

# Learning and Development

## Unit Leadership Qualification

### Learning Plan 2024 for GGV



The **Unit Leadership Qualification**, for both Unit Leaders and Assistant Unit Leaders, is designed to ensure new Leaders and Assistant Leaders gain the knowledge, and develop the skills, attitudes and behaviours required to successfully facilitate an engaging Guide program safely for their Guides. The Qualification includes a variety of learning activities to be completed. The *Managing Your Unit* module is only for Unit Leaders. The Unit Leadership Qualification can be completed in six months however, most take up to one year.

**The Leadership Qualification Leader Passport** sets out the full requirements for the Unit Leadership Qualification and records any relevant previous experience and/or qualifications, as well as progress. Depending on previous experience and/or qualifications, it is possible to gain exemption from some of the requirements through Recognition of Prior Learning (RPL). The recommended reading and eGuiding modules provide the knowledge required for the role; the training provides experiential learning; the activities within the Unit setting provide more practical applications, and the reflective activities embed everything that the new Leader has learnt. The activities and reflections can be completed in any order.

This Learning Plan for GGV is to be used by new Leaders and/or Mentors to keep track of tasks completed, including those specific to Girl Guides Victoria. **Please note the additional requirements set out by GGV at the end of this document, as they are not included in the national Passport.**

| Induction                                |                                |
|--|--------------------------------|
| Induction meeting with District Manager. | Induction meeting with Mentor. |

| Girl Guiding in Australia   |  |  |  |
|---|--|--|--|
| Guiding Orientation eGuiding module                                       | GGA Leader's Handbook Chapter 3  | Activity: Find out uniform requirements.                     | Activity: Attend a District meeting.   |
| Activity: Access the GGA website and review and find one useful resource. | Activity: Access your SGGO database and locate information for an event, report or document. | Activity: Attend a Unit meeting within a different District. | Reflection: How do the traditions in your District represent and reflect Guiding in your Unit? |

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| Child Safe Child Friendly  |   |   |   |
|--|---|---|---|
| CSCF for Adults in Guiding eGuiding module<br><i>(already completed during onboarding)</i> | CSCF for Leaders and Managers eGuiding module   | Access Guide Lines and read the CSCF Framework.                     | Review the CSCF Framework and understand your responsibility. |
| Activity: Review the CSCF Framework and "Tell us what you are worried about?" form.        | Activity: Research the process to follow for a child to travel in a Leader's vehicle. | Reflection: Think about how Leaders contribute to a CSCF community? |   |

| Facilitating the Australian Guide Program  |   |   |   |
|--|---|---|---|
| <i>Facilitating the Girl Experience</i> eGuiding module                                      | <i>Leadership in Your Unit</i> eGuiding module              | <i>Girl Recognition System</i> eGuiding module                      | GGA Leader's Handbook Chapter 4                                     |
| GGA Leader's Handbook Chapter 5  | Activity: Deliver (facilitate) two planned Unit meetings.   | Activity: Help Guides decide about their program or meeting format. | Activity: Use the AGP Process to facilitate a Patrol/Unit activity. |
| Activity: Facilitate a Guide to set and complete a challenge and facilitate peer assessment. | Reflection: What went well with activities you facilitated? |   |   |

| Risk Awareness   |   |                                 |   |
|--|---|---------------------------------|---|
| <i>Risk Awareness</i> eGuiding module  | Gain HTLAID010 (or higher) Provide Basic Emergency Life Support qualification | GGA Leader's Handbook Chapter 7 | Access Guide Lines and read the section on Risk |
| Activity: Conduct an informal risk assessment for 2 Unit activities (using the 3 Questions). | Reflection: Reflect on the informal risk assessment used for all activities.  |                                 |   |

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| Managing Your Unit (Unit Leaders only)  |   |                                 |   |
|---|---|---------------------------------|---|
| GGA Leader's Handbook Chapter 6   | GGA Leader's Handbook Chapter 8   | GGA Leader's Handbook Chapter 9 | Activity: Prepare and submit a report of your Unit's activities for the term. |
| Activity: Keep the membership, personal and/or badge records for the Guides in your Unit. | Reflection: Have you considered any ways that Unit records could be managed in a different way? |                                 |   |

| Check in with your DM (this form does <b>not</b> need to be sent to GGV) |
|--|
| Complete the LQ Training   |

| Girl Guiding in Australia  |   |  |
|--|---|--|
| Activity: Identify key tasks you are responsible for as a Unit Leader. | Activity: Reflect and discuss on what the Guide Promise and Guide Law means to you. | Make or renew the Guide Promise (if you have not already done so). |

| Advocating for Girls and Young Women                           |  |  |   |
|--|--|--|---|
| Activity: Use appropriate language and behaviour in your Unit. | Activity: Discuss how your Unit can be more inclusive and challenge gender expectations. | Activity: Research the WAGGGS website and find an age-appropriate resource for use in your Unit. | Activity: Identify any age-appropriate opportunities for your Guides. |

| Facilitating the Australian Guide Program                                      |  |  |   |
|--|--|--|---|
| Activity: Reflect and discuss health and safety matters relevant to your Unit. | Activity: Reflect and discuss the concept of a wide game, including the benefits of a series of linked activities. | Activity: Discuss contingency planning, including games for activities in your Unit. | Activity: Reflect and discuss how well the Patrol System is working in your Unit. |

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| <b>Managing the Unit (Unit Leaders only)</b>   |  |   |
|--|--|---|
| Activity: Discuss appropriate methods to communicate Unit activities that meet the needs of your Guiding families. | Activity: Discuss the requirements for the annual review of Unit finances or the annual audit process. | Activity: Discuss available resources to assist with recruiting girls into your Unit. |

| <b>Additional GGV requirements</b>  |  |   |   |
|---|--|---|---|
| Complete the GGV Finance for Leaders eGuiding module                            | Complete the GGV Do Food Safely eGuiding module  | Activity: Set up your GGV M365 account, accessing your email, Guide Hub and your relevant SharePoint sites.                                       | Activity: Access the GGV Member's Portal to access your Unit list and Guides' health information. |
| Activity: Access the GGV Member's Portal and find the Activity Permission Form. | Activity: Discuss with the other Unit Leaders you are working with the different methods of communication used in your Unit. | Activity: Access the GGV Guide Hub and find Victorian policies and procedures, program resources and where to submit your Unit Attendance Record. |   |

| <b>Qualification and Appointment</b>          |
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| Leadership Qualification and Appointment Form |