

Learning and Development

The Role of the Qualified Leader supporting a new Leader



As a qualified Leader ...

As a qualified Unit Leader supporting a new Leader or Assistant Leader, it is important that you:

- Ensure you have an up to date understanding of the Australian Guide Program, ideally by holding a current Leadership Qualification (or earlier relevant qualification) and actively working in a Guide Unit.
- Become familiar with the ALQP Leadership Qualification to inform potential new Leaders of what is required.
- Consider undertaking the Mentor role and discuss this with your District Manager if appropriate. (But you cannot be a Mentor to a new Leader as well as their Unit Leader signing off activities in the Passport.)

Your responsibilities to new Leaders in your Unit:

Your responsibilities regarding new Leaders in your Unit:

- Obtain a current copy of the Leadership Passport from the [Girl Guides Australia](https://www.girlguides.org.au) website and be familiar with the activities required for completion.
- Provide a local induction for the new Leader, including normal Unit meeting venue, emergency and first aid facilities, other facilities, information on Unit members, etc..
- Sign off activities in the Leadership Qualification Passport, meeting the specific requirements for observation, discussing or reviewing evidence.
- Provide support and mentoring to the new Leader.
- With consideration for the decision-making process your Guides undertake, allow some flexibility in the Unit program, so the new Leader is able to complete the module activities without unnecessary delay and given the space to try new methods/activities.
- Work through any processes that you may do for activities, i.e. Risk Assessment Plan, OUT.1 or OUT.3 form, or ADM.27 form.
- If you have queries or require assistance, contact your District Manager in the first instance, or the Mentor working with your new Leader. Alternatively, contact your Region Manager or the State Learning and Development Manager.