

Australian Leadership & Qualification Program (ALQP)

The ALQP is made up of:

1. Qualifications for Primary Roles – Leadership & Management
2. Qualifications for Supplementary Roles – Learning & Development
3. Ongoing learning for all Volunteers

Each Qualification includes:

- Role-based activities
- Reading and reflection exercises
- Tailored face to face and/or online training programs
- eGuiding modules
- Support and guidance from a Mentor

Ongoing Learning

GGA encourages ongoing learning for all Volunteers

This includes:

- **Region and State Training and Workshops** Training tailored to meet needs of Districts, Regions & State
- **Outdoor Modules** Tasks & activities assessed by an Outdoor Skills Assessor
- **Learning Topics** Suggested activities & resources for self-directed learning
- **Adult Endeavors** Syllabus of activities assessed by a skilled mentor
- **Other Learning** Learning both within & outside Girl Guides

LEADERSHIP QUALIFICATION

- Unit Leader
- Assistant Unit Leader
- Outdoor Leader

MANAGEMENT QUALIFICATION

- District Manager
- Assistant District Manager
- Region Manager
- Assistant Region Manager

LEARNING & DEVELOPMENT QUALIFICATION

- Workshop Presenter
- Trainer
- Training Partner
- Mentor*

* The role of **Mentor** is a specialist learning (supplementary) role. The Mentor supports Leaders or Managers in Training with the tasks and activities in their Passports to completion of the Qualification. They work collaboratively with their Mentee and the Mentee's support network.

The following page provides a snapshot of the Leadership and Management Qualifications and Roles.



This icon indicates where it is possible to start your volunteering with Girl Guides.



Leadership Qualification (LQ)

UNIT LEADER (UL) OR ASSISTANT UL (AUL)



Induction Meeting with District Manager (DM)

Induction Meeting with Mentor

Ongoing meetings with both throughout



eGuiding Modules

Complete all ALQP Leadership modules **before** LQ Training Workshop

1. Guiding Orientation
2. Risk Awareness
3. Facilitating the Girl Experience
4. Leadership in the Unit
5. Girl Recognition System

Complete both Child Safe Child Friendly modules:

- A. CSCF for Adults in Guiding (within 6 weeks)
- B. CSCF for Leaders & Managers (within 6 months)



Reading

Guide Lines, including the Leader's Handbook and the GGA Child Safe Child Friendly Framework and supporting documents

Complete tasks with your SGGO

Some require you to:

- Research and are self driven
- Collect evidence
- Make choices, take action, and challenge yourself



Training Workshop

Complete LQ Training workshop- face to face or virtual



Role Review

Check In with DM halfway through Qualification
Role Review with DM 12 months after Qualification



UNIT LEADER Your role is to empower girls and young women to discover their potential as leaders of their world

ASSISTANT UNIT LEADER Your role is to assist the Unit Leader to empower girls and young women to discover their potential as leaders of their world

You can complete the Leader Qualification without any prior Guiding experience. Volunteering Time per week is approximately 6-8 hours

Management Qualification (MQ)

DISTRICT MANAGER (DM) OR ASSISTANT DM (ADM)



Induction Meeting with Region Manager (RM)

Induction Meeting with Mentor

Ongoing meetings with both throughout



eGuiding Modules

Complete all ALQP Management modules **before** MQ Training Workshop

1. Guiding Orientation
2. Managing Operational Risk
3. Leadership in the Unit
4. Building & Managing Teams
5. Running Effective Meetings
6. Time and Priority Management
7. Engaging & Motivating People
8. Managing Difficult Situations

Complete both Child Safe Child Friendly modules:

- A. CSCF for Adults in Guiding (within 6 weeks)
- B. CSCF for Leaders & Managers (within 6 months)



Reading

Guide Lines, including the Manager's Handbook and the GGA Child Safe Child Friendly Framework and supporting documents

Complete tasks with your SGGO

Some require you to:

- Research and are self driven
- Collect evidence
- Make choices, take action, and challenge yourself



Training Workshop

Complete MQ Training Workshop – face to face or virtual



Role Review

Check In with RM halfway through Qualification
Role Review with RM 12 months after Qualification



DISTRICT MANAGER Your role is to inspire your Leaders, manage the District and collaborate with your Region

ASSISTANT DISTRICT MANAGER Your role is to assist the DM in managing your District

You can complete the DM Qualification without any prior Guiding experience. Volunteering Time per week is approximately 10-12 hours

Management Qualification (MQ)

REGION MANAGER (RM) OR ASSISTANT RM (ARM)



Induction Meeting with State Commissioner (SC)

Induction Meeting with Mentor

Ongoing meetings with both throughout



eGuiding Modules

Complete all ALQP Management modules **before** MQ Training Workshop

1. Guiding Orientation
2. Managing Operational Risk
3. Leadership in the Unit
4. Building & Managing Teams
5. Running Effective Meetings
6. Time and Priority Management
7. Engaging & Motivating People
8. Managing Difficult Situations

Complete both Child Safe Child Friendly modules:

- A. CSCF for Adults in Guiding (within 6 weeks)
- B. CSCF for Leaders & Managers (within 6 months)



Reading

Guide Lines, including the Manager's Handbook and the GGA Child Safe Child Friendly Framework and supporting documents

Complete tasks with your SGGO

Some require you to:

- Research and are self driven
- Collect evidence
- Make choices, take action, and challenge yourself



Training Workshop

Complete MQ Training Workshop – face to face or virtual



Role Review

Check In with SC halfway through Qualification
Role Review with SC 12 months after Qualification



REGION MANAGER Your role is to inspire your District Managers and Leaders, manage the Region and collaborate with your SGGO

ARM Your role is to assist the RM in managing your Region

Guiding experience is preferred to complete the RM Qualification. Volunteering Time per week is approximately 12-14 hours