



GIRL GUIDES
AUSTRALIA

Leadership Qualification

Passport



**Australian Learning &
Qualification Program (ALQP)**

April 2026

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

Leadership Qualification

Table of Contents

Girl Guide Glossary	3
A – Introduction to your Qualification	5
How the Leadership Qualification works	5
Activities	5
Recognition for Prior Learning (RPL)	7
Induction Meeting with Manager	7
Induction Meeting with your Mentor	9
B - Key Responsibilities of Unit Leaders	10
1. Girl Guiding in Australia	10
2. Child Safety Child Friendly	12
3. Facilitating the Australian Guide Program (AGP)	13
4. Risk Awareness	15
5. Managing your Unit (Unit Leaders only)	16
Finalising your Qualification and next steps	18
Leadership Qualification and Appointment Form	19



Girl Guides Australia
Suite 201 (Level 2)
55 Holt Street
Surry Hills, NSW 2010
guides@girlguides.org.au
www.girlguides.org.au

**GIRL GUIDES
AUSTRALIA**

ALQP Leadership Qualification
for Leaders First published in
2013 by Girl Guides Australia
Edition 7, April 2026

Copyright © Girl Guides Australia

This work is copyright. Apart from any use as permitted under the Copyright act 1968, no part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or by any means without written permission by the copyright

Girl Guide Glossary

Abbreviation	Term	Definition
AiG	Adult in Guiding	Adults Members, Volunteers and Employees
AGP	Australian Guide Program	A non-formal educational program based on shared leadership and decision-making at all ages
ALQP	Australian Leadership Qualification Program	A learning pathway to Leadership, Management and Training Qualifications.
CSCF	Child Safe Child Friendly	A culture where children and young people are safe, respected and protected
DM/ADM	District Manager/ Assistant District Manager	District Managers support Leaders to facilitate the delivery of the AGP in their District
	<u>Guide Lines</u>	Fully known as <i>Guide Lines for Girl Guides and Girl Guide Volunteers</i> . An online library where the policies and procedures of GGA can be found. <i>Guide Lines</i> should be italicised when it is referenced.
GGA	Girl Guides Australia	The sole national representative of the World Association of Girl Guides and Girl Scouts (WAGGGS) in Australia
GGiA	Girl Guiding in Australia	The collective name for GGA and all the SGGOs
RM/ARM	Region Manager/ Assistant Region Manager	Region Managers support and develop Leaders and District Managers and facilitate the delivery of the AGP in their Region
RPL	Recognition of Prior Learning	Using your existing knowledge, skills & experiences gained through life experiences and/or other employment to demonstrate competency in particular areas of a qualification
SC	State Commissioner	Volunteer position with the primary purpose to implement the aims of GGA within her state
SGGO	State Girl Guide Organisation	The 'state-based' Girl Guide organisations within Australia.: <ul style="list-style-type: none"> • Girl Guides NSW, ACT & NT • Girl Guides Queensland • Girl Guides South Australia • Girl Guides Tasmania • Girl Guides Victoria • Girl Guides Western Australia
UL/AUL	Unit Leader/ Assistant Unit Leader	Unit Leaders provide effective leadership to their Unit and deliver the AGP Assistant Unit Leaders support the Unit Team Will be referred to as Leaders in this Passport

Abbreviation	Term	Definition
	Volunteer	<p>A person doing unpaid work for or on behalf of GGA or a SGGO.</p> <p>There are two categories of Volunteer referenced in GGIA – Casual Volunteers and Ongoing Volunteers (see below)</p> <p>Whenever the term Volunteer is referenced on its own (i.e., without including Casual or Ongoing) it is always referring to Ongoing Volunteers.</p>
	Casual Volunteer	A person who volunteers with GGIA on less than five occasions total which does not include any overnight stays or assistance that is likely to result in unsupervised access to Youth Members.
	Ongoing Volunteers	A person who volunteers with GGIA on more than five occasions a year, for an overnight stay or who due to the nature of the assistance to be provided, is likely to come into contact with Youth Members without being supervised by an Adult Member of Girl Guides in accordance with the Supervision Ratio policy. An Adult Member is an Ongoing Volunteer
WAGGGS	World Association of Girl Guides and Girl Scouts	The largest voluntary movement dedicated to girls and young women in the world

A – Introduction to your Qualification

How the Leadership Qualification works

The essence of Guiding is the facilitation of the Australian Guide Program (AGP). The Leadership qualification is designed to reflect what a Unit Leader/Assistant Unit Leader does in her role. The skills, experience and knowledge developed through this process lay the foundation for a Unit which functions well. This includes gaining an understanding of the policies and procedures we adhere to both at a national and State level.

The completion of the activities can be done in the order that suits your needs and skills. Your learning journey will be unique, depending upon the skills, knowledge and experience you bring to the role.

If you are a qualified Leader transferring from another state, you will need to meet the relevant SGGO requirements for membership and the activities that outline the process requirements for that state. You do not need to complete the Passport again.

The *Managing your Unit* section is for the Unit Leadership Qualification only. You do not need to complete this section if you are completing the Assistant Unit Leadership Qualification.

Activities

For each key area of responsibility of the role, there are activities to complete. The emphasis of the activities is not so much on you as an incoming Leader achieving a set standard, but rather, understanding the activities of the role which you will carry out.

Activities can be completed in collaboration with others sharing knowledge, skills, and experiences and will be reviewed with your District Manager and Mentor.

The activities fall under the following three areas:

1. National Girl Guides Learning activities

There are numerous activities in Girl Guides Learning (our online learning platform) to be completed. The activities have been selected to provide the knowledge you require specifically for your leadership role. (There are many other Girl Guides Learning activities available to assist you further in your role and you may complete as many as you wish.)

To access Girl Guides Learning: Your State Girl Guide Organisation (SGGO) will provide you with your username and password. If you are able to, access Girl Guide Learning through your state website. If not, go to girlguideslearning.org.au enter your username, password, and log in. Once you open the platform you will need to enrol in each activity that you need to complete.

A list of all completed activities is kept in your membership profile.

For any further information regarding Girl Guides Learning and how it is used, contact your SGGO:

GGN	ggnswactnt@girlguideslearning.org.au	GGT	membership@guidestas.org.au
GGQ	gglearning@guidesqld.org	GGV	elearning@guidesvic.org.au
GGSA	office@girlguidessa.org.au	GGWA	ggl@girlguideswa.org.au

2. Reading

The Leaders Handbook can be found online on *Guide Lines*.

https://www.guidelinesforgirlguides.org.au/leaders_handbook/leaders-handbook/




There is also additional reading from *Guide Lines* and your State website/depository, including the GGA Child Safe Child Friendly Framework and other policies and procedures.

3. Practice

Some of the activities are self-driven, some require you to do research, some require evidence, and some require you to make choices, take action, and challenge yourself.

Alternate activities can be undertaken if the specified tasks cannot be completed. Talk to your Mentor who will be able to assist if this is required.

Some practice activities must be signed off by your Mentor, District Manager (or her representative) or a qualified Leader that you are working with. The Passport is designed so that you will need to seek sign off from more than one source. This will encourage you to share your learnings with more than one person, and for you to learn from more than one person. This is indicated in the Passport with the following:

Practice	Tick to apply for RPL. Mentor will Review and sign off if approved.	Signature & date completed
Indicates this task must be signed by your Mentor or your District Manager.		M / DM
Indicates a qualified Leader you are working with needs to sign		UL
You can sign and date completion of these tasks yourself if the cell is blank. You will discuss these with your Mentor as part of your reflections.		

4. Training

You will also need to complete the Leadership Qualification (LQ) Training, which is held, virtually, with Leaders in Training from across Australia, or in person, with other Leaders in Training from across your State.

The focus of this training is to:

- Reinforce the learnings from the Girl Guides Learning activities
- Provide you with practical applications for use in your Guide Unit
- Provide opportunities to collaborate with other Leaders in Training and
- Have your questions answered by experienced Guide Trainers, who are also Leaders

Your Mentor will be able to assist you with how to enrol for a training.

You are also required to hold a current first aid qualification. You may already hold one, in which case you just need to provide a copy of your certificate. Otherwise, you will need to attend a first aid qualification training. You can discuss this with your District Manager or Mentor to find out what is suitable in your area.

5. Reflections

Reflection activities are designed to help reinforce your learning and make connections between the knowledge you have gained and what you have seen occur in your Guide Unit. Take some time to think about what you have read, observed, heard, discussed and/or done. Share your thoughts and questions with your Mentor /District Manager/Qualified Leader.

Recognition for Prior Learning (RPL)

Experience is gained from different areas of your life, including formal education, practical life skills, current or previous work experience or other volunteering roles. Just as you may be able to use the skills and knowledge you gain in Guiding, we acknowledge that you will bring with you skills experience and knowledge to Guiding.

Recognition of Prior Learning can be given if it is relevant and recent. Relevancy is if you can apply your skills/knowledge to your leadership context. Recency is that you have used these skills in the last three (3) years.

To apply for RPL – review the requirements of the Practice activities, and tick those that you would like to apply for RPL. Your Mentor will then review these with you next time you meet and confirm if any of them can be recognised as prior learning.

Please note that there are some activities that are mandatory for all Leaders, and there is no RPL available.

Induction Meeting with Manager

This induction meeting with your Manager (District or Region) is to assist you to understand the role and responsibilities of a Leader. Together you will cover important information relating to your role and completing the Leadership Qualification.

The following Induction can be used if your State does not have its own.

Induction	Tick once completed
Your SGGO Induction	
OR	
Name of Mentor	
The District/Region team structure and resources (including number of Units)	
Structure and reporting lines of the SGGO	
The importance of complying with GGA policies contained in <i>Guide Lines</i> , and SGGO policies and procedures.	
Preference to hold one primary position in Guiding	
Requirement to have or complete the First Aid qualification (please refer to your SGGO for details on requirements)	
Identify your Support Network (you can use the following page to record this information).	

Support Network

Surrounding you is a network of supportive Guiding friends who will be there for you. This network will grow the longer you are in Guides, and you will become part of our community of women who volunteer to empower girls and young women to discover their potential. To start your network, fill in the relevant boxes below with names and contact details.

Role	Contact details (Name, phone, email)
State Commissioner (SC) <i>Although it is unlikely you would contact the State Team, knowing who they are is important</i>	
Region Manager and Assistant Region Manager	
District Manager and Assistant District Manager	
Mentor	

Other Leaders in your Guide Unit	
Other Leaders in your District	
Trefoil Guild	
Other	

Induction Meeting with your Mentor

Discuss RPL if applicable

As outlined earlier if you feel you already meet the requirements for any of the areas in the Passport you can apply for Recognition of Prior Learning (RPL). Take the opportunity in this meeting with your Mentor to discuss your self-assessment for RPL and to develop your individual learning plan to complete your Leadership Qualification.

The section below will be helpful in planning this. Remember to set up regular meetings to review your progress.

Your Learning Plan

Throughout your leadership qualification, you will need to meet regularly with your Mentor to reflect on your learning and how the Unit is performing, potential issues and ways to resolve the issues. Regular meetings provide an opportunity to monitor your progress and set achievable targets.

Agree on dates to achieve the Leader qualification. Agree on times to meet and the best method to communicate together. Record your next meeting and how you are going to meet below.

RPL considered and recorded	Date
How/where you are going to meet with your Mentor	Date
Target Date to complete Qualification	Date

B - Key Responsibilities of Unit Leaders

1. Girl Guiding in Australia

The aim of this task is for you to learn about Guiding in Australia, our structure and the World Association of Girl Guides & Girl Scouts (WAGGGS) and introduce you to resources and other Leaders.

Girl Guides Learning - National	Date completed
Guiding Orientation	
Leaders Handbook	Date completed
Chapter 3 - Being Part of Guiding in Australia	

Practice	Tick to apply for RPL. Mentor will Review and sign off if approved.	Signature & date completed
Access the GGA website. Review the information and find one resource that could be useful for you. Name of the Resource:		M / DM
Access your SGGO database and locate information for a report relevant to your Unit. Name of the Report:		M / DM
Access your SGGO depository for resources, State policy and procedures, etc. Explore and discuss what you found with your Mentor.		M
Find out the uniform requirements for your role.		UL / M / DM
Attend a District or Region meeting with the District Manager or Region Manager and Leaders in your District/Region.		DM
Attend a Unit meeting within a different District/Region, experience the customs and traditions within the Unit.		M / DM
Make or renew the Guide Promise.		UL / M / DM

Reflections	Signature & date completed
Identify key tasks you are responsible for as a Unit Leader.	M / DM
Reflect and discuss what the Guide Promise and Guide Law means to you.	M / DM
Identify the customs and traditions within your Unit. How do they differ from the Unit your visited?	M / DM

2. Child Safety Child Friendly

As a Leader you are committed to fostering a Child Safe and Child Friendly culture where children and young people are safe, respected and protected.



GirlGuides Learning - National	Date completed
CSCF for Adults in Guiding	
CSCF for Leaders & Managers	
Privacy Awareness	
Neurodiversity in Guiding	
Guide Lines	Date completed
CSCF Framework	

Practice	Signature & date completed
Review the GGA CSCF Framework and in particular the "Tell us what you are worried about?" Youth Member form. Discuss how to implement this in your Unit and have available for your Guides.	M / DM
Research what transport options are available to your Guides if they could not get to a weekend activity.	M / DM
Discuss with the other Unit Leaders you are working with the different methods of communication used in your Unit, taking into account the following: <ul style="list-style-type: none"> - Is the language (spoken/in emails/online) appropriate? - Is the language inclusive to all? (consider culture, gender, ability) - How does your behaviour set the standard for inclusion in your Unit? 	UL
Following your SGGO processes/requirements, support a casual volunteer or instructor to understand their CSCF commitment to the Guides that they are engaging with.	M / DM

Reflections	Signature & date completed
Consider how Leaders contribute to a Child Safe Child Friendly community. Reflect on what practices are currently implemented in your Unit, and what other practices you could implement.	M / DM
Discuss ways your Unit can be more inclusive, considering language, accessibility, etc.	M / DM

3. Facilitating the Australian Guide Program (AGP)

The AGP is the framework we use to facilitate the activities the Guides do in their Unit meetings. The AGP is critical in offering a relevant, engaging, accessible program that enables meaningful youth participation, leading to the empowerment of girls and young women to discover their potential as leaders of their world

GirlGuides Learning - National	Date completed
Leadership in the Unit	
Facilitating the Girl Experience	
Girl Recognition System	
Leaders Handbook	Date completed
Ch 4- Delivering the AGP	
Ch 5 - Implementing the Seven Fundamentals of the AGP	
Training	Date completed
Complete Leadership Qualification Training.	

Practice	Tick to apply for RPL. Mentor will Review and sign off if approved.	Signature & date completed
Facilitate two Unit meetings developed with input from the Guides in your Unit and discuss how each meeting went with another Leader.		UL / M
Help Guides decide what activities they want to do in a Unit meeting or term program. Show a copy of a term program developed with meaningful youth participation to your Mentor		M
Use the AGP process to facilitate a Patrol/Unit to plan, carry out and evaluate their chosen activity		UL / M
Facilitate a Guide to set and complete a challenge from any part of the Girl Recognition System Facilitate peer assessment for a challenge a Guide has completed		UL / M
Facilitate (with input from your Guides) a variety of games in your Unit.		UL / M

Practice	Tick to apply for RPL. Mentor will Review and sign off if approved.	Signature & date completed
Research the WAGGGS website to find and use an age-appropriate resource suitable for your Unit.		UL / M
Identify age-appropriate opportunities for the Guides in your Unit within the Region, State, Australia or WAGGGS, and promote these to your Guides and their families. This could be an event, activity, forum or overseas travel.		UL / M

Reflections	Signature & date completed
<p>Reflect and discuss the appropriateness of the activities in the Unit thinking about how the Guides needs are being taken into account.</p> <ul style="list-style-type: none"> - health and safety matters relevant to the Unit and how best to manage these; - contingency planning for activities, including how to adapt/change activities. 	M / DM
Discuss the benefits of using a variety of games in the Guide program, including how a wide game can be used.	M / DM
Reflect and discuss how well the Patrol System is working in the Unit and what opportunities are being provided for the Guides to develop their leadership skills. Focus on what is working well and what might be improved. Identify additional opportunities for meaningful youth participation in your Unit.	M / DM
Reflect and discuss the activities you have facilitated in the Unit. What went well? What could have been done different/better?	M / DM

4. Risk Awareness

Guiding takes the safety and wellbeing of Guides and members of the Guiding community very seriously. We apply a duty of care to keep all Guide Members safe from harm including the implementation of risk assessment plans.

GirlGuides Learning - National	Date completed
Risk Awareness	
Leaders Handbook	Date completed
Chapter 7 - Your role in Safety & Risk Management	
Guide Lines	Date completed
Read information on Risk	
Training	Date completed
First aid qualification. Check with your SGGO as to what level is required. (Remember to forward your statement of attainment to your State Office for adding to your membership profile if required.)	
Complete a Food Safety training as determined by your SGGO. (Remember to forward your statement of attainment to your State Office for adding to your membership profile if required.)	

Practice	Tick to apply for RPL. Mentor will Review and sign off if approved	Signature & date completed
Conduct an informal Risk Assessment for two Unit activities using the 3 questions below, within the overarching framework that we are a Child Safe Child Friendly organisation in everything we do: <ol style="list-style-type: none"> 1. What is the activity we are about to do? 2. How can it harm those involved? 3. What action can I take which reduces or removes the risk? Discuss this with your Mentor.		M

Reflections	Signature & date completed
Reflect on the informal risk assessment used for all activities	M / DM

5. Managing your Unit (Unit Leaders only)

Managing your Unit is for Leaders who are attaining the Leadership Qualification only. If you are completing the Assistant Unit Leader Qualification please skip this section.

As a Unit Leader, you will have overall responsibility for the members of your Unit and will be accountable for the implementation of Guiding policies, finances, records and planning for the development of the Unit.

Leaders Handbook	Date completed
Chapter 6 - Your role as a Leader of your Unit	
Chapter 8 – Your role in Managing your Unit	
Chapter 9 – Making Guiding Great	

Practice	Tick to apply for RPL. Mentor will Review and sign off if approved	Signature & date completed
Prepare and submit a report of the Unit's activities for the term using the reporting methods for your Region/SGGO.		M / DM
Keep the membership/personal/badge records for the girls in your Unit up to date for a term.		M / DM
Complete your relevant SGGO Finance-related training and/or finance compliance requirements and submit by the required due date. Record N/A if not applicable in your State.		M / DM
Complete your relevant SGGO Property-related training or property compliance requirements and submit by the required due date. Record N/A if not applicable in your State.		M / DM

Reflections	Signature & date completed
Reflect and discuss appropriate methods to communicate Unit activities to meet the needs of Guide families. GGA has a Digital Safeguarding Policy that will be able to deepen your understanding	M / DM

Reflections	Signature & date completed
Discuss: <ul style="list-style-type: none"> - The requirements for an annual review of Unit accounts and finances - How you have budgeted for resources and activities - The process of completing the paperwork to have you added as a signatory to the Unit bank account 	M / DM
Reflect and discuss alternative ways that Unit records could be managed.	M / DM

CONGRATULATIONS!

Finalising your Qualification and next steps

Meet with your Mentor to confirm the Passport has been completed and ask her to sign the Qualification and Appointment form on page 19.

Meet with your Manager who will review your appointment to be a qualified Unit Leader or Assistant Unit Leader.



Unit Leader

Your role is to empower girls and young women to discover their potential as leaders of their world

OR

Assistant Unit Leader

Your role is to assist the Leader to empower girls and young women to discover their potential as leaders of their world



Role Review

While you will have regular contact with your Manager, in twelve months, you will have a Role Review with her. This will be a supportive meeting focussed on helping you to continue performing in your role.

At this Role Review Meeting you will:

- Have an opportunity to discuss how you are getting on & get advice on any areas which are challenging
- Discuss your goals and plans for the Unit
- Discuss the learning options available to you and note any learning you wish to undertake.



Ongoing Learning

This is the beginning of your learning with Girl Guides.

Guiding provides opportunities for learning including attending District/Region meetings, workshops, training courses or online webinars as well as reading Guiding publications, researching the internet for Guide resources, and learning from other Leaders and Managers. Accessing WAGGGS and other likeminded organisations provides great resources to invigorate Units.

Leadership Qualification and Appointment Form

PERSONAL DETAILS	
Given Name:	Surname:
Membership No.:	Phone:
Email:	

APPOINTMENT DETAILS		
Position (please tick)	Unit Leader	Assistant Unit Leader
Unit	Appointment Date	
District	Region	

CONFIRMATION OF COMPLETION OF QUALIFICATION	
Unit Leader/Assistant Unit Leader- I agree to fulfil the role in line with the agreed Role Description and Code of Conduct.	Signature: Date:
Mentor- I am satisfied that all aspects of the ALQP Leadership Qualification have been completed.	Name: Member No: Signature: Date:
Manager- I confirm all requirements for the above position have been met. The Role Review is scheduled for: _____	Name: Member No: Signature: Date:

STATE OFFICE USE ONLY	
Date record updated:	Updated by:
Leadership Qualification Certificate letter sent date:	Sent to: