



Getting Started on the Leadership Qualification

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Welcome to your role as a Leader in Training!

Thank you for volunteering to train as a Leader within Girlguiding. The aim of the Leadership Qualification (LQ) is to help you as a new Leader take an active part in the effective running of a unit. Qualifying as a Leader helps everyone in the unit, including you, to enjoy and get the most from guiding.

Almost all the requirements of the LQ can be covered in the weekly running of an active guiding unit. Your past experience (from both within and outside guiding), skills and knowledge will also be taken into account.

You can find out more about the qualification on www.girlguiding.org.uk>Members' area> Learning and development>Becoming a Leader>Leadership Qualification
A full checklist is included on page 4 of this document.

This document gives you more information about the LQ - how to get started and the support and opportunities available for you.

How do I get started?

You will be assigned a Mentor who will support you through the LQ. She will give you the LQ workbook at your first or second meeting. In the meantime, ask your Unit Leader to help to find areas in the programme where you can contribute and gain experience to develop your guiding skills. Enjoy getting to know your unit and finding out more about guiding. The Girlguiding website, www.girlguiding.org.uk, is a helpful resource.

If you're eager to get started on the LQ, you can begin to gather evidence while you're waiting to be matched with a Mentor. It can be worth keeping brief evidence of your involvement with weekly meetings, as well as any trainings or local guiding meetings you attend. To help with this, you might like to look at the LQ checklist on page 4, make some short notes on your previous skills and experience and collate any relevant evidence. You don't need to gather masses of pieces of paper as evidence; the vast majority of the LQ syllabus takes the form of discussion with either your Mentor or Unit Leader. Evidence can consist of:

- a copy of your unit's termly programme with details of the activities that you planned and/or ran
- planning notes - these don't need to be typed
- training certificates (1st Response or section training)
- letters to parents, newsletters, forms
- notes of a District/Division meeting which you have attended
- samples of an activity, eg instructions, templates.

Who will support me?

Teamwork is important in guiding and provides support, fun and friendship. As a volunteer, you are part of your unit and your local area teams. As you progress in your qualification you will receive support from the Leaders in your unit, your Mentor and your local Commissioner. Don't be afraid to ask questions and ask for help, for example with planning activities, areas of the LQ or working with the girls

in your unit. Make friends with anyone else in your area who is doing their LQ - you can swap experiences and advice.

How do I work with my Mentor?

Once you have been assigned your Mentor, stay in touch by email or phone to keep her updated on your progress. You can find their contact details on the 'My Mentoring Information' report, available in the Update Details area of Go! (Guiding Organiser, Girlguiding's membership database). Do your best to keep to agreed timescales and inform your Mentor if this is not possible. If life is busy and you are struggling, just let your Mentor know what's happening.

Can the process be flexible?

Guiding is designed to be flexible and fun, and to fit in with your life. Discuss your needs and other commitments with your unit team and Mentor where necessary. If you need support, have concerns or questions, or find that other areas of your life are taking priority, please inform your Mentor to ensure she is aware of the situation and can help you to be flexible with your LQ.

If you move to another area, for example to study, ensure you know your membership number. It will be on the membership card that you are sent through the post when your recruitment checks have been completed, or you can ask your Unit Leader or Commissioner to give you this information. This number is unique to you and should be shared with your next unit, so they can update your record on Go! after your move and ensure your volunteering continues to be recorded!

If you are moving after starting your LQ or are based in different counties for different times of the year, make sure you keep your LQ book with you, so you can show which clauses have already been signed off, and pick up where you left off! Let your new Unit Leader and local Commissioner know that you are working on the LQ so she can ensure you are supported through the qualification and given appropriate information about training or other opportunities in your new area.

How long does it take?

The qualification can be completed in about six months or two terms, but more or less time can be taken depending on circumstances.

When you have completed the LQ, you will be presented with a certificate and badge and become a qualified Leader. If you are under 18 when you complete the Leadership Qualification, you will need to wait for your 18th birthday before you can be registered as a qualified Adult Leader.

What training will I have to do?

To achieve your LQ, you will need to attend at least two training sessions:

- a section training, so you can get to know the programme for the section you work with and meet other Leaders (an informal or one-to-one training can usually be arranged if it's not possible for you to get to a group session)
- 1st Response, which will ensure you have the skills to deal with an incident (check with your Mentor if you already have a first aid certificate as you may be able to use this instead).

What further training is available?

There is a raft of support and training available, through formal training sessions or more informally with Leaders in your area. Find out more about further learning and development opportunities on the Girlguiding website www.girlguiding.org.uk>Members' area> Learning and development

Questions or concerns

If you have any issues regarding the completion of the LQ, please discuss them with your Mentor in the first instance. If you have concerns about your Mentor, discuss these with your Unit Leader, local Commissioner or LQ Coordinator.

We hope you have a fantastic and rewarding time working with the girls in your unit - your help makes a tremendous difference!

Leadership Qualification checklist

Module 1: Your role in the programme

Part 1: Use the Five Essentials in the unit's programme over a period of three months.

- a) Read *The Guiding Handbook*, specifically the chapter covering the Guiding Method and the one on the guiding family as it applies to your section. See also the relevant *Guidance Notes for Leaders* for your section.
- b) Discuss with your Mentor how you can ensure the Five Essentials are put into action in your unit.
- c) Review the programme to check that the Five Essentials are being put into practice. Find out more about how the Five Essentials can be built into your unit programme by undertaking the *Being a Leader* e-learning module for your section.

Part 2: Work with the unit and the Unit Team to plan and carry out the programme.

- a) Agree the programme content with the members of the unit. This could involve taking part in a Rainbow Chat, Brownie Pow-wow, Patrol Leaders' Council or Look Wider Team meeting, or any other suitable method of gathering members' input to get ideas and suggestions.
- b) Take part in Unit Team planning meetings. Using a record of the unit's programme, show your contribution to planning it and carrying it out, and discuss this with your Mentor.
- c) Show how all members of the Unit Team, especially the Young Leaders and Unit Helpers, are involved in planning and carrying out the programme.
- d) Involve members of the unit in delivery of the programme as appropriate and demonstrate where in the programme this has happened.
- e) Use a style of leadership appropriate to the age group and your role in the unit. This should be observed by the Mentor in a unit setting.
- f) Attend a training session appropriate to your needs on the relevant section programme. This could be a one-to-one, small group or large group training, or you could complete an e-learning module on *Being a Leader*.

Part 3: Provide opportunities for the unit to carry out a range of activities, reflecting balance and variety in the programme.

- a) Plan and carry out an activity that helps unit members gain an understanding of the Promise.
- b) Plan and carry out two activities in the unit meeting place.

- c) Carry out an activity or visit away from the meeting place. Ask the girls if they thought it was adventurous.
- d) Help members of the unit participate in an activity with members of another section. Afterwards, get together and talk about the activity with the members of your unit. Discuss your contribution to it with the Leadership Team involved, and consider how you can encourage girls to move on to the next section when the time comes.
- e) Read *The Guiding Handbook* and discuss with your Mentor how you evaluated the activities with the unit members and the other Leaders who were involved.

Part 4: Work with members of the unit to support their progress.

- a) Discuss and give simple examples of how girls have gained in confidence, self-esteem and social skills and met challenges over a period of time.
- b) Help two members of the unit look at their progress through the programme and review with them two activities in which they have taken part.
- c) Help a member of the unit or a small group of girls find out about the section to which she/they can progress, using the relevant transition resources for your section.

Module 2: Your role in Girlguiding

Part 1: Discuss your understanding of the Promise with an adult member of your choice and make or renew your Guide Promise.

- a) Discuss your understanding of the Promise with an adult member of your choice.
- b) When you are ready, make or renew your Promise.

Part 2: Attend and contribute to meetings at a local level.

- a) Attend meetings.
- b) Feed back to the girls in your unit after the meeting and gather their views and opinions to take forward to the next meeting, to ensure their voices are heard on local plans, ideas and events.
- c) Keep a note of the meetings and discuss how information from them will be shared with members of your unit and how it affects them. Give examples, if you can, of how this works in your unit.

Part 3: Get involved in local guiding.

- a) Help the unit participate in an activity or event involving at least one other unit. Afterwards, discuss the activity with your Mentor. It may be an activity you have suggested and it will give you an opportunity to work with other Leaders and share good practice.

Module 3: Your role in safety and unit administration

Part 1: Ensure effective communication takes place with parents and with the local community.

- a) Know how to use the Join Us system to manage enquiries and how to log on to Go! to add information about existing members. If you do not have access to the internet, know what arrangements are in place to ensure that girls in your unit are accurately recorded on Go!
- b) Know how to run reports on Go! to meet the needs of the unit, eg emergency contact, girl age, etc. If you do not have access to the Internet, know what arrangements are in place to run reports needed to help you run the unit.

- c) Keep parents regularly informed about the unit's plans. Obtain any necessary parental consent.
- d) Discuss how you would help a parent with a query and what further action you would take, or make a note of a query you have dealt with.
- e) Explore ways of letting the local community know about guiding activities in your area, and try at least one.

Part 2: Ensure that the unit's programme is carried out in a safe environment.

- a) Read 'How to make guiding a safe space' in *The Guiding Handbook* and discuss it with your Mentor.
- b) Carry out a safety check of the unit meeting place, inside and out. Discuss what action you would take if you found an unsafe situation. Explain or show how you would carry out a fire drill in your meeting place.
- c) Show that you can run activities safely in the unit meeting place.
- d) Hold a 1st Response certificate or a first aid certificate that covers the minimum requirements in the Association's 1st Response syllabus (see page 41).
- e) Know who to report to locally in the event of an accident or serious incident involving members of the unit.

Part 3: Be aware of your responsibilities regarding unit funds and Girlguiding financial policy.

- a) Read the 'Financial management' section of the online *Guiding Manual*. Discuss with your Mentor the need to budget for the day-to-day running of the unit and the requirement to prepare unit accounts.

Module 4: Your role in managing the unit

Part 1: Maintain effective record-keeping systems.

- a) Discuss with your Mentor how you ensure that accurate and up-to-date records are maintained of unit members and the Unit Team, in particular the use of level management on Go!
- b) Ensure that accurate records of attendance are kept for all members, including members of the Unit Team.
- c) Ensure that a programme record is maintained.
- d) Either budget for an event or maintain the unit accounts for one term, making sure that proper financial records are kept.

Part 2: Ensure that effective communication takes place locally.

- a) Read 'What is Guiding?' in *The Guiding Handbook* and the 'Structure' section of the online *Guiding Manual*.
- b) Use a Local Guiding Directory to show how the unit fits into guiding's communication network. Complete the helpful information sheet at the beginning of the Leadership Qualification workbook.
- c) Show how information is communicated to the members of the unit, the Unit Team and your Commissioner.
- d) Take part in an activity to help raise awareness of guiding and support recruitment - eg a 'bring a friend' evening, a community event or a parents' evening.
- e) Read the 'Policies' section of the *Guiding Manual* and understand your responsibility to uphold the policies of Girlguiding.