

STEPS TO QUALIFICATION

For District and Region Managers

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 Region Manager (RM) or State Commissioner
(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
(triggers access to District/Region reports and relevant eGuiding modules)
 4. Learning Partner (LP) appointed by Region Learning & Development coordinator or RM
 5. LP meets with Manager Not-Yet-Qualified (MNYQ)
(LP is friendly, supportive, grants RPL, helps book into training and first aid, introduces to local and support team, sets learning plan)
 6. MNYQ works with LP, Managers, and Unit Leaders to complete Passport including **first aid** and **eGuiding modules** (Guiding Orientation if new to Guiding, Leadership Skills, Building and Managing Teams, Making Decisions, Running Effective Meetings, Managing Difficult Situations, Time and Priority Management, Managing Operational Risk, and Being Safe)
 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
 10. **CELEBRATE!!!**
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