

Learning and Development

Steps to Qualification in GGV

2024



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 and grievance procedure, training opportunities, relevant Handbooks, uniform, visit to local hall/s (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, allocation of a GGV M365 account (email, SharePoint and Teams) 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 and the Learning Plan for GGV. 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. Registration for the Qualification training is via the GGA website. All eGuiding modules (as outlined in the relevant Passport) **must** be completed four (4) weeks **prior** to the training to be approved to attend the training.

Remember to refer to the relevant Learning Plan for additional requirements to be a Leader or Manager in Victoria. These requirements are not listed in the national Passport.

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.