



2018 LEADERSHIP QUALIFICATION RESIDENTIAL TRAINING INFO KIT

The Leadership Qualification Training Days are suitable for Unit Leaders and Assistant Unit Leaders. They will provide training to cover the following: Delivering the Australian Guide Program (AGP); Being a leader of your Unit including ceremonies, and Program planning and evaluations; and Being Safe which covers risk and duty of care requirements. In addition the Unit Leader training will cover modules for Managing your Unit including: policies and procedures; and Finances and promotions.

Sat 19 - Sun 20 May	Lingbogol Campsite Cnr Broomfield & Geddes Road, Creswick North
Sat 11 - Sun 12 August	Britannia Park Campsite - Guide House Cnr Guidehouse and Britannia Creek Roads, Yarra Junction

Time	<p>Start time: 9.00am Saturday <i>Please arrive by 8.30am</i> Finish: 4.30pm Sunday</p> <p><i>Please note that there are Saturday evening training sessions after dinner.</i> Assistant Unit Leaders finish at lunchtime on Sunday whilst Unit Leaders will need to remain for the Sunday afternoon sessions finishing at approximately 4.30pm.</p> <p><i>The weekend will be very intensive and so to ensure there is time to complete all the content it is expected that all trainees are in attendance for the entire weekend.</i></p>
Cost	<p>You will not need to pay when registering online. Your District or Region will be invoiced an \$85 accommodation & catering fee.</p> <p>If you withdraw up to one week prior to a training, your District or Region will be invoice 50% of the event cost. If you withdraw within one week or do not attend the training, your District or Region will be invoiced 100% of the event cost.</p>
Extra Night Accommodation Option	<p>Accommodation for Friday night will also be available at the venue. There is no extra charge for this option. Arrival time strictly from 6.00pm – 10.00pm.</p> <p>You will need to arrange your own meal for dinner on Friday (milk, tea / coffee supplied). A kitchen is available for heating meals. Breakfast will be catered for.</p>
Registration	<p>Online registration only. Any requests to change a booking must be emailed to support@guidesvic.org.au. Changes will be confirmed via email.</p>
Pre-Training Questions	<p>On registration you will be asked some additional questions. Please complete this so that the GGV Learning & Development Team can effectively assist you in your role.</p>
Booking Confirmations	<p>A Booking Confirmation is automatically emailed at the time of online registration that confirms the booking, times and venue.</p> <p>If you do not receive an email Booking Confirmation the online registration has not</p>





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	<p>been successful. Check your 'shopping cart' as you may not have completed the registration. Please call JPC 03 8606 3500 if you require assistance.</p> <p>Please ensure that you maintain your current email address in your member profile on the GGV website.</p>
Catering & Dietary Requirements	<p>All meals for Saturday & Sunday are supplied. Dietary requirements are collected as a component of registration. Please ensure that you submit any information relevant to catering. The caterer may contact you to discuss any specific requirements.</p>
Guiding Orientation Webinar	<p>Please speak to your Learning Partner about participating in one of the <i>Guiding Orientation Webinars</i> before the training weekend or speak to them about gaining RPL (Recognition of Prior Learning) for this section of the <i>Leadership Qualification Passport</i> if you think you qualify for it.</p>
What to bring	<ul style="list-style-type: none"> ● Notebook & Pen ● Laptop (optional) ● Your <i>Leadership Qualification Passport</i> ● The <i>Leaders Handbook</i> ● The Handbook/s relevant to the unit you are working with ● <i>Aim High, Look Wide, (Look Wider Still</i> if working with 14+) ● USB Stick (Handouts will be copied to your USB rather than handed out)
Kit List	<ul style="list-style-type: none"> ● Sleeping bag or sheets & doona ● Pillow ● Woolen Blanket (s) ● Personal Gear - Clothing & PJs ● Toiletries and Towel ● Raincoat / broad brimmed hat ● Torch ● Water Bottle ● Sunscreen & Insect Repellent ● Suitable Footwear for Outdoors
Trainer/s	<p>In case you need to contact her on the day of your training you will be emailed the Trainer's contact phone number prior to the training.</p>
Emergency Contact	<p>You will provide an Emergency Contact on registration. When signing in please check that your emergency contact is current.</p>
Uniform & Name Badge	<p>Please wear a Guide shirt and navy pants/jeans. Please wear your name badge if you have one.</p>
Personal Possessions	<p>Please keep your purse and any valuables with you at all times. In consideration of others, during the session please turn off your phone or forward to message bank.</p>
Questions?	<p><i>Training Questions</i> training@guidesvic.org.au</p> <p><i>Booking Questions</i> support@guidesvic.org.au</p>

