

# STEPS TO QUALIFICATION

1. New volunteers: follow our [Onboarding Process](#)  
*(triggers enrolment in [eGuiding](#) – our online learning platform – for completion of Keeping Children Safe module)*
  2. Induction with District Manager (DM) or Region Manager (RM)  
*(guidelines, position description, conflict resolution, grievance procedure, training opportunities, handbook, uniform, local induction, discuss time to make or renew Promise, receive Passport)*
  3. Send [Induction Form](#) and [Recognition of Prior Learning \(RPL\) Form](#) to [volunteer@guidesvic.org.au](mailto:volunteer@guidesvic.org.au)  
*(triggers access to Unit/District reports and relevant eGuiding modules)*
  4. Learning Partner (LP) appointed by Region Learning & Development coordinator, DM, or RM
  5. LP meets with Unit Leader Not-Yet-Qualified (ULNYQ)  
*(LP is friendly, supportive, grants RPL, helps book into training and first aid, introduces to local and support team, sets learning plan)*
  6. ULNYQ works with LP and Unit Leader to complete Passport including **first aid** and **eGuiding modules** (Guiding Orientation if new to Guiding, Facilitating the Girl Experience, Being Safe, Girl Recognition System)
  7. Attend training  
*(various methods of delivery: in person/online/combination)*
  8. Complete all Passport requirements
  9. Complete and send [Qualification and Appointment form](#) to [volunteer@guidesvic.org.au](mailto:volunteer@guidesvic.org.au)
  10. **CELEBRATE!!!**
- 