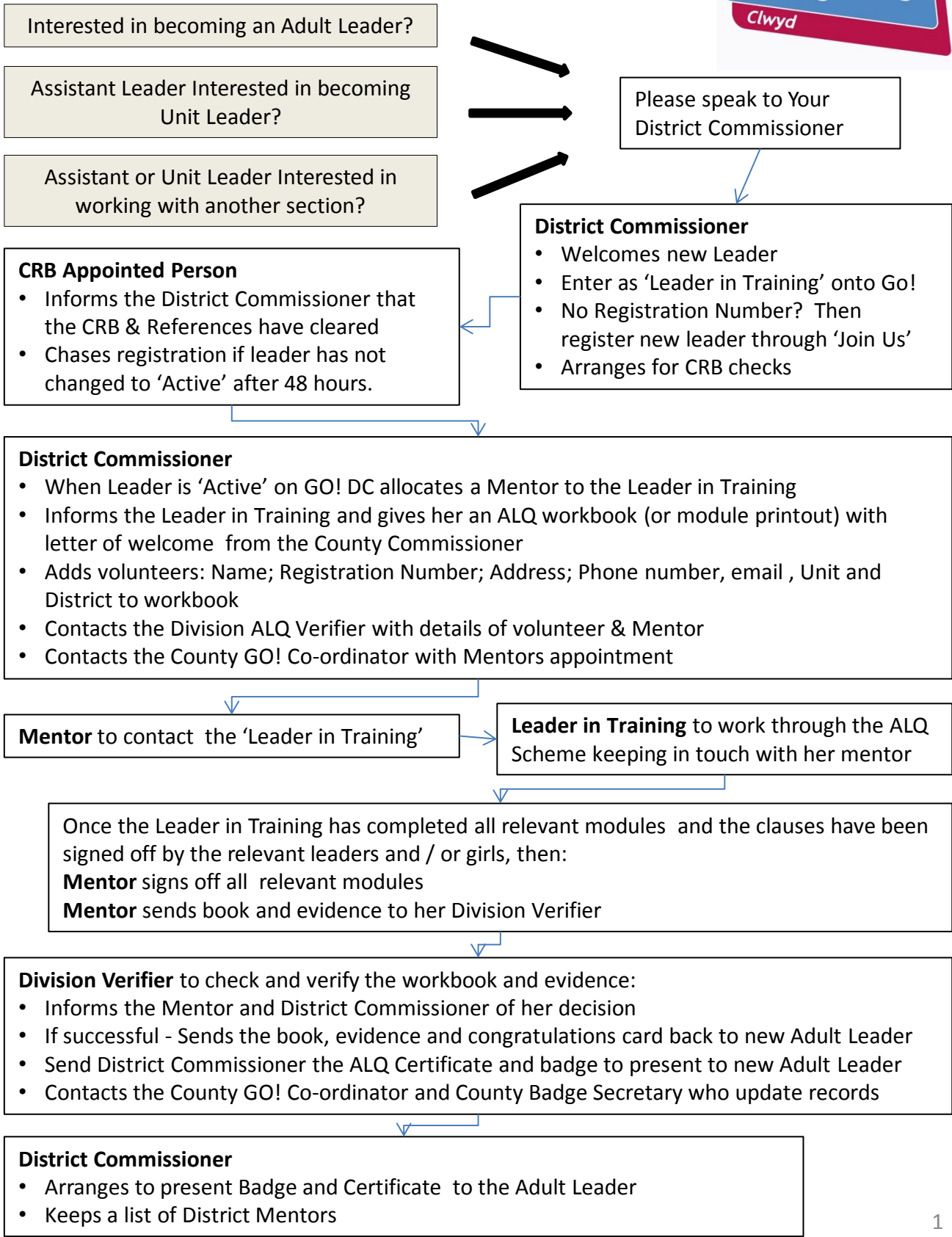




# Adult Leadership Qualification Flowchart



# Adult Leadership Qualification - Role Descriptions

## **Role of District Commissioner**

- Orders ALQ Books from County Awards and Badge Secretary

### Welcomes new volunteer

- If the volunteer is new to guiding:
  - Enter as 'Leader in Training' onto Go!
  - No Registration Number? Then register new leader through 'Join Us'
  - Arrange for CRB checks & References

### When the CRB and references have cleared:

- Give the volunteer an ALQ workbook (or module printout) along with welcome letter from the County Commissioner
- Add the following details into Leaders ALQ Book:
  - Name & Registration Number
  - Address
  - Email
  - Phone Number
  - Unit & District
- Arrange for a mentor to contact the volunteer
- Contact the Division ALQ Verifier with details of volunteer & mentor
- Contact the County GO! Co-ordinator with Mentors appointment
- Keep a list of District Mentors
- Keeps a list of those on the ALQ scheme in her District
- Keeps a record of ALQ qualifications awarded in her District

### Once workbook has been verified

- Arranges to present ALQ Badge and certificate to the Leader

## **Role of CRB Appointed Person :**

- Arranges to meet Leader in Training regarding CRB
- Checks GO!, after 48 hours of receiving email that CRB has cleared , to see if the Leader in Trainings registration status has changed from 'Active Pending' to 'Active'
- Informs District Commissioner if the Leader in Trainings status has not changed to 'Active'.

## **Role of Unit Leader:**

- To support and encourage the Leader in Training
- To encourage the Leader in Training to be part of the Unit team
- To provide opportunities for the Leader in Training to complete clauses
- To ensure the Leader in Training is included in in programme planning
- To make sure the Leader in Training has opportunities within the programme to complete clauses and gain evidence.
- Signs off appropriate clauses when completed

# Adult Leadership Qualification - Role Descriptions

## **Role of ALQ Mentor:**

- Expected to give advice, support, guidance and encouragement to the Leader in Training
- To make contact with the new leader ideally within 21 days
- To maintain regular contact with the leader in Training
- Expected to attend at least one unit meeting to observe the leader in training working with her unit . Ideally this should be in the first half term.
- Ensures the Leader in Training brings her ALQ book to all meetings and trainings in the Unit, district and beyond.
- Encourages the Leader in Training to attend Trainings.
- To Ensure the Leader I Trainings ALQ book is completed and signed off
- To send the completed book and evidence (including accounts) to the County Verifier. Evidence can be computer generated, handwritten notes , photographs etc.
- Attends Mentor Trainings and Meetings organised by County and Beyond

## **Role of Leader in Training:**

- Maintains regular contact with her mentor
- To attend trainings
- To be an active member of her Unit
- To be an active member of the District Team
- To enjoy herself and have fun

## **Role of ALQ Division Verifier**

- Keeps a list of Division Mentors
- Keeps a list of those on the ALQ scheme in her division
- Keeps a record of ALQ qualifications awarded in her Division

### Checks and verifies workbooks and evidence completed within her Division

- Informs the Mentor and District Commissioner of her decision
- If successful :
  - Sends the book, evidence & congratulations card to New Leader
  - Sends the ALQ Certificate and badge to the District Commissioner for her to present to the Adult Leader
- Adds new Adult Leader Qualification to her personal list of ALQs Awarded
- Informs the County GO! Co-ordinator who updates the Leaders role on GO!
- Informs the County Badge Secretary of All ALQ qualifications gained (include: Name, Unit District & Division and Type of Qualification gained for each of the Leaders)

**Role of County ALQ Co-ordinator & Verifier**

- Ensure best practice in the ALQ process in County
- Ensure a common standard is maintained during the mentoring and verifying processes
- Attend Girlguiding Cymru ALQ Meetings
- Member of Girlguiding Clwyd Adult Support & Training Team
- Hold regular County ALQ Team meetings to Liaise with Division ALQ Verifiers and all Mentors
- Arrange ALQ Mentor Trainings
- Promote the recruitment of new Mentors
- Arrange ALQ Division Verifier support & training meetings
- Ensure the ALQ process is transparent and available for all
- Ensure records of all ALQ achievements are kept and forwarded to the County Badge Secretary

**Role of County Awards and Badge Secretary:**

- Order ALQ Books for District Commissioners
- Order ALQ Badges & certificates for Division Verifiers
- Compile the list of those who completed the ALQ Award from lists sent to her by Division ALQ Verifiers
- Send the list of completed ALQ Awards to the County Commissioner for inclusion in the Annual Report.

**Role of County GO! Co-ordinator:**

- Updates qualifications of Volunteers on County GO! database
- Enter new mentors onto the County GO! database