

## PROCESS FOR COMPLETING AN ADDITIONAL MODULE [MODULE 1 (FOR ANOTHER SECTION) OR MODULE 4]

### MODULE 1

An additional Module 1 has to be completed if a leader starts to volunteer with a different section. Instead of doing a full Module 1 again, the leader can work through a checklist with a mentor or her DC. See: [www.girlguiding.org.uk/making-guiding-happen/learning-and-development/leadership-skills/leadership-qualification/](http://www.girlguiding.org.uk/making-guiding-happen/learning-and-development/leadership-skills/leadership-qualification/)

### MODULE 4

A leader will need to complete Module 4 as an additional module to move from being an Assistant Leader to become the Leader in charge of a unit. If the leader does not have an up to date LQ book then Module 4 can be downloaded from: [www.girlguiding.org.uk/making-guiding-happen/learning-and-development/leadership-skills/leadership-qualification/](http://www.girlguiding.org.uk/making-guiding-happen/learning-and-development/leadership-skills/leadership-qualification/)  
Useful Webinar “Introduction to managing unit accounts” for Module 4 at <https://go.girlguiding.org.uk/learning-opportunity/>

The DC amends the leader’s GO record to add the new Module 1 or 4  
The DC may appoint a mentor or choose to work with the leader herself.

DC sends email to Leadership Qualification Coordinators (LQCs) at [leadership@girlguidingcheshireborder.org.uk](mailto:leadership@girlguidingcheshireborder.org.uk) including:

- Name and membership number of the LIT
- Email and postal address for LIT
- Name of the unit she is working with
- Extra Module she is doing (1 or 4)
- Mentor’s name, membership number and e-mail address

Once everything in the additional Module is signed and completed it is sent to the LQCs to verify. It can be sent by post to:  
Libby Mooney, 34 Offley Road, Sandbach, CW11 1GY  
or it can be scanned and sent by e-mail to [leadership@girlguidingcheshireborder.org.uk](mailto:leadership@girlguidingcheshireborder.org.uk)