

PROCESS FOR COMPLETING AND VERIFYING THE ADULT LQ

The Mentor checks that

- all sections of all relevant modules are signed and the evidence is annotated in the discussion notes boxes in the LQ book
- evidence of completion of Safe Space training and completion of a valid First Response qualification are included
- additional evidence is numbered and cross referenced in the modules
- page 1 of the LQ book is completed

The Mentor can then sign off all completed Modules on page 39 of the LQ book

The Mentor then posts the completed LQ book (with relevant evidence) to the Leadership Qualification Coordinator (LQC)
Libby Mooney, 34 Offley Road, Sandbach, CW11 1GY
The name and address of the DC needs to be included with this so that the verified LQ book, certificate and badge can be sent back to the DC.

The LQC checks that everything is completed and in order. This is called verification.

Then LQC can

- sign off the “completion of the qualification” section on page 39 of the LQ book
- updates GO show completed Modules
- informs the County Coordinator and asks for the success to be celebrated in County Notes

The LQC returns the verified book, leadership badge and certificate to the DC who then arranges to present these to the Leader.

The DC amends the leader’s status on GO from Leader in Training to Leader