



Girlguiding

Cheshire Forest

girls in the lead

LEADERSHIP QUALIFICATION PROCESS

New Volunteer

1. New volunteer meets with District/Division Commissioner, volunteer's personal details are entered onto GO, on a date following this, new volunteer is CRB'd.
2. New volunteer's unit leader contacts Division Leadership Co-ordinator (DLC) (if there isn't a DLC then District/Division Commissioner) to find a mentor and issue a Leader Qualification (LQ) pack.
3. District/Division Commissioner/unit leader informs Janet Grant (Cheshire Forest's Membership Support Co-ordinator) of mentor's name and she enters name onto GO.
4. Mentor supports new leader through LQ.
5. Mentor/appropriate person signs individual sections of LQ book.
6. Mentor signs module sections on page 39 of LQ book as each module is completed.
7. When relevant modules are complete, mentor signs modules 1 - 3 or modules 1 - 4 section on page 39 of LQ book.
8. LQ book (**and only the book**) is passed to Cheshire Forest's Leadership Co-ordinator (Dot Johnson) for verification, there is a box in the Pettypool shop to leave completed books, this is emptied on a regular basis.
9. Dot Johnson gives LQ book, badge, certificate and TACS voucher (as relevant) to the appropriate Division Commissioner to award to leader.

Additional Modules for Leaders (ie 1 and/or 4)

10. If a leader wishes to change section, module 1 must be completed. District/Division Commissioner adds leader's name on new section unit on GO as Leader in Training. An assistant leader who wishes to become a unit leader either in the same or a different unit, must complete module 4, if not already completed - in both cases the District/Division Commissioner puts leader on appropriate unit on GO as a Leader in Training.
An assistant leader may complete modules 1 and 4 together.
Points 2 - 9 above are then followed.
11. Modules 1 and/or 4 can be downloaded from Girlguiding UK website (Members Area/Learning and Development/Becoming a Leader/Modules for Qualified Leaders). Alternatively, the relevant modules may be photocopied from an LQ book, but pages 1 and 39 **MUST** be included and completed.

Young Leader to Adult Leader

12. Once 16 yrs old, a Young Leader may complete the LQ but she is not classed as an adult leader until her 18th birthday.
13. Unit leader contacts District/Division Commissioner who changes YLs role in unit to Young Leader (LQ), steps 2 - 9 above are followed.
14. A YL who has completed the YL qualification (YLQ) may complete the LQ and have the relevant modules attributed to the LQ from the YLQ. A table comparing the two qualifications can be found on the Girlguiding website (Members Area/Learning and Development/Becoming a Leader/YL Qualification/YLQ vs LQ Mods).
15. A YL should be CRB'd at age of 18 yrs, but should be CRB'd from 16yrs of age if she a YL on a residential event.