

LEADERSHIP QUALIFICATION (LQ) – GUIDELINES FOR LEADERS IN TRAINING

Thank you for volunteering to be a Leader with British Girlguiding Overseas (BGO). I'm sure you will enjoy your journey with us.

The Leadership Qualification workbook was reprinted in May 2019 and we will be expecting some new books in the future. However, until then, we can make do with making some changes to our training and also to some of the Modules (see the end for these).

Keep notes in your training book of what you have done for each part of the Module as this is your main piece of evidence:-

- Your Mentor will sign off many of the sections, particularly those where there is evidence through discussion, paperwork or photos
- She may also sign off to show you have prior knowledge, experience and learning (not necessarily gained through Guiding)
- Parts may also be signed off by other Leaders, all members of the Unit or other appropriate people within or outside Guiding
- You should complete the 'Discussion Notes' within each Module showing what you have done for the various parts
- Your Mentor can also add any discussions you have both had or you can add things you want to remember or need to complete
- Please check with your Mentor whether or not you should scan your completed LQ book rather than send it in the post and keep in mind that 'less is more'!
- A few other pieces of evidence should be added to show your participation in the programme:-
 - A copy of your budget & accounts for an event **or** keep the unit accounts for one term
 - A copy of your term planner including an outline of the content, who did what, who decided what, and which of the 5 essentials were covered during this term, include also your input in the unit team planning meetings
 - Evidence showing ongoing engagement with another or other BGO members - e.g. emails between county administrators and yourself, yourself and your mentor, between your commissioner and yourself, yourself and other leaders....
 - A copy of your certificates after completion of A Safe Space and First Response or screen shots showing the completion of A Safe Space e-learnings levels 1 & 2. These are not required as long as up to date A Safe Space and First Response are recorded on GO.

A very detailed description of what Leaders in Training need to complete the LQ, can be found here:-
<https://www.girlguiding.org.uk/making-guiding-happen/learning-and-development/leadership-skills/leadership-qualification/>

Which Leadership Modules should I do?

You should complete LQ Modules 1, 2 & 3 if you are taking on an Assistant Leader role in your Unit and LQ Modules 1, 2, 3 & 4 if you are going to be the Unit Leader or take responsibility for any aspects of that role.

Safe Space Training

You should complete 'A Safe Space Training' to the level of your chosen role as a minimum, but if you are able to attend a level 3 training this is recommended whether you are going to be a Unit Leader or an Assistant Leader.

Your DC or Mentor will help you with this.

Most parts of the Safe Space training can be completed online.

Follow this link to read more about the Safe Space Levels required for your role

<https://www.girlguiding.org.uk/making-guiding-happen/learning-and-development/a-safe-space-training/>

First Response Training

You should complete a 1st Response Training – your Commissioner or Mentor will be able to help you with this.

There are lots of ways for you to find out more, and Leaders in training (LiT's) are encouraged to complete the new programme trainings which are available as e-learnings, webinars or face-to-face sessions. You can find further information about all of this by following these links:

<https://www.girlguiding.org.uk/what-we-do/our-stories-and-news/blogs/get-with-the-programme/>

<https://www.girlguiding.org.uk/making-guiding-happen/learning-and-development/>

<https://www.girlguiding.org.uk/making-guiding-happen/learning-and-development/leadership-skills/leadership-toolkit/>

<https://www.girlguiding.org.uk/making-guiding-happen/how-were-being-our-best/doing-our-best/>

<https://www.girlguiding.org.uk/making-guiding-happen/learning-and-development/programme-training/>

Have a look when you have the time!

Now let's look at the changes to the Modules: -

Module 1: Part 1a

Instead of reading The Guiding Handbook, read the Five Essentials page on the Girlguiding website. See also, the Guidance Notes for leaders here: <https://www.girlguiding.org.uk/globalassets/docs-and-resources/learning-and-development/guidance-notes-for-leaders.pdf>

Module 1: Part 1c

Instead of undertaking the Being a Leader E-Learning, you can undertake the Unit Programme Planning e-learning or webinar, available on the Girlguiding website.

Module 1: Part 2f

Attend a training session on the Girlguiding programme. This could be a one-to-one, small group or large group training, or you could complete an online module or webinar on the programme, appropriate to your section.

Module 1: Part 3e

Instead of reading The Guiding Handbook, read Evaluation Activities on the Girlguiding website and, with your mentor, discuss how you evaluated activities with the unit members and other leaders who were involved.

Module 3: Part 2a

Instead of reading The Guiding Handbook, read the Safeguarding and Risk pages on the Girlguiding website and discuss them with your mentor.

Module 4: Part 1c

Maintain your unit's programme record, and show your mentor how you would log any completed skills builders, UMAs and interest badges correctly on GO.

Module 4: Part 2a

Instead of reading What is Guiding in The Guiding Manual, read What makes Guiding Special and The Structure of Guiding on the Girlguiding website.