

Girl Guides Australia

Australian Learning and
Qualification Program

OUTDOORS LEADERSHIP QUALIFICATION PASSPORT

Name:



GIRL GUIDES
AUSTRALIA

Outdoors Leadership Qualification Passport

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Girl Guides Australia
Suite 103, Level 1, 100 William Street,
Woolloomooloo NSW 2011
www.girlguides.org.au

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Section 1: Summary of GGA Outdoors Leadership Qualification

This **Girl Guides Australia Qualification** for Outdoors Leaders consists of four modules, see summary below. For most new Leaders, the Outdoors Leadership Qualification can be completed in six to nine months.

- **Outdoors Leadership Qualification Passport** - sets out the full requirements for the Qualification and records any relevant 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.
- **Learning Partner** – a trained Leader who designs a tailored learning plan with the new Leader and provides guidance on completing learning activities.
- **Induction** - includes meeting with District / Region Manager, meeting with Learning Partner and local Induction. The District / Region Manager signs-off that Induction is complete.
- **Guiding Orientation webinar** - supports the *Being Part of Guiding in Australia* module, run on a national basis. Completed early on.
- **Learning activities** - replicate the main outdoors leadership tasks and can be completed in any order. Most activities in the Passport are signed-off by a qualified Leader. Some activities, as specified, must be signed-off by the Learning Partner or District / Region Manager.
- **Leader's Handbook** – provides core reading material. All reading must be completed before the Leadership Qualification training course is attended.
- **Activity Manual** - provides specific information on an range of activities, accessed via the GuideLines website (link)
- **Leadership Qualification training course** – supports the modules – *Delivering the Australian Guide Program Outdoors*, *Being Safe* and *Developing Outdoor Skills*.
- **First Aid training** – nationally recognised 'Provide First Aid' course HLTAID003. Theory component can be completed online.
- **Completion of Qualification** - Learning Partner signs-off that new Leader has completed Passport and District / Region Manager confirms the appointment.
- **'New to Role' Review** - after 6 months with the District / Region Manager to provide further guidance as needed.

Modules	Reading	Training	Summary of Learning Activities
<i>Being Part of Guiding in Australia</i>	<i>Leader's Handbook</i> Chapters 1, 2, and 3	Guiding Orientation webinar	4 activities – discuss and make Promise, find out about State outdoor activities, access WAGGGS website, attend a District / Region meeting, build networks,
<i>Delivering the Australian Guide Program Outdoors</i>	<i>Leader's Handbook</i> – Chapters 4, 5 and 6	LQ training: Delivering the Australian Guide Program or Outdoors LQ training: Delivering the Australian Guide Program Outdoors	12 activities – assist with Unit Meetings, assist at District / Region event for Guides, run a wide game, welcome parents, conduct ceremonies, discuss shared leadership, record events and activities, create 12 month plan, lead outdoor activities
<i>Being Safe</i>	<i>Leader's Handbook</i> Chapter 7 <i>Guide Lines</i> – policies	LQ training Being Safe 'Provide First Aid' HLTAID003	5 activities – be designated first aider and check first aid kit, identify health and safety issues, conduct risk assessments, use safe food handling
<i>Developing Outdoor Skills</i>	Guide Handbooks Outdoor chapters	LQ training or Outdoors LQ training: Developing Outdoor Skills	11 activities – minimise environmental impact, camp, prepare a budget, develop outdoor skills including: environmental awareness, knots and gadgets, map and compass, fires and cooking, bush craft and camping, research other outdoor activity providers

Section 2: Your Support Network

As you proceed in your Leadership Qualification journey, there are many people who can offer you support. You can write their contact details in the boxes below.

District Manager / Region Manager

Your District / Region Manager leads the members of Guiding in your District / Region and you are responsible to her. You will meet with her at the beginning of the qualification process and at the end she will confirm you have met the requirements for Qualification. She will involve you in District and Region events and ensure you have all the information you need to perform your role.

Contact details:

Learning Partner

Your Learning Partner is an experienced Leader who will guide you through the qualification process. The Learning Partner is appointed by the District / Region Manager and is part of your District / Region team. She has undertaken specialist training to perform this role. Her responsibilities include offering advice on what activities will meet the requirements for the Passport as well as helping you to overcome any difficulties you might experience whilst working through the Passport. Your Learning Partner is your first point of call for queries on your learning.

Contact details:

Other qualified Leaders

Other qualified Leaders will be a source of information and guidance as you develop your leadership skills. Qualified Leaders are able to sign-off activities as you complete them, mainly through observing you at outdoor activities and discussing what you have done as a Leader. The Leaders who sign your Passport do not necessarily have to be from your District or Region.

Contact details:

Trainers

Trainers are experienced Leaders and Managers who have undertaken additional training qualifications. They run the *Guiding Orientation* and *Managing Operational Risk* webinars and the Leadership Qualification training course as well as training workshops for experienced Leaders.

Contact details:

Section 3: Steps to gain your Outdoors Leadership Qualification

This Passport is designed to help you achieve the Leadership Qualification for Outdoors Leaders. Once qualified it enables you, the Outdoors Leader, to independently lead outdoor activities for Guides of any age. This qualification can then be supplemented by specialist skills and qualifications such as camping, boating, abseiling etc.

If you are already a qualified Outdoors Leader transferring from another State / Territory you will need to meet the relevant Working with Children or Police Checks for your new State. You also need to complete the *Induction* form (Section 4) and *Qualification and Appointment* Form (Section 7) but otherwise you do not need to complete this Passport.

Apply to become an Outdoors Leader

The first four steps outlined below only apply to you if this is your first appointment. If you are already appointed as a Leader or Manager you do not need to complete them.

1. Helpful information, including the *Guiding for Adults* leaflet, is available on the GGA Website <https://www.girlguides.org.au/join-guides/as-a-volunteer/as-an-adult/>. You may also be able to get a copy of this leaflet. You may also be able to get a copy of this leaflet from your State office. Take the opportunity to talk to any Guide Leaders and Managers you know.
2. The next step is normally to meet informally with your District / Region Manager so together you can explore the outdoor roles that interest you and your level of commitment.
3. To become an Outdoors Leader you will need to complete an application for membership and the forms needed to meet the legal and regulatory Working with Children and / or Police Check requirements for your State or Territory. Your District / Region Manager will give you the appropriate paperwork and tell you where to send your completed application. The application form is also available on your State website.
4. The State Office will send you an information pack. Your District / Region Manager will help you to obtain a copy of the *Leader's Handbook* and the relevant Guide handbooks from the State Office. The *Leader's Handbook* has a useful glossary of terms to help you understand Guide jargon.

Complete Induction (Section 4)

5. The first part of the Induction is meeting with your District / Region Manager. She will set out the requirements of your leadership role, ask you to agree to the Code of Conduct, arrange for a local Induction and appoint a Learning Partner for you. (In some States the Code of Conduct can be agreed to online or you can sign a form that the District / Region Manager will send to State Office).
6. Record the contact details of the key people who can support you in Section 2.
7. Complete the local Induction by meeting the Unit / District / Region teams and visiting meeting places and outdoor activity centres.
8. Complete the Induction checklist in Section 4, ensure it is signed as needed and arrange for your District / Region Manager to scan / copy the page and send to your State Office.

Design Learning Plan with Learning Partner (Section 5)

9. Meet with your Learning Partner and review any previous Guiding experience and any professional skills or qualifications that may give you automatic exemption from some aspects of the training or required activities. Your Learning Partner will sign the module boxes where you have recognition of prior learning.
10. Complete Section 5: the Learning Plan and Record. Identify the dates of any training sessions you need to attend (including GGA Guiding Orientation, GGA Leadership Qualification and 'Provide First Aid' HLTAID003; the dates of meetings or events where you could complete activities; and the provisional dates of catch-up meetings with your Learning Partner (which can be in person, online or on the phone). Ask your Learning Partner how to register for a training course.

11. Review the learning activities and discuss with your Learning Partner which ones might be best to start first. Also discuss whether any alternative activities are required.

Undertake Outdoors Leadership Qualification training & activities (Section 6)

12. The modules and activities should be completed in the order that makes best use of learning opportunities as they arise. You DO NOT need to work through them in the order they are presented. You can complete activities before the Induction is completed.
13. Participate in the GGA Guiding Orientation webinar if you have no previous experience of Guiding. This webinar covers the content of the first module: *Being Part of Guiding in Australia*. If you do not have internet access, ask the State Learning & Development Manager for a digital version of Guiding Orientation.
14. Read the relevant chapters of the *Leader's Handbook* for each module and record this reading as it is completed on the relevant pages of this Passport. The reading must be completed before attending the Leadership Qualification training course.
15. Participate in the GGA Outdoors Leadership Qualification training course once you have completed the necessary reading. You can commence activities before you attend the training course.
16. Complete the relevant activities for each of the four modules and provide the appropriate evidence for each activity – this might include photos, plans or notes of what you did. A number of activities require that material is “attached” to the Passport – it’s probably easiest to file this material in a ring-binder with dividers for each module.
17. Complete ‘Provide First Aid’ – HLTAID003 qualification or an equivalent. The CPR element should be refreshed (not necessarily re-assessed) annually.
18. Get each module activity signed-off. Each activity in the Passport is accompanied by a description of who should sign it off and what evidence is required.
 - Where **qualified Leader** is specified, this means a currently appointed Unit Leader, Assistant Unit Leader or Outdoors Leader holding a Leadership Qualification under AALP or ALQP.
 - Where **qualified Unit Leader** is specified, this means only a qualified Unit Leader can sign.
 - A **qualified Manager** or **Resource Leader** may sign Outdoors Leadership Qualification Modules where qualified Leader is specified if she has current and substantive involvement at Unit level.
 - Some activities **must** be signed-off by either your Learning Partner or Manager and these are clearly marked.
 - Your District / Region Manager must oversee this process and therefore cannot sign as the Learning Partner or qualified Leader. She can sign as District / Region Manager only.
19. Once you have completed all activities for a module, answer the reflection questions and discuss with your Learning Partner.
20. Make or renew your Girl Guide Promise as an adult. You can do this whenever a good opportunity arises – it doesn’t need to be saved to the end!

Qualification as an Outdoors Leader (Section 7)

21. When all the reading, activities and training are complete, meet with your Learning Partner to review the sign-offs, as well as the evidence / comments / discussion points recorded in the Passport.
22. Meet with your District / Region Manager either alone, or with your Learning Partner, so that she can finalise your Passport and complete the *Qualification & Appointment* form.
23. At this meeting, you will discuss how you plan to use your time and expertise over the next term to support the delivery of the Australian Guide Program outdoors. You should set a date for your Interim Review with your District / Region Manager.
24. Your Manager will present your Leadership Qualification badge and certificate at a suitable event.

Section 4: Induction (Outdoors Leader)

The aim of the induction phase is to ensure you:

- Are clear about the process to get qualified
- Have basic information about groups you will be working with
- Understand your role and responsibilities as a Guide Leader
- Meet the State Girl Guide Organisation requirements, including complying with relevant legislation.

Meeting with District / Region Manager	DM / RM Signature
Complete the membership forms, including providing references / referees if new to Guiding.	
Complete Police Check / Working with Children forms.	
Meet the relevant legal requirements for working with children in your State / Territory.	
Discuss the importance of complying with GGA policies and <i>Guide Lines</i> . <i>Guide Lines</i> is available at https://www.guidelinesforgirlguides.org.au/ .	
Discuss the Outdoors Leader Position Description, see <i>Guide Lines</i> .	
Discuss the Code of Conduct and subsequently sign the paper form or complete it online.	
Discuss the State conflict resolution / grievance / dispute resolution policy and processes.	

Resources	Completed
Obtain the <i>Leader's Handbook</i> .	
Access the Guide handbooks.	
Access the <i>Activities Manual</i>	
Purchase and wear the Girl Guides Australia uniform.	

Local Induction	Qualified Unit Leader Signature
Introduction to Unit / District / Region leadership team.	
Information on local meetings of District / Region team – when, where, whom.	
If likely to frequently use a meeting place or outdoor activity centre, visit it to review facilities, emergency exits / fire procedures, First Aid kit, cleaning equipment, garbage disposal, keys, local risks etc.	
Identify outdoor equipment available, location, borrowing procedures.	
Meet other Guide Leaders.	

Record here the date all elements of the Induction were completed, scan / copy this page and signed Code of Conduct, and send to your District / Region Manager who will then forward to your State Office.	Date
Office Use Only Records Updated by State Office:	

Section 5: Learning Plan and Record

The Learning Plan sets out in summary form what you need to do to become qualified and is used to tick when you have completed reading, training, activities and reflections. This Plan and Record will provide a quick oversight as to where you are up to in achieving your Outdoors Leadership Qualification, and also provide an easy reference at your catch-up meetings with your Learning Partner. Please bear in mind this is not the “official” record – you still need to have the nominated person sign and date the module boxes.

To use the Learning Plan and Record effectively:

1. Once you have completed the Recognition of Prior Learning process with your Learning Partner write “RPL” in the relevant boxes on the next page. Your Learning Partner will sign the relevant module boxes.
2. If you have been involved in Guiding previously, think about all you have done over the last three years – are there any activities you have already completed which you can get signed-off by the appropriate person? You might want to make a note in the appropriate boxes below. You can tick these boxes once the module activities have been completed.
3. The shaded boxes are ones where activities need to be planned ahead, e.g. attending meetings or ceremonies or meeting with people. If you know now the dates of events you could use, pencil them in the boxes. You can tick these boxes once the module activities have been completed
4. Many of the activities require you to do things with the Guides, these are also shaded so you remember to include them in your Program plans. When you are completing Unit based activities, plan ahead to make sure there is another qualified Leader present who can sign your Passport. You can tick these boxes once the module activities have been completed.
5. You will be required to attend training for some of the modules – these boxes are also shaded. Pencil in the boxes on the next page the relevant dates of the scheduled training course. You can tick these boxes once the training activities have been completed.
6. Now think about your target date for completing the Outdoors Leadership Qualification and write it in the box below.

Dates to catch up with Learning Partner

Liaise with the District / Region Manager to set this date in advance, so that it does not cause a blockage to the completion of the Learning Plan.

Date to renew or make the Girl Guide Promise

Date scheduled	Event / meeting

Target Date to complete Qualification

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Learning Plan and Record (continued)

6.1 Being Part of Guiding in Australia

Reading	Guiding Orientation webinar	Activity 1: Discuss and make Promise	Activity 2: Find out about State outdoor activities	Activity 3: Access WAGGGS website
Activity 4: Attend District / Region Meeting and share info about you	Activity 5: Share skills, knowledge resources with adults	Reflection		

6.2 Delivering the Australian Guide Program Outdoors

Reading	LQ training: Delivering the AGP	Activity 1: Assist at Unit meeting / event	Activity 2: Assist at Unit meeting / event	Activity 3: Assist at a District / Region event
Activity 4: Plan and run a Wide Game	Activity 5: Welcome parents or visitors	Activity 6: Lead or assist in a ceremony	Activity 7: Discuss outdoor ceremonies	Activity 8: Discuss shared leadership
Activity 9: Keep records and correspondence	Activity 10: Create a 12 month plan	Activity 11: Lead a 2-hour Unit outdoor activity	Activity 12: Lead a full day outdoor activity	Reflection

6.3 Being Safe

Reading	LQ training: Being Safe	'Provide First Aid' HLTAID003 qualification	Activity 1: Act as first aider, check first aid kit	Activity 2: Identify health / safety issues
Activity 3: Discuss risk assessments for a Unit meeting	Activity 4: Conduct a risk assessment for a full day outdoor activity	Activity 5: Use safe food handling	Reflection	

6.4 Developing Outdoor Skills

Reading	LQ training: Developing Outdoor Skills	Activity 1: Visit Leave no Trace website	Activity 2: Lead minimum impact activity	Activity 3: Be part of leadership team for Guide Camp
Activity 4: Budget for event / camp	Activity 5: Record environmental activities	Activity 6: Record knots & gadgets activities	Activity 7: Record map & compass activities	Activity 8: Record fires & cooking activities
Activity 9: Record bush craft activities	Activity 10: Record camp skills activities	Activity 11: Research outdoor providers	Reflection	

Section 6: Outdoors Leadership Qualification Modules

There are four modules to achieve the Outdoors Leadership Qualification. Each module consists of reading, training, activities and reflection exercises to complete. Reading must be completed first to give the background information for the training and activities.

This table is designed to help you maximise your learning and sign-off opportunities. The rows listing the module activities show other activities you could complete at the same time (marked in **green**). For example, when you assist at a Unit meeting (activity 6.2.1) you could also take the opportunity to run a wide game (activity 6.2.4) or welcome parents (activity 6.2.5) or lead an activity on knots (activity 6.4.6) etc. Activities 6.4.5 through to 6.4.10 ask you to record any outdoors activity where you developed outdoors skills, so you need to update the Passport for these on a regular basis.

Module Activity	6.1.5 Share skills, knowledge... with adults	6.2.1 Assist at Unit Meeting or event ...	6.2.2 Assist at 2 nd Unit Meeting or event	6.2.3 Assist at District or Region event ...	6.2.4 Run a Wide Game, utilising your outdoor skills.	6.2.5 Welcome parents or visitors and explain your role.	6.2.6 Lead a ceremony, e.g. opening, closing, flag ceremony...	6.2.11 Lead an outdoor activity lasting up to 2 hours within a normal Unit	6.2.12 Lead an outdoor activity lasting a full day (this must be a minimum of 4 hours of program).	6.3.1 Act as First Aider, check first aid kit	6.3.2 Identify and address health or safety issues ...	6.3.3 With other Leaders, discuss risk assessment for a Unit meeting ...	6.3.4 Conduct risk assessment & plan for full day outdoor activity.	6.3.5 Use safe food handling procedures	6.4.2 Lead an activity to raise awareness of minimum impact practices.	6.4.3 Active part in the leadership team for a Guide camp.	6.4.4 Budget for a camp / event	6.4.5 Develop skills - Environmental awareness	6.4.6 Develop skills - Knots and Gadgets	6.4.7 Develop skills - Map and compass	6.4.8 Develop skills - Fires and cooking	6.4.9 Develop skills - Bushcraft	6.4.10 Develop skills - Camp Skills
6.1.5 Share skills, knowledge... with adults																							
6.2.1 Assist at Unit Meeting or event ...																							
6.2.2 Assist at 2 nd Unit Meeting or event																							
6.2.3 Assist at District or Region event ...																							
6.2.4 Run a Wide Game, utilising your outdoor skills.																							
6.2.5 Welcome parents or visitors and explain your role.																							
6.2.6 Lead a ceremony, e.g. opening, closing, flag ceremony...																							
6.2.11 Lead an outdoor activity lasting up to 2 hours within a Unit meeting.																							
6.2.12 Lead an outdoor activity lasting a full day (this must be a minimum of 4 hours of program).																							
6.3.1 Act as First Aider, check first aid kit																							
6.3.2 Identify and address health or safety issues																							
6.3.3 With other Leaders, discuss risk assessment for a Unit meeting ...																							
6.3.4 Conduct risk assessment & plan for full day outdoor activity.																							
6.3.5 Use safe food handling procedures																							
6.4.2 Lead an activity to raise awareness of minimum impact practices.																							
6.4.3 Active part in the leadership team for a Guide camp.																							
6.4.4 Budget for a camp / event																							
6.4.5 Develop skills - Environmental awareness																							
6.4.6 Develop skills - Knots and Gadgets																							
6.4.7 Develop skills - Map and compass																							
6.4.8 Develop skills - Fires and cooking																							
6.4.9 Develop skills - Bushcraft																							
6.4.10 Develop skills - Camp Skills																							

6.1 Being Part of Guiding in Australia

The aim of this module is for you to learn about Guiding in Australia and how it fits into the World Association of Girl Guides and Girl Scouts. The activities in this module encourage you to make contact with other Guide Leaders in your District / Region and find out about outdoor activities and events in your State.

Reading to complete and discuss with Learning Partner	Record date completed	Signature
GGA Leader's Handbook, Chapter 1, <i>Your Commitment as a Guide Leader</i>		
GGA Leader's Handbook, Chapter 2, <i>Being Part of Guiding</i>		
GGA Leader's Handbook, Chapter 3, <i>Being Part of Guiding in Australia</i>		

Girl Guide training to complete	Date completed or exempt	Certificate sighted
Guiding Orientation webinar		<i>Learning Partner</i>

Activities to complete		Signature & date
1.	Discuss with your Learning Partner what the Promise and Law mean to you and record here the date you made or renewed the Girl Guide Promise. <i>Key points from discussion with Learning Partner:</i>	<i>Learning Partner</i>
	<div>The discussion on the meaning of the Promise and Law is normally best left towards the end of the qualification period.</div>	
2.	Access your State Girl Guide website to find information about State outdoor activities and initiatives and discuss with another qualified Leader. <i>Attach document or note activities and initiatives below:</i> <i>Key points from discussion:</i>	<i>Qualified Leader</i>
	<div>Access the list of environmental and outdoor special days from the GGA website.</div>	

[illegible]

Qualified
Leader

District or
Region
Manager

Qualified
Leader or
Manager

Reflection on learning followed by discussion with Learning Partner		Signature & date
<p>How do you intend to maintain contact with other Leaders and remind them of what you are doing and how you can support their program?</p> <p>You should promote yourself!</p>		
<p>How do you intend to keep up-to-date with what is happening in your District / Region?</p> <p>This role could be isolating so you need to keep involved with others.</p>		
<p>Consider how you can provide on-going support to the Leaders / Managers in your District or Region. What team/s do you consider you are part of? How can you develop your role and contribute to these teams, not only to outdoor activity programs, but to all the activities occurring in the Units / District / Region? Note here the steps you will take to build relationships and support others.</p>		

6.2 Delivering the Australian Guide Program Outdoors

The aim of this module is for you to gain an understanding of the Fundamentals of the Australian Guide Program (AGP) and the skills, knowledge and confidence to apply them to outdoor activities. The activities in this module can be done in conjunction with the activities in other modules, see the grid at the beginning of Section 6 for assistance.

Reading to complete and discuss with Learning Partner	Record date completed	Signature
GGA Leader's Handbook: Chapter 4, <i>Delivering the AGP</i>		
GGA Leader's Handbook: Chapter 5, <i>Implementing the Seven Fundamentals of the AGP</i>		
GGA Leader's Handbook: Chapter 6, <i>Your Role as Leader of Your Unit</i>		

Girl Guide training to complete	Date completed or exempt	Signature
Leadership Qualification training: Delivering the Australian Guide Program		<i>Trainer's Stamp or Signature</i>

Activities to complete		Signature & date
1.	Attend a Unit meeting or other Unit event and assist the Unit leadership team to run the meeting / event.	
	Brief details of the meeting / event and what you did:	Qualified Leader
	Comment:	
2.	Attend another Unit meeting or other Unit event (preferably with another age group of Guides) and assist the Unit leadership team to run the meeting / event.	
	Brief details of the meeting / event and what you did:	Qualified Leader
	Comment:	
3.	Attend a District or Region event for Guides and assist the other Leaders to run part of the event.	
	Brief details of the event and what you did:	Qualified Leader
	Comment:	

Delivering the AGP Outdoors: Activities to complete		Signature & date
4.	At one of the above meetings / events, run a Wide Game, utilising your outdoor skills.	
	<i>Date and meeting / event:</i> <i>Wide Game details:</i> <i>Comment:</i>	<i>Qualified Leader.</i>
5.	At one of the above events welcome parents or visitors and explain your role.	
	<i>Date and meeting / event:</i> <i>Comment:</i>	<i>Qualified Leader.</i>
6.	At one of the above meetings / events, take responsibility for leading or assisting with a ceremony, e.g. opening, closing, flag ceremony.	
	<i>Date and meeting / event:</i> <i>Ceremony conducted:</i> <i>Comment:</i>	<i>Qualified Leader</i>
7.	Discuss with your Learning Partner how ceremonies could be integrated in the outdoor activities you will run.	
	<i>Key points from discussion:</i>	<i>Learning Partner</i>

Delivering the AGP Outdoors: Activities to complete		Signature & date
8.	<p>Discuss with your Learning Partner how you could integrate the main principles of shared leadership into an outdoor activity.</p> <p><i>Key points from discussion:</i></p>	<p><i>Learning Partner</i></p>
9.	<p>Keep a record of the activities and events, and associated correspondence for outdoor activities you have undertaken.</p> <p><i>This record can be filed in your ring-binder.</i></p>	<p><i>Learning Partner</i></p>
10.	<p>Produce a provisional 12-month plan for how you might be able to deploy your skills and knowledge to support Units in your District / Region / State to deliver outdoor activities.</p> <p><i>Attach 12-month plan.</i></p> <p><i>Key discussion points:</i></p>	<p><i>District or Region Manager</i></p>

11. Lead an outdoor activity lasting up to **two hours within a normal Unit meeting**. You can carry out this activity as part of the leadership team, although you must have a substantive role. For this activity you will need to demonstrate:

- Preparation: equipment, information to Guides and parents, GGA forms as applicable
- Undertake a risk assessment The risk assessment could be used for Module 6.3.4.
- Why the activity was chosen and how it fits within the Guides' current program
- How the activity meets the relevant developmental stages of the girls, using the outcome tables on pages 36-56 of the *Leader's Handbook*
- Which AGP elements and fundamentals will be addressed The purpose of this activity is to demonstrate use of the AGP.
- Which outdoor skills and knowledge the activity is designed to develop
- What was actually done and how the activity unfolded
- How the Patrol System was used Remember to record outdoor skills used in Module 6.4.
- How the Recognition System was used
- If appropriate, how the activity was adapted to suit the needs of individual Guides
- How the activity was evaluated

You will need to put your relevant planning documents, resources etc. in your ring-binder, with photos / video of the event, together with a bullet-point summary of the above items. You should also attach a photocopy of the relevant page from the Unit program book. All of this material will be reviewed by your Learning Partner.

Date and Unit:

Brief description of activity:

Comment from qualified Leader who was present:

Attach additional support materials as outlined above.

*Learning
Partner*

What was your major learning from this activity?

*Learning
Partner*

12. Lead an outdoor activity lasting a **full day (this must be a minimum of 4 hours of program)**. You can carry out this activity as part of the leadership team, although you must have a substantive role. You will need to demonstrate:

- Preparation: equipment, information to Guides and parents, GGA forms as applicable
- Undertake a risk assessment The risk assessment could be used for Module 6.3.5.
- Why the activity was chosen and how it fits within the Guides' current program
- How the activity meets the relevant developmental stages of the girls, using the outcome tables on pages 36-56 of the *Leader's Handbook*
- Which AGP elements and fundamentals will be addressed The purpose of this activity is to demonstrate use of the AGP.
- Which outdoor skills and knowledge the activity is designed to develop
- What was actually done and how the activity unfolded
- How you led the Guides and other adults who were involved Remember to record outdoor skills used in Module 6.4.
- How the Patrol System was used
- How the Girl Recognition System was used
- If appropriate, how the activity was adapted to suit the needs of individual Guides
- How the activity was evaluated
- Reporting to your District / Region Manager

You will need to put your relevant planning documents, resources etc. in your ring-binder, with photos / video of the event, together with a bullet-point summary of the above items. You should also attach a photocopy of the relevant page from the program book. All of this material will be reviewed by your Learning Partner.

Date and Unit/District:

Brief description of activity:

Comment from qualified Leader who was present:

Attach additional support materials as outlined above.

*Learning
Partner*

What was your major learning from this activity?

*Learning
Partner*

Reflection on learning followed by discussion with Learning Partner

Rate your own understanding of the seven Fundamentals on a scale of 1-5, with "1" being weak and "5" being strong.	Promise and Law	Outdoors	Service	World Guiding	Guiding Traditions	Patrol System	Leadership Development
<p>What could be done to improve the implementation of the GG/GS Educational method, and the AGP process in your outdoor activities?</p>							<p>Signature & date</p>

6.3 Being Safe

The aim of this module is for you to understand what is meant by having a “duty of care” and to develop the skills and knowledge to ensure you and the Guides are safe from all kinds of harm.

Reading to complete and discuss with Learning Partner	Record date	Signature
GGA Leader's Handbook: Chapter 7, <i>Your Role in Safety and Risk Management</i>		
GGA Guide Lines: policies on Child Protection, Food Handling, HIV, Risk Management, Substance Abuse, Social Media, Sun Protection, Administering Medication and any relevant State policies.		

Girl Guide training to complete	Date completed or exempt	Signature
Leadership Qualification training: Being Safe		<i>Trainer's Stamp or Signature</i>

External training to complete	
'Provide First Aid' HLTAID003 or an equivalent or higher qualification	Provide a copy of the Certificate and forward to State Office

Activities to complete		Signature & date
1.	<p>Act as the designated first aider for an activity. Take the opportunity to check the first aid kit and make replacements as required.</p> <p><i>Date and activity at which you were first aider:</i></p> <p><i>Replacements required:</i></p>	<p><i>Qualified Leader</i></p>
2.	<p>For the relevant activities in the Passport, identify and address any health and safety issues. Note these issues below.</p> <p><i>This could include Guides' or adults' dietary requirements, medical conditions, health management plans, custody orders, appearing in publicity photos, transport. GGA forms and record-keeping procedure must be used.</i></p>	<p><i>Discuss with a qualified Leader or your Learning Partner</i></p>

Being Safe: Activities to complete		Signature & date
3.	<p>With other Leaders discuss risk assessment for a 'routine' Unit meeting and note the key points below.</p> <p><i>Key points from discussion:</i></p>	<p>This could be done as part of Activities 6.1.1, 6.1.2 or 6.2.11.</p> <p><i>District or Region Manager</i></p>
4.	<p>Conduct a risk assessment for full day outdoor activity. Document the results in a risk management plan (using GGA forms).</p> <p><i>Attach risk management plan.</i></p> <p><i>Key points from discussion:</i></p>	<p>This could be Activity 6.2.1</p> <p><i>District or Region Manager.</i></p>
5.	<p>Use safe food handling procedures during an outdoor activity.</p> <p><i>Date and meeting / event:</i></p> <p><i>Safe food handling procedures used:</i></p>	<p><i>Qualified Leader</i></p>
Reflection on learning followed by discussion with Learning Partner		Signature & date
<p>How can you pass your learning on to Guides to keep your activities as safe as possible?</p>		

6.4 Developing Outdoor Skills

The aim of this module is to help you develop and / or demonstrate a wide range of basic outdoor skills that are relevant to Guides.

Reading to complete and discuss with Learning Partner	Record date completed	Signature
GGA Guide Handbooks: Outdoor chapters		

Girl Guide training to complete	Date completed or exempt	Signature
Leadership Qualification training: Developing Outdoor Skills		<i>Trainer's Stamp or Signature</i>

Activities to complete		Signature & date
1.	<p>Visit the website Leave No Trace http://lnt.org.au/ and note how to manage your outdoor activities to minimise impact on the environment. Discuss this with a Unit Leader.</p> <p><i>Notes from website visit:</i></p> <p><i>Key points from discussion:</i></p>	<p>Qualified Unit Leader</p>
2.	<p>Lead an activity for Guides designed to raise their awareness of minimum impact practices.</p> <p><i>Date and event / meeting:</i></p> <p><i>Activity used:</i></p>	<p>Qualified Leader</p>
3.	<p>Take an active part in the leadership team for a Guide camp. This can be any camp (indoor or outdoor) or expedition but not a sleepover.</p> <p><i>Date, Unit and camp:</i></p> <p><i>Notes from your discussion with the Leader in Charge:</i></p>	<p>Qualified Leader</p>

Developing Outdoor Skills: Activities to complete		Signature & date
4.	<p>Budget for an event / camp and discuss with District / Region Manager.</p> <p><i>Date and event / camp:</i></p> <p><i>Attach budget document.</i></p> <p><i>Key points from discussion with District / Region Manager</i></p>	<p><i>District / Region Manager</i></p>
5.	<p>Develop and demonstrate your environmental awareness e.g. conservation, <i>Earthkeepers</i>, recycling, environmental impact, environmental science, environmental service etc. Record the environmental activities you have undertaken during the qualification period including those for other activities in the Passport, at the Developing Outdoor Skills training, at camps or other Guide events.</p> <p><i>Activities undertaken and the dates / events:</i></p>	<p><i>Learning Partner</i></p>
6.	<p>Develop and demonstrate your skills in Knots and Gadgets e.g. flagpoles, chariots, camp gateways, pioneering projects such as bridges, etc. Record the knotting activities you have undertaken during the qualification period including those for other activities in the Passport, at the Developing Outdoor Skills training session, at camps or other Guide events.</p> <p><i>Activities undertaken and the dates / events:</i></p>	<p><i>Learning Partner</i></p>

Developing Outdoor Skills: Activities to complete

Signature
& date

7.	<p>Develop and demonstrate your skills in Map and Compass e.g. compass games, map reading, navigation, GPS, orienteering, geocaching, etc. Record the map and compass activities you have undertaken during the qualification period including those for other activities in the Passport, at the Developing Outdoor Skills training session, at camps or other Guide events.</p>	
	<p><i>Activities undertaken and the dates / events:</i></p>	<p><i>Learning Partner</i></p>
8.	<p>Develop and demonstrate your skills in Fires and Cooking e.g. cooking fires, campfires, cooking with or without utensils, solar cooking, safe food handling etc. Record the fire and cooking activities you have undertaken during the qualification period including those for other activities in the Passport, at the Developing Outdoor Skills training session, at camps or other Guide events.</p>	
	<p><i>Activities undertaken and the dates / events:</i></p>	<p><i>Learning Partner</i></p>
9.	<p>Develop and demonstrate your skills in Bushcraft e.g. improvised shelters, water stills, food gathering, survival and safety in the bush, trails & tracks, tracking signs, animal tracks, wide games, scavenger hunts, stalking, etc. Record the bushcraft activities you have undertaken during the qualification period including those for other activities in the Passport, at the Developing Outdoor Skills training session, at camps or other Guide events.</p>	
	<p><i>Activities undertaken and the dates / events:</i></p>	<p><i>Learning Partner</i></p>

Developing Outdoor Skills: Activities to complete		Signature & date
10.	Develop and demonstrate your skills in Camping e.g. improvised shelters, pitch & strike tents, bedrolls, setting up campsites, care of equipment and site, etc. Record the camping activities you have undertaken during the qualification period including those for other activities in the Passport, at the Developing Outdoor Skills training session, at camps or other Guide events.	
	Activities undertaken and the dates / events:	Learning Partner
11.	Research other outdoor activity providers in your Region. Find out how Guides can access the activities they provide. Share this information at a District / Region meeting.	
	Attach a list of outdoor activities suitable for Guides and the activity providers:	Qualified Leader or Manager

Reflection on learning followed by discussion with Learning Partner						
Rate your own skill level in each of these outdoor skills areas on a scale of 1-5, with "1" being weak and "5" being strong.	Environmental Awareness	Knots and Gadgets	Map and Compass	Fires and Cooking	Bushcraft	Camp Skills
What else can you do to improve your outdoor skills in these areas? What are the major challenges in teaching Guides outdoor skills? What do you need to include for skills sessions to be successful?						Signature & date

Section 7: Finalising your Outdoors Leadership Qualification

Meet with your Learning Partner to confirm that the Passport has been fully completed and ask her to sign the confirmation on the Qualification & Appointment form. Then meet with your District / Region Manager who will confirm your appointment as a qualified Outdoors Leader.

Next steps

Now you have qualified as a Outdoors Leader, your role is to work with Units to optimise opportunities to incorporate the outdoors into their Programs. As a qualified Outdoors Leader you can:

- Manage all aspects of your outdoor activities including reporting to the District / Region Manager
- Lead an indoor sleepover (less than 24 hours) at a Guide approved venue as described in *Guide Lines*
- Lead outdoor activities in accordance with *Guide Lines*
- Participate in a camp as described in *Guide Lines*. (To lead a camp the Leader in Charge must gain the *Conduct a Camp* module and 'Provide First Aid' – HLTAID003 qualification.)
- Gain specialist qualifications for camping, boating or adventure activities.
- Assist other Leaders to become qualified by signing their Passport as specified.

Outdoor Modules or Qualifications

There are many activities under the banner of outdoors that you can learn about and lead without any further qualifications.

The activities with greater risk require Leaders to hold specific outdoor modules or external qualifications before leading or instructing in these activities. You may already hold GGA camping or boating modules if you have been a Leader or you may hold external qualifications in adventure activities.

Please discuss your interests, options and the GGA requirements with your District / Region Manager. The State Learning & Development Manager and the State Outdoor Activities Manager will also be able to advise you.

If you wish to gain a nationally recognised certificate in a training package such as Outdoor Recreation, this Passport may be useful as evidence.

'New to Role' Review

In six month's time, you will have a 'New to Role' Review with your District / Region Manager. At this meeting you will:

- have an opportunity to discuss how you are getting on as an Outdoors Leader and to get advice on any areas which are challenging
- discuss the learning options available to you and note any learning you wish to undertake.

On-going Learning

It is your responsibility to keep your skills and knowledge as a Guide Leader up to date. This process includes attending District / Region meetings, workshops, training courses or online webinars as well as reading Guiding publications, surfing the web for Guide resources and learning from other Guide Leaders.

Any learning you undertake which benefits Guides should be briefly recorded. An example of a form or *Learning Log* you can use for this recording can be downloaded from http://www.guidelinesforgirlguides.org.au/guide_lines/guiding/adult-learning-development or you could design your own record.

**Congratulations on completing the
Outdoors Leadership Qualification!**

Outdoors Leadership Qualification and Appointment Form

This form is for notifying State Office of the completion of the Outdoors Leadership Qualification appointment as an Outdoors Leader.

PERSONAL DETAILS			
Preferred Title:	Given Names:	Surname:	
Previous surname (if ever appointed under that name):			
Address:		Email:	
State:		Postcode:	
Phone (BH): ()		Mobile: ()	
Phone (AH): ()		Fax: ()	
Date of Birth:	Membership No:	Expiry: / / 20	

QUALIFICATIONS ACHIEVED	
OUTDOORS LEADERSHIP QUALIFICATION	
ATTACHED DOCUMENTS (Please attach or if already sent, note the date sent)	Copy of Passport Induction Section 4 (LD11)
	Signed Code of Conduct
	Copy of First Aid Certificate

APPOINTMENT DETAILS	
Position:	Outdoors Leader
Location: (District or Region)	
Appointed from _____	

CONFIRMATION	
I have completed the Outdoors Leadership Qualification and all requirements for this position. I agree to fulfil the role in line with the Position Description and Code of Conduct.	Signature: Date:
As the Learning Partner, I am satisfied that all aspects of the AQLP Outdoors Leadership Qualification, including the <i>Being Safe</i> module, have been completed.	Name: Member No: Signature: Date:
As the District / Region Manager, I confirm all requirements for the above position have been met. The 'New to Role' Review is scheduled for: mm / yy	Name: Member No: Signature: Date:

FOR OFFICE USE ONLY	
Date records updated:	Updated by:
Outdoors LQ certificate, Leader badge, letter sent date:	Sent to: