

# Learning and Development

## Unit Leadership Qualification Training

### Information Kit



What	Unit Leadership Qualification Training
<b>Who</b>	For volunteers working towards Unit Leadership Qualification.
<b>Overview</b>	<p>Unit Leaders and Assistant Unit Leaders are required to provide effective leadership of the Guide Unit they are working with in order to facilitate a high-quality girl-led Australian Guide Program to youth members in a child-safe, child-friendly environment.</p> <p>This training is designed to support the learning of volunteers working towards Unit Leadership Qualification, along with other requirements as outlined in the Unit Leadership Qualification Passport.</p>
<b>Where</b>	<p>In person (one day) OR Online (Zoom; 4 sessions over 4 weeks)</p> <p>Note in the <i>online training</i> we require all participants to actively participate in the session, so please have your video turned on and be ready to turn your mike on when appropriate. Feel free to ask questions as we go, or if you have specifics you want to work through privately, feel free to stay online after each session or contact us after the session.</p>
<b>When</b>	<p><i>In person</i> Saturday 18 June; Sunday 21 August ; or Sunday 9 October – locations TBC</p> <p><i>Online</i> T1: Wednesday 9, 16 &amp; 23 March 2022 T2: Tuesday 24 &amp; 31 May, 7 &amp; 14 June 2022 T3: Monday 1, 8, 15 &amp; 22 August 2022 T4: 20 &amp; 27 October, 3 &amp; 10 November 2022</p>
<b>Time</b>	<p><i>In person</i> 9.00am – 5.00pm Please arrive at least 15 minutes prior to the scheduled start time.</p> <p><i>Online</i> 7.30pm – 9.00pm</p>

	<p>Please log in 10 minutes prior to the scheduled meeting time to check your video/microphone, or for assistance using Zoom.</p>
<p><b>Registration</b></p>	<p>You need to register on Girl Guides Victoria’s website. Please ensure you check the closing date for the relevant training.</p> <p>On registration, you will be asked some additional questions. Please complete these so that the GGV Learning and Development Team can effectively support you in your role.</p> <p>Access the relevant Unit Leadership Qualification resources from the GGV website, if you have not already done so.  <a href="https://www.guidesvic.org.au/2021/05/20/australian-learning-and-qualification-program/">https://www.guidesvic.org.au/2021/05/20/australian-learning-and-qualification-program/</a></p> <p>Any requests to change a booking must be emailed to <a href="mailto:support@guidesvic.org.au">support@guidesvic.org.au</a> . Changes will be confirmed via email.</p>
<p><b>Before training (online and in person)</b></p>	<p>It is <b>essential</b> that the relevant eGuiding modules (as listed below) are completed <b>prior</b> to the training:</p> <ul style="list-style-type: none"> <li>- Guiding Orientation</li> <li>- Facilitating the Girl Experience</li> <li>- Leadership in the Unit</li> <li>- Girl Recognition System</li> <li>- Being Safe</li> </ul> <p>It is expected that each module will take approximately 20 minutes. (Any additional eGuiding modules required for Unit Leadership Qualification can be completed after training.)</p> <p>Please visit GGV’s Inclusion and Diversity webpage  <a href="https://www.guidesvic.org.au/2020/07/23/inclusion-and-diversity-resources/">https://www.guidesvic.org.au/2020/07/23/inclusion-and-diversity-resources/</a></p> <p>We recognise that everyone is busy, and life changes between the time of registering and actual training. If you are unable to complete the relevant eGuiding modules prior to training, then you can transition to the next Unit Leadership Qualification training. Just email <a href="mailto:support@guidesvic.org.au">support@guidesvic.org.au</a></p>
<p><b>What to have with you at training</b></p>	<ul style="list-style-type: none"> <li>- Leader’s Handbook</li> <li>- Guide Handbooks (relevant to your Unit)</li> <li>- Aim High and Look Wide; Look Wider Still if working with 14+</li> <li>- Notebook and pen</li> </ul>

<p><b>(online and in person)</b></p>	<ul style="list-style-type: none"> <li>- Laptop/tablet or other device (optional)</li> <li>- Your Unit Leadership Qualification Passport</li> <li>- Willingness to share games, opening/closing/other ceremonies and other activities that your Unit has done.</li> </ul> <p><i>For in person training only:</i></p> <ul style="list-style-type: none"> <li>- Wear uniform and a face mask</li> <li>- Lunch and snacks for the day (tea and coffee will be available)</li> </ul>
<p><b>Booking Confirmations</b></p>	<p>A Booking Confirmation is automatically emailed at the time of online registration. If you do not receive an email Booking Confirmation, then your online registration has not been successful. Check your 'shopping cart' as you may not have completed the registration process.</p> <p>Please call JPC on 03 8606 3500 if you require assistance.</p> <p>Please ensure that you maintain your current email address in your Membership Profile on the GGV website. This email address will be used for any correspondence in relation to this training.</p> <p>We will endeavour to run the trainings as scheduled, however minimum numbers for trainings apply.</p>
<p><b>Booking questions</b></p>	<p><a href="mailto:support@guidesvic.org.au">support@guidesvic.org.au</a></p>
<p><b>Trainer/s</b></p>	<p>In case you need to contact a Trainer on the day of your training, you will be emailed the Trainer's contact phone number prior to the training.</p>
<p><b>Training questions</b></p>	<p><a href="mailto:training@guidesvic.org.au">training@guidesvic.org.au</a></p>