

**LD 03 (October 2020) – DISTRICT/REGION MANAGER TO COPY/SCAN COMPLETED INDUCTION TO STATE OFFICE**

**NAME (IN FULL):**

**MEMBER NO.:**

**UNIT ASSIGNED TO:**

**LEARNING PARTNER (if required):**

## 1. Induction (Unit roles)

The aim of the Induction is to ensure you:

- Are clear about the process to get qualified
- Have basic information about the Unit you will be working with
- Understand your role and responsibilities as a Unit Leader or Assistant Unit Leader
- Meet the State Girl Guide Organisation (SGGO) requirements.

<b>Membership Process/Your Commitment as a Guide Leader</b>	<b>Manager Signature</b>
Complete membership form, including providing references.	
Complete Police Check and Working with Children processes.	
Meet the relevant legal requirements for working with children in your SGGO, including any child protection training required.	
Discuss the importance of complying with GGA policies, <i>Guide Lines</i> and SGGO procedures, including child protection, diversity and inclusion, branding and use of logo, social media, privacy. <i>Guide Lines</i> is available at <a href="http://www.guidelinesforgirlguides.org.au/">http://www.guidelinesforgirlguides.org.au/</a>	
Discuss the Unit Leader/Assistant Unit Leader Position Description. (Refer to <i>Guide Lines</i> .)	
Discuss GGA's Code of Conduct and sign.	
Discuss SGGO's confidentiality requirements and sign form if required.	
Discuss SGGO's conflict resolution / grievance / dispute resolution policy and processes.	
<b>District/Region Induction</b>	<b>Manager Signature</b>
Do you already hold a qualification relevant to this role?	Yes / No
If no, then discuss RPL opportunities.	
When, where, whom on local meetings of District / Region team and Support Group.	
Discuss the <i>Leader's Handbook</i> <a href="https://www.guidelinesforgirlguides.org.au/wp-content/uploads/2020/02/Leaders-Handbook_2019.pdf">https://www.guidelinesforgirlguides.org.au/wp-content/uploads/2020/02/Leaders-Handbook_2019.pdf</a>	
Discuss the <i>Girl Handbooks</i> relevant to the Guide Unit you work with.	
Discuss the Girl Guides Australia uniform, and relevant options for role.	
<b>Unit Induction</b>	<b>Qualified Leader Signature</b>
Introduction to Guides, parents and Unit Leadership team.	
Meeting place: meeting area, kitchen, bathroom, storeroom, emergency exits, evacuation procedures, First Aid kit, cleaning equipment, garbage disposal, keys, etc.	
Unit equipment: location of games / craft / activity equipment, Unit program records, attendance records, resources, finance books.	
<b>Date Induction completed</b>	
<b>Office Use Only</b>	
Records updated by State Office:	