

Activity for Session 1 – Roles and Responsibilities Cards

District Manager

Qualified Leader

Learning Partner

Designs Learning Plan with new Leader
Completes Recognition of Prior Learning (RPL)
Signs-off learning activities
Provides support to NYQ Leader
Optimises learning for the NYQ Leader
Is a qualified Leader with a primary role
Ability to operate as a team player
Commitment to the development of new Leaders
Has the capacity and time to undertake the role
Signs off some modules
Oversees the qualification process for the Outdoors Leader within her District
Cannot be the Learning Partner
Helps the NYQ Leader plan activities
Allows time in the program for the NYQ Leader
Attends every Unit Meeting
Offers support and knowledge to the NYQ Leader
Is an experienced Leader
Highly developed interpersonal skills
Sound planning and organisational skills
Is a positive role model
Appoints or confirms Learning Partner

Oversees the qualification process for Assistant Unit Leaders and Unit Leaders in her District
Is supportive
Has an understanding of the passport
Witnesses the activities planned by the NYQ Leader
Is non-judgemental
Ensures activities are included in the program to build the knowledge of the NYQ Leader
Needs to clarify suitable training course
Provides advice on learning activities
Quality assures overall process
Member of District team
Provides quality assurance
Provides all necessary resources for the NYQ Leader
Attends progress meeting/s
Is present when Learning Plan is developed
Completes Induction and sends copy to Guide House
Ensures that membership is paid
Ensures that NYQ Leader has the appropriate handbooks
Ensures that NYQ Leader has the correct uniform
Finds First Aid course for NYQ Leader to attend

Learning Partner

- Designs Learning Plan with new Leader
- Needs to clarify suitable training course
- Completes recognition of prior learning (RPL)
- Provides advice on learning activities
- Signs-off learning activities
- Quality assures overall process

Requirements

- Provide support to new Leader or Manager
- Member of District Team
- Optimise learning
- Quality assurance
- Is an experienced Leader or Manager
- Importantly she must be a qualified leader with a primary role.
- She can then be the Learning Partner for that primary role.

Attributes

- Highly developed interpersonal skills
- Ability to operate as a team player
- Sound planning and organisational skills
- Commitment to the development of new Leaders and Managers
- Be a positive role model
- Capacity and time to undertake the role

District Manager

- Oversees the qualification process for Assistant Unit Leaders and Unit Leaders in her District.
- Oversees the qualification process for the Outdoors Leader within her District
- Appoints or confirms Learning Partner
- Signs off some modules
- Be supportive
- Cannot be the Learning Partner

Qualified Leader

- To have an understanding of the passport
- To ensure activities are included in the program
- To allow time in the program for the Not Yet Qualified Leader
- To witness the activities
- To be non-judgemental
- To offer support and knowledge to the NYQ Leader
- To help her plan activities