

Learning and Development Steps to Qualification



Step 1 – Onboarding with GGV

Potential Volunteers follow and complete the GGV Onboarding process for Volunteers.

Step 2 – Induction with line manager

The local District/Region Manager or State Commissioner carries out the Induction (as per the relevant Qualification Passport). This should also include provision of the relevant Qualification Passport, identifying where to find Guide Lines for Girl Guides and Guide Volunteers along with other important websites, the relevant position description, conflict resolution, grievance procedure, training opportunities, relevant Handbooks, uniform, visit to local hall (if relevant).

Step 3 – Submission of Induction Form

The completed Induction Form is emailed to volunteer@guidesvic.org.au
The processing of the Induction Form triggers access to the relevant Unit/District/Region reports and access to eGuiding (GGA's online learning platform).

Step 4 – Appointment of Mentor

The District/Region Manager or State Commissioner appoints a Mentor to the new Leader or Manager.

Step 5 – Meeting with the Mentor

The Mentor meets with the new Leader or Manager.
The Mentor is friendly, supportive, helps to identify Recognition of Prior Learning and suitable trainings, and helps to develop a Learning Plan with the new Leader or Manager.

Step 6 – Progress through the Qualification Passport

The new Leader or Manager works with their Mentor and line manager to complete all tasks set out in the relevant Qualification Passport. The new Leader will also have the other qualified Unit Leader/s to support them.

This includes training (first aid and Qualification) and eGuiding modules as specified in the relevant Qualification Passport.

In GGV, we also require the additional modules (via the eGuiding platform) to be completed for new Leaders:

GGV – Finance for Leaders

Do Food Safely

In GGV, we also require the additional modules (via the eGuiding platform) to be complete for new Managers:

GGV – Finance for Managers

GGV – Property Management

Step 7 – Qualification and Appointment

Complete the Qualification and Appointment Form, with Mentor and line manager. Completed form is emailed to volunteer@guidesvic.org.au

CELEBRATE!

Once the Qualification certificate, Letter of Appointment and Leader/Manager bar are received, ensure a suitable celebration to recognise this achievement with the Unit/District/Region.