

| Steps to Unit Leadership Qualification | |
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| 1 | <i>New volunteers follow our Onboarding Process.</i> |
| 2 | <i>Induction with District Manager or Region Manager.</i> Guidelines, position description, conflict resolution, grievance procedure, training opportunities, Handbook, uniform, local induction, discuss time to make or renew Promise, receive Passport. |
| 3 | <i>Send Induction Form(LD03) and Recognition of Prior Learning Form(RPL: LD03a) to volunteer@guidesvic.org.au</i> Triggers access to Unit reports and eGuiding (our online learning platform). |
| 4 | <i>Learning Partner appointed by District Manager, Region Manager or Region Learning & Development Coordinator.</i> |
| 5 | <i>Learning Partner meets with Unit Leader Not Yet Qualified (ULNYQ).</i> Learning Partner is friendly, supportive, grants RPL, helps identify suitable trainings and sets learning plan. |
| 6 | <i>ULNYQ works with Learning Partner and qualified Unit Leader to complete Passport.</i> This includes training (First Aid and Leadership Qualification), food safety and eGuiding modules (Guiding Orientation (if new to Guiding); Facilitating the Girl Experience; Leadership in the Unit; Girl Recognition System; Being Safe and Finance for Leaders). |
| 7 | <i>Complete and send Qualification and Appointment Form (LD 04a) to volunteer@guidesvic.org.au</i> |
| 8 | CELEBRATE!!! |