

NATIONAL MQ TRAINING ENROLMENT PROCESS

PRIOR TO ENROLMENT

- Please ensure you have completed the mandatory Girl Guides Learning (GGL) online activities required for your MQ Qualification. They are:
 - Child Safe, Child Friendly Adults in Guiding
 - Guiding Orientation
 - Managing Operational Risk
 - Leadership in the Unit
 - Building & Managing Teams
 - Engaging & Motivating People
 - Managing Difficult Situations

HOW TO ENROL

- Log in to Girl Guides Learning (GGL)
- From the 'home page', click 'Browse Catalogue'
- From the 'Category' menu, click 'National ALQP Activities'
- Select 'Management Qualification (MQ)'
- In the list of MQ activities, look for 'MQ National Face to Face/Virtual Training'
- Click 'Choose Session'
- Click 'Enrol'
- Go to your 'Learning Centre' (access on the left side menu)
- In your 'Current' tab, you'll see the MQ activity with a green 'pending approval' note.
- Your enrolment has been sent to the GGL admin team to confirm you have completed the mandatory Girl Guides Learning (GGL) online activities
- If all is completed, you'll receive an email from GGL to confirm your enrolment has been approved 🐝
- If all is not completed, you'll receive an email from GGL to decline your enrolment, and you'll be directed back to GGL to complete any outstanding activities, and following that, you can re-enrol.

ONCE ENROLMENT APPROVED

- Click the link in the email from GGL asking you to complete your pre-activity questionnaire. This **MUST** be done as soon as your enrolment is confirmed as it enables the trainers to prepare appropriately for the session.

ON THE DAY OF YOUR TRAINING

- You'll receive a GGL email reminder the morning of the training – this reminder will include a link to the session. Click the link, and you'll be taken to the training session.
- You can also access the session by logging in to GG, then
 - Go to your 'Learning Centre
 - In your 'Current' tab
 - Look for the LQ activity
 - Click 'Launch' – and you'll be taken to the activity.