



CONDUCT A CAMP MODULES

Australian Leadership & Qualification Program (ALQP)

November 2022

**Empowering girls and young women to discover their
potential as leaders of their world.**



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Conduct a Camp Modules

Purpose

These modules are for Adult Members who wish to become qualified as Leaders in Charge (LiCs) to lead camps.

There are three types of camp environments included:

- A (less than) 24-hour **indoor overnight stay** must sleep participants in an approved indoor venue. Parts of the program may be run outdoors. If the activity is more than 24 hours or participants sleep outdoors a qualified Leader who holds the relevant camp module must be present for the duration of the camp.
- An **indoor camp** is more than 24 hours duration at an approved indoor venue. An approved indoor venue complies with fire and safety regulations, and has suitable bathrooms, kitchen and sleeping facilities. If any part of the overnight stay or sleepover takes places outdoors, then this is classed as an outdoor camp. The Leader in Charge of this activity must have the relevant camping module.
- An **outdoor camp at an established campsite** at an approved outdoor venue – usually with ablution blocks, water and sometimes power.
- An outdoor camp at a bush campsite at an approved campsite without any amenities.

Before you begin

This module may be completed by an Adult Member who holds:

- A Leader or Manager Qualification
- a **Provide First Aid HLTAID011** or higher

Adult Members who are camping only with other adults and who wish to undertake one of the three camping activities covered by this module do not need to hold the 'Conduct a Camp' Module but still need to comply with the requirements for holding a camp.

Refer to *Guide Lines* for the current requirements.

Note First Aid Certificate Details here	Date copy sent to your SGGO
Certificate:	

Process

If you wish to complete a module you should:

1. meet the entry competencies for the appropriate outdoor module in the Australian Leadership and Qualification Program; and
2. have one member of staff who holds the outdoor module applicable to the type of camp being undertaken
3. follow relevant State procedures to link them with an Outdoor Skills Assessor (OSA)
4. contact the Outdoor Skills Assessor
5. print this booklet and complete the reading, training, activities and reflection exercises
6. get assistance from the Outdoor Skills Assessor to develop a plan to work through the module and discuss RPL opportunities
7. complete the relevant GGA Conduct a Camp Training Matrix training prior to the assessment. The training may be a course run by the State Learning & Development and/or Outdoor Activities Team. The Outdoor Skills Assessor will discuss with the applicant if RPL can be given for part or all the training.

In SGOs where there is less demand the training may consist of individual mentoring.

The requirements are similar for each type of module, with only minor variations. The activities are based on the things you need to do for each skill, although they can be completed in the order that suits your needs.

Activities must be completed for the type of skill being led e.g., indoor, outdoor camp at an established campsite or outdoor camp at a bush campsite. If you wish to be assessed for a different kind of camping, you should print the booklet again and, linked with an Outdoor Skills Assessor, complete the activities for the new camping environment. Remember, these are activities you will have to do for every camp anyway.

Assessment

This must be completed by an Outdoor Skills Assessor who holds the module in the same type of camping being undertaken. They will assist you with your preparation and visit the camp at some stage.

In circumstances when an Outdoor Skills Assessor is unavailable to visit the camp alternative assessments arrangements with can be made prior to camp with agreement of all parties. e.g. Evaluation from qualified staff and participants on camp.

- The assessment camp is to be of at least two nights duration.
- The recommended minimum numbers for an assessment camp is 12-15 Guides and 2-3 Patrols.
If you are unable to meet minimum numbers, please contact your State Outdoors Activity Manager. You can invite Guides from another Unit to make up the numbers.

On successful completion of a module, you will receive a certificate noting the types of camps you can conduct. Further assessment camps are only necessary if you wish to add another type of camping to that stated.

If you hold the module **Indoor Camps** you can conduct:

- indoor camps
- (less than) 24 hour Indoor overnight stay or sleepover

If you hold the module for **Outdoor Camps at Established Campsites**, you can conduct:

- outdoor camps at established campsites
- indoor camps
- (less than) 24 hour Indoor overnight stay or sleepover

If you hold the module for **Outdoor Camp at Bush Campsites**, you can conduct:

- outdoor camps at bush campsites
- outdoor camps at established campsites
- indoor camps
- (less than) 24 hour Indoor overnight stay or sleepover

Recognition of Prior Learning

Recognition of prior learning can only be given for the same type of camping as the module being assessed. Automatic RPL is listed below. The Outdoor Skills Assessor may grant further RPL on an individual basis, according to the qualifications and experience of the person being assessed.

Prior Experience		Exempt from Module Activities	Exempt from Training
Camping Trefoil 3 Holders	Who have been LIC of an indoor camp in the last 3 years	• Camping Basic Skills: Activity 1, 2, and 4	• Provide First Aid or equivalent if holding a current certificate
	Who have been LIC of an outdoor camp at an established site in the last 3 years	• Camping Basic Skills: Activity 1, 2, and 4	• Provide First Aid or equivalent if holding a current certificate
	Who have been LIC of an outdoor bush camp in the last 3 years	• Camping Basic Skills: Activity 1, 2, and 4	• Provide First Aid or equivalent if holding a current certificate
Overseas Leaders with Camp Qualification	Who have been LIC of an indoor camp in the last 3 years	• All module activities • Must complete reading	• GGA Camp Leader Training for Indoor Camps
	Who have been LIC of an outdoor camp at an established site in the last 3 years	• Camping Basic Skills: Activity 4	
	Who have been LIC of an outdoor bush camp in the last 3 years	• Camping Basic Skills: Activity 4	
Australian Scout Leaders Who have completed the relevant training (the level at which this is completed varies from State to State, so please check)	Who have been LIC of an indoor camp in the last 3 years	• All module activities • Must complete reading	• Provide First Aid or equivalent if holding a current certificate • GGA Camp Leader Training for Indoor Camps
	Who have been LIC of an outdoor camp at an established site in the last 3 years	• All module activities • Must complete reading	• Provide First Aid or equivalent if holding a current certificate • GGA Camp Leader Training for Outdoor Camps
	Who have been LIC of an outdoor bush camp in the last 3 years	• All module activities • Must complete reading	• Provide First Aid or equivalent if holding a current certificate • GGA Camp Leader Training for Outdoor Bush Camps

As this is a national program, those who gain the module in one Australian state do not have to be re-assessed when moving to another state.

Many skills in these modules are also part of the national training package for Outdoor Recreation. Holders may be able to gain recognition of prior learning with a Registered Training Organisation for qualifications in this training package.

Camping Basic Skills

This section must be completed before you begin work on the Conduct a Camp section. You only need to complete this part once. You will receive recognition of prior learning (RPL) should you choose to complete another outdoor module for another type of camping or expedition.

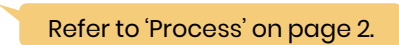
Reading to complete and discuss with Outdoors Skills Assessor:	Record date completed	OSA initial & date
GGA Leader's Handbook: Chapter 5, <i>Implementing the Seven Fundamentals of the AGP - Exploring the Outdoors</i>		
GGA Leader's Handbook: Chapter 7, <i>Your role in safety and risk management</i>		
Guide Lines: https://www.guidelinesforgirlguides.org.au/guide_lines/guiding/outdoors-overview/		

Activities to complete – Basic Skills		Signature & Date
<p>1. Visit the website <i>Leave No Trace Australia</i> http://lnt.org.au/ and note how to manage your outdoor activities to minimise impact on the environment. Discuss this with Unit Leaders/Peer Group.</p> <p><i>Discuss implementation with your Outdoor Skills Assessor and ask her to sign your passport.</i></p>	<p><i>Notes from website visit:</i></p> <p><i>Key points from discussion:</i></p>	<p><i>Outdoor Skills Assessor</i></p>
<p>2. Lead an activity with Guides/your Peer Group designed to raise awareness of minimum impact practices.</p>	<p><i>Activity used:</i></p>	<p><i>Outdoor Skills Assessor</i></p>
<p>3. Demonstrate the following knots:</p> <ul style="list-style-type: none"> • Reef Knot • Sheet Bend • Clove Hitch • Round Turn & Two Half Hitches 	<p><i>Demonstration to Outdoor Skills Assessor</i></p>	<p><i>Outdoor Skills Assessor</i></p>
<p>4. Be part of the leadership team for a Guide/Peer Group Camp.</p> <p><i>Discuss your role with the Leader in Charge of the camp.</i></p>	<p><i>Notes from your discussion with the LIC.</i></p>	<p><i>Leader in Charge of the camp</i></p>

Reflection on learning followed by discussion with Outdoor Skills Assessor	Signature & Date
<p>What camping or other skills did you learn from being part of the Leadership team for a camp?</p>	<p><i>Outdoor Skills Assessor</i></p>

Conduct a Camp

This section must be completed for each type of camping unless you are automatically credited with that kind of camping. For example: those who have been assessed for *Outdoor Camps at Established Campsites* does not need to be assessed for *Indoor Camps*.

GGA Conduct a Camp Training:	Record date completed	OSA initial & date
GGA Conduct a Camp Training 		

Activities to Complete – Plan a Camp		Signature & Date
<p>1. Select the camp leadership team and any qualified activity instructors and discuss their roles ensuring one member of staff holds the outdoor module applicable to the type of camp being undertaken.</p> <p><i>Discuss safety ratios and activity instructors' qualifications with your Outdoor Skills Assessor.</i></p>	Notes from discussion:	Outdoor Skills Assessor
<p>2. With the Guides/Leaders/your Peer Group, plan the activity program and daily schedules for the camp, incorporating a theme.</p> <p><i>With your Outdoor Skills Assessor, discuss:</i></p> <ul style="list-style-type: none"> • Consultation with Guides/your Peer Group • Activity program, daily schedules and use of themes • Use of the Patrol System in camp • How the Promise and Law is included in the program (including Guides Own) • Inclusion of outdoor activities (e.g. campfire, wide game) • Your plans to minimise environmental impact • Contingency plans and alternate programs 	<p>Attach camp program.</p> <p>Key points from the discussion.</p>	Outdoor Skills Assessor
<p>3. With the Guides/Leaders/your Peer Group plan a menu for the camp.</p> <p><i>Prepare an itemised food (stores) list. Discuss adjustments made for special diets, allergies and religious beliefs.</i></p>	Attach menu and stores list.	Outdoor Skills Assessor
<p>4. Prepare a budget for the camp.</p> <p>Discuss preparing a budget with your Outdoors Skills Assessor. The budget should include:</p> <ul style="list-style-type: none"> • Contingency fee • Activity costs • Instructor costs (if applicable) etc. 	Attach budget.	Outdoor Skills Assessor

<p>5. Book the campsite and complete booking forms.</p> <p><i>Check your state website for a list of approved campsites or contact the State Outdoor Manager, as the campsite must be approved by her.</i></p>	<p>Attach a copy of the form.</p> <p>List the equipment that is available for use.</p>	<p><i>Outdoor Skills Assessor</i></p>
<p>6. Prepare a Risk Assessment Plan for Outdoor Activities (ADM56B).</p> <p>With your Outdoor Skills Assessor, discuss the inclusion of:</p> <ul style="list-style-type: none"> • Medical details, allergy and dietary requirements • First aid kit and first aider • Food safety • Hygiene / sanitation arrangements • Weather (incl fire, flood, cyclone, storm, extreme temperatures) • Adventure-based activities • Emergency plans incl doctor/hospital after hours contacts 	<p>Attach risk assessment plan Key points from discussion:</p>	<p><i>Outdoor Skills Assessor</i></p>
<p>7. Notify no less than One Month prior to the activity date the District Manager (or relevant State Authority) of your intention to camp and/or participate in adventure-based activities (using the Camp/Adventure-based/Event Application/Notification form (OUT.01)).</p> <p>Include the risk assessment plan</p>	<p>Attach a copy of the forms.</p>	<p><i>Outdoor Skills Assessor</i></p>
<p>8. Prepare a newsletter outlining camp details for the those attending, including the GGA forms required.</p> <p>Show your Outdoor Skills Assessor how you have organised the returned forms.</p>	<p>Attach a copy of newsletter and forms.</p>	<p><i>Outdoor Skills Assessor</i></p>
<p>9. Consider transport arrangements for participants and equipment.</p>	<p>Attach transport arrangements.</p>	<p><i>Outdoor Skills Assessor</i></p>
<p>10. Prepare a kit list for the participants.</p>	<p>Attach the kit list.</p>	<p><i>Outdoor Skills Assessor</i></p>
<p>11. Prepare the Guides/your Peer Group for camp.</p> <p><i>With your Outdoor Skills Assessor, discuss the pre-camp preparation activities.</i></p>	<p>Key points about your preparation</p>	<p><i>Outdoor Skills Assessor</i></p>
<p>12. List the equipment you need to take.</p>	<p>Attach a list of your equipment.</p>	<p><i>Outdoor Skills Assessor</i></p>

Activities to Complete Conduct the Camp		Signature & Date
1. Choose the equipment required and pack it safely for camp.		<i>Outdoor Skills Assessor</i>
2. At a camp or outdoor activity, conduct an emergency drill.	<i>Note the details in the Camp Report.</i>	<i>Leader in Charge of the camp.</i>
3. Implement the program.	<i>Note any changes made to the program:</i>	<i>Outdoor Skills Assessor</i>
<p>4. Welcome your Outdoor Skills Assessor to camp.</p> <p><i>For Assessments of Indoor Camps:</i></p> <ul style="list-style-type: none"> • <i>Introduce everyone</i> • <i>Tour the campsite showing</i> <ul style="list-style-type: none"> ◦ <i>How you are caring for the campsite and equipment</i> ◦ <i>How you are obtaining safe drinking water and managing safe storage of food</i> ◦ <i>How you are managing hygiene</i> • <i>Discuss group morale</i> <p><i>For Assessments of Outdoor Camps at Established Campsites:</i></p> <ul style="list-style-type: none"> • <i>Introduce everyone</i> • <i>Tour the campsite, showing</i> <ul style="list-style-type: none"> ◦ <i>Selection and layout of the campsite</i> ◦ <i>How you are caring for camp equipment</i> ◦ <i>How you are obtaining safe drinking water and managing safe storage of food</i> ◦ <i>How you are managing hygiene</i> ◦ <i>How you are managing fires and cooking with minimum environmental impact</i> • <i>Discuss group morale</i> 	<i>Key points from the visit:</i>	<i>Outdoor Skills Assessor</i>

For Assessments of Outdoor Camps at Bush Campsites:

- *Introduce everyone*
- *Tour the campsite, showing*
 - *Selection and layout of the campsite*
 - *How you are caring for camp equipment*
 - *How you are obtaining safe drinking water and managing safe storage of food*
 - *How you are managing fires and cooking with minimal environmental impact*
 - *How you are managing hygiene and sanitation*

Discuss group morale

Evaluate the camp and complete reports		
<p>1. Evaluate the camp with the Guides and Leaders/ Peer Group Members</p> <p><i>Add personal evaluation notes to your camp program for future reference. Discuss with your Outdoors Skills Assessor.</i></p>	<p><i>Notes from evaluation with participants:</i></p>	<p>Outdoor Skills Assessor</p>
<p>2. Finalise the accounts and prepare a financial statement for the District/Region Manager.</p> <p>The money can be receipted and recorded in the normal way in Unit accounts.</p> <p>The financial statement should show actual income, expenses and profit / loss related to the camp. should show actual income, expenses</p>	<p><i>Attach a copy of the financial statement.</i></p>	<p>District/Region Manager</p>
<p>3. Prepare a Camp/Adventure-based/Event Report (OUT.03) for the District/Region Manager.</p>	<p><i>Attach a copy of the Camp Report.</i></p>	<p>District/Region Manager</p>
<p>4. Arrange for the suitable retention of forms.</p>	<p><i>Note where forms are stored:</i></p>	<p>District/Region Manager</p>
<p>5. Arrange a discussion with your Outdoor Skills Assessor to receive feedback.</p> <p>Discuss with your Outdoor Skills Assessor:</p> <ul style="list-style-type: none"> • What was successful • What you would do differently next time • Any change to the program and the reason the changes were made eg weather • Her hints and tips for future camps • Her suggestions for additional skills 	<p><i>Key points from the discussion:</i></p>	<p>Outdoor Skills Assessor</p>

Reflection on learning followed by discussion with Outdoor Skills Assessor	Signature & Date
What have Guides/Peer Group Members gained from participating in this camp?	<i>Outdoor Skills Assessor</i>
What did you learn to help you next time?	<i>Outdoor Skills Assessor</i>

Endorsement Procedure:

Camping modules require endorsement every three years.

A module will be automatically endorsed when all the following have been completed:

1. Camp/Adventure-based Event Application Form (OUT.01) and Risk Assessment Plan (ADM.56b) is received in the required time frame before the camp.
2. You are the Leader in Charge of the same type of camp as the module.
3. **Provide First Aid HLTAID 011** or equivalent certificate is current.
4. The Camp/Adventure-based Event Report form (OUT.03), endorsed by the District Manager or relevant State Authority, is received at State Office within one month of camp.

The endorsement due date will be extended by 3 years from the date of each appropriate camp for which you are the Leader in Charge.

If you have not been the LIC of a camp for more than 3 years, you can gain endorsement by planning, conducting and evaluating a camp of this kind and sharing your preparation and evaluation with an Outdoor Skills Assessor.

If you do not meet this endorsement requirement, you may be endorsed for the kind of camp for which you have been LIC. For example, if you hold the Outdoor Bush camping module but have only conducted indoor camping in the last three years, you will be endorsed for Indoor Camps not Outdoor Bush Camps.

Completion of Module Form (OUT.10a)



The Outdoors Skills Assessor
must send this form to your
State office.

This form is for notifying the SGGO of the completion of the Module, subsequent endorsements after three years or for changing craft / conditions.

PERSONAL DETAILS		
Preferred Title:	Given Names:	Surname:
Membership No.:		Expiry:
Date of Birth:	Email:	Phone:

MODULE ACHIEVED (Please circle)		
Indoor Camp	Outdoor Camp at Established Campsite	Outdoor Camp at Bush Campsite

CONFIRMATION	
I have completed the requirements for the module and have read and understood the endorsement conditions.	Signature: Date:
As the Outdoor Skills Assessor, I am satisfied that all aspects of the Module have been completed.	Name: Signature: Date:

SGGO USE ONLY	
Date records updated:	Updated by:
Date certificate sent:	Sent to:
For endorsements – the original date of completion of the qualification should not be deleted from records, but the latest endorsement date updated.	
For endorsements – date acknowledgement email sent to module holder and DM:	