been submitted, including for sleepovers and adventure-based activities. As per [National Guidelines](#) an OUT.03 report is to be submitted no later than 4 weeks after your camp or adventure-based activity outing. Reports help GGV to get accurate statistics, which are required for National data and allow Leaders to provide any feedback on the venue or activity providers.

Once an OUT.03 is submitted after a camp, the LIC's camping qualifications are updated and endorsed for a further three years.

### What if I need more help?

If we haven't answered your question above, please don't hesitate to get in touch with the Guide Office as soon as possible and we will be able to assist you.

Phone: 8606 3500

Email: [adventure@guidesvic.org.au](mailto:adventure@guidesvic.org.au)