



LQ checklist - module 1 for qualified leaders

Notes for mentors and commissioners

What is the purpose of the checklist?

This checklist is for qualified leaders, who have been actively volunteering in a unit within the last three years and who would like to volunteer with a different section to the one they qualified with, or a section they have not been with for the last three years. The aim of this checklist is to ensure the leader has a full understanding of communicating and working with different age groups and knows how to embed the Five Essentials into a unit meeting. This follows the introduction of the new Girlguiding programme and replaces the need for leaders to redo module 1 when they move sections so long as they meet the criteria below.

To be eligible to use this checklist, volunteers should:

- already be a Girlguiding qualified leader
- be moving to another section or taking on an additional leader role in another section
- have been active within a unit within the last three years

Who should be involved?

When someone decides to take on any additional module, they should discuss this with their local commissioner who will usually assign a mentor. This checklist can be completed in conversation with either a local commissioner or a mentor, if one has been assigned.

What's my role in this as commissioner or mentor?

The checklist includes tasks for the leader to complete, and conversations they should have with their commissioner or mentor, to ensure they have a full understanding of the section differences and how the new role may fit in with their lives.

As a commissioner or mentor, you should check the leader has completed the tasks, arrange a unit observation, and meet with them to discuss the topics in the checklist. You should facilitate detailed conversations and make sure that the leader has thought about the impact that an additional role may have on their lives. This is an opportunity for you to raise any concerns about the leader taking on too much and, for some leaders, this may involve helping them to think about time management and prioritisation techniques.

Once everything has been completed, you and the leader should sign and date the bottom of the checklist form. A copy of the form should be sent to the person responsible for updating the LQ records for your county. This should then be recorded on GO as a completed module 1.

Who do I talk to if I'm unsure?

For any clarity about the process of completing the checklist, please contact leadership@girlguiding.org.uk 02078346242 ext 3012