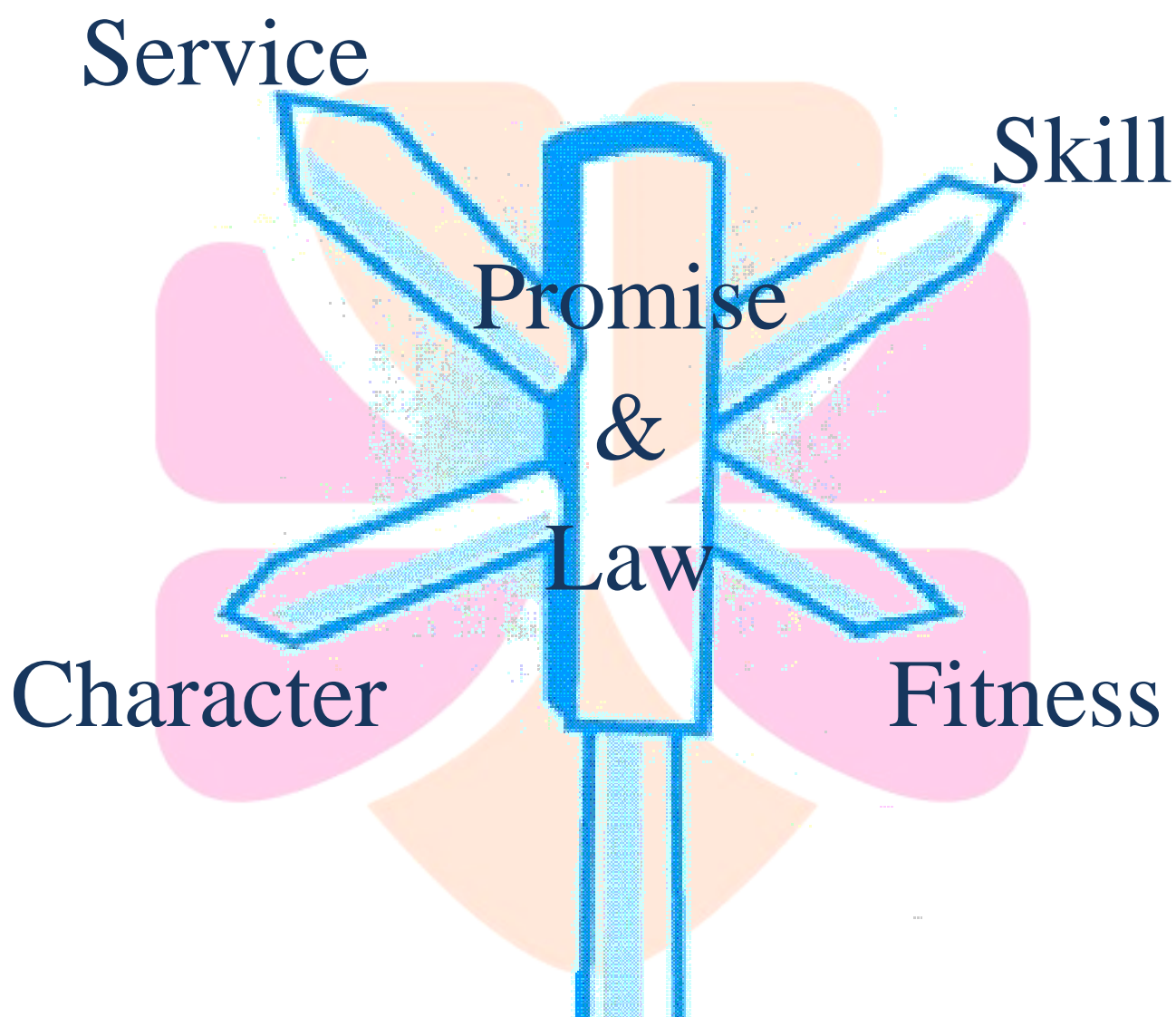


The Hong Kong Girl Guides Association



Leader Training Scheme Record Book

Progression in Training

The HKGGA Training Scheme for Leaders aims to develop outstanding leaders who enable girls in their units to become community leaders and global citizens.

Guiding is a means of developing caring leaders and responsible citizens. It is delivered as ‘girls learning by doing’ in an enjoyable fun filled way.

The updated Training Scheme for Leaders is a 5-level progressive orderly scheme that uses ‘learning by doing’ with leaders so they can use this method with their girls. It has a diverse list of skills, knowledge and abilities that Leaders should acquire so that they can nurture girls to achieve their full potential as Global Citizens.

Level 1 gives you, the Leader, the basic knowledge of Guiding and Method of delivery to start your journey forward as a passionate leader. As you progress through the next 4 levels, you will develop a deeper understanding of Guiding Knowledge, Skills and abilities will empower you to enable your girls to reach their fullest potential as future community leaders and global citizens.

The longer you stay, the more qualified you become.
‘Once a Guide, always a Guide’.

Your progress is documented in the Leader Training Scheme Record Book. This will assist you to record the progressive levels in Training and the new challenges you need to give the maximum opportunity for you to develop leadership of and for women.

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Personal Record

Name : _____(Surname)

_____ (First Name)

Unit No. : _____ ☐ Leader ☐ Assistant Leader

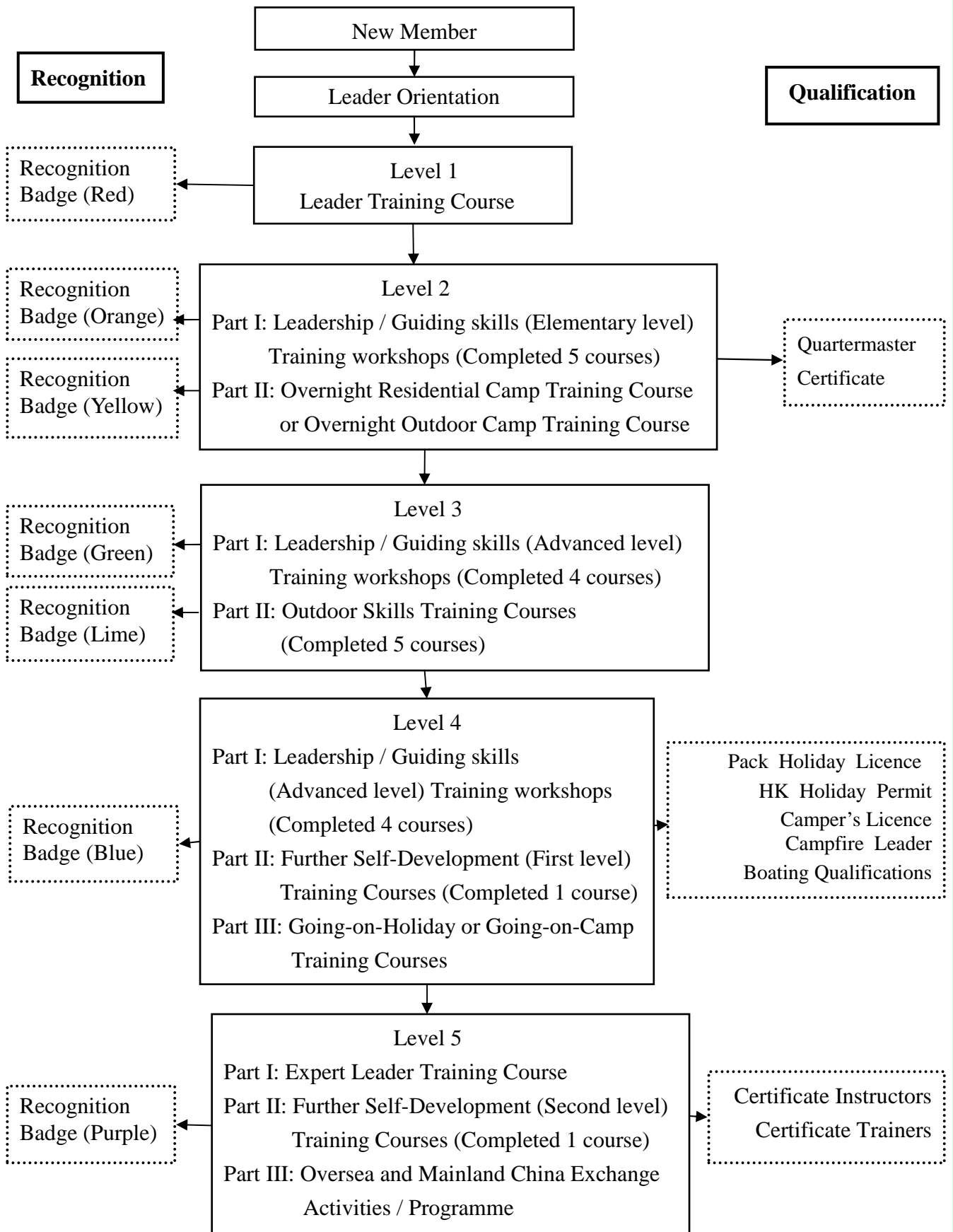
District / Division : _____

Date of Promise : _____

HKGGA Involvement (e.g. : Leader, Commissioner, Assessor, Instructor, Trainer, etc.)

Team	Post	Unit No.	Years
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-

Leader Training Scheme





Leader Training Recognition Badge

Bars in seven colours, each colour bar is awarded when appropriate level and stage of Leader Training Scheme is completed. The badge should be worn on the Badge tab which is put on the left of the uniform.

Level	Training Initiatives	Training Hours Required	Insignia
Level 1	Leader Training Course	18	Red
Level 2	Part I: Leadership / Guiding Skills (Elementary Level) Training Workshops (Completed 5 courses)	15	Orange
	Part II: Overnight Residential Camp Training Course or Overnight Outdoor Camp Training Course	20	Yellow
Level 3	Part I: Leadership / Guiding Skills (Advanced Level) Training Workshops (Completed 4 courses)	15	Green
	Part II: Outdoor Skills Training Courses (Completed 5 courses)	25	Lime
Level 4	Part I: Leadership / Guiding Skills (Advanced Level) Training Workshops (Completed 4 courses)	15	Blue
	Part II: Further Self-Development (First Level) Training Courses (Completed 1 course)	30	
	Part III: Going-on-Holiday or Going-on-Camp Training Courses	40	
Level 5	Part I: Expert Leader Training Course	50	Purple
	Part II: Further Self-Development (Second Level) Training Courses (Completed 1 course)	30	
	Part III: Oversea and Mainland China Exchange Activities / Programme	60	

Training Course & Activity Categories

Leader Training Scheme

- Leader Training Course
- Expert Leader Training Course

Outdoor Skills Training Courses

- Knots & Gadgets Training Course
- Sing Song Training Course
- Activities Safety Training Course
- Tent Pitching Training Course
- Outdoor Cook Training Course

Going-on-Holiday / Camp Training Courses

- Overnight Residential Camp Training Course
- Overnight Outdoor Camp Training Course
- Going-on-Holiday Training Course
- Going-on-Camp Training Course

Overseas and Mainland China Exchange Activities/ Programme

- Exchange / Sharing Programme
- Workshop
- Camp / Seminar / Conference / Training

Leadership / Guiding Skills Workshops

Elementary Level

- Drill & Ceremonies
- Personal Value Development from the Promise & Law
- How you can help you and your girls make successful presentations and speak in public
- Empowering Girls to Lead
- Songs and Games Activities

Advanced Level

- Guiding Knowledge
- Creative Thinking to Solve Problems
- Making Teams Successful
- Managing Groups and Events
- Revels and Joint Activities
- International Education / Understanding
- Service Project
- Developing Leadership in Girls

Further Self-Development Training Courses

First Level

- Sandilands Centre Low Event Rope Instructor Training Course
- Parade Drill Training Course
- Advanced Parade Drill Training Course
- Boating Qualification Training Course(s)
- Pioneering Training Course
- Campfire Leader Training Course
- First Aid Course
- Knot II Training Course

(The above courses should be organized and authorized by the HKGGA)

Second Level

- Instructor Training Course / Scheme
- Trainer Training Course / Scheme
- Commissioner Training Course / Scheme

Remarks: In order to fulfill the course completion requirements the Leader is required to attend 100% of the sessions and receive an attendance certificate.

Badge Issuance Guidelines

1. When a leader has completed the Leader Training Course, she will be given a Leader Training Scheme Record Book and one Leader Training Recognition Badge (Red). As the leader completes each of the further stages, she will be awarded the appropriate Recognition Badge.
2. Before a leader purchases each bar badge, she must bring the Leader Training Scheme Record Book and supporting documents to the Training Section of Hong Kong Girl Guides Association for verification and signature.
3. The Surplus training hours cannot be transferred to the badge of the next level as they fulfill subject matter requirement for the current level.

Address: No.8 Gascoigne Road, Kowloon, Hong Kong

Enquiries: Please contact staff of our Training Section during office hours at 2332 5523

Level 1



Leader Training Course

Training Initiatives	Date of Completion
_____ Leader Training Course	

Remarks: Must be accompanied by copies of supporting documents

(Refer remarks on P.4)

Certification of completion of level 1 of the Leader Training Scheme and
Red Recognition Badge issued.

Training Section stamp :

Training Officer Signature : _____ Date: _____

HKGGA Guide Shop stamp :

Date of Issue: _____

Level 2 (Part I)



Leadership / Guiding skills (Elementary Level) Training workshops

Training Initiatives	Date of Completion
1. Drill & Ceremonies	
2. Personal Value Development from the Promise & Law	
3. How you can help you and your girls make successful presentations and speak in public	
4. Empowering Girls to Lead	
5. Songs and Games Activities	

Remarks: Must be accompanied by copies of supporting documents
(Refer remarks on P.4)

Certification of completion of Level 2 (Part I) of the Leader Training
Scheme and Orange Recognition Badge issued.

Training Section stamp :

Training Officer Signature : _____ Date: _____

HKGGA Guide Shop stamp :

Date of Issue: _____

Level 2 (Part II)



Overnight Residential Camp Training Course or Overnight Outdoor Camp Training Course

Training Initiatives	Date of Completion
___ Overnight Residential Camp Training Course	
___ Overnight Outdoor Camp Training Course	

Remarks: Must be accompanied by copies of supporting documents
(Refer remarks on P.4)

Certification of completion of Level 2 (Part II) of the Leader Training Scheme and Yellow Recognition Badge issued.

Training Section stamp :

Training Officer Signature : _____ Date: _____

HKGGA Guide Shop stamp :

Date of Issue: _____

Level 3 (Part I)



Leadership / Guiding skills (Advanced Level) Training workshops

Training Initiatives	Date of Completion
1.	
2.	
3.	
4.	

Remarks: Must be accompanied by copies of supporting documents
(Refer remarks on P.4)

Certification of completion of Level 3 (Part I) of the Leader Training
Scheme and Green Recognition Badge issued.

Training Section stamp :

Training Officer Signature : _____ Date: _____

HKGGA Guide Shop stamp :

Date of Issue: _____

Level 3 (Part II)

Outdoor Skills Training Courses

Training Initiatives	Date of Completion
Knots & Gadgets Training Course	
Sing Song Training Course	
Activities Safety Training Course	
Tent Pitching Training Course	
Outdoor Cook Training Course	

Remarks: Must be accompanied by copies of supporting documents
(Refer remarks on P.4)

Certification of completion of Level 3 (Part II) of the Leader Training
Scheme and Lime Recognition Badge issued.

Training Section stamp :

Training Officer Signature : _____ Date: _____

HKGGA Guide Shop stamp :

Date of Issue: _____

Level 4 (Part I to Part III)



(Part I)

Leadership / Guiding skills (Advanced Level) Training workshops

Training Initiatives	Date of Completion
1.	
2.	
3.	
4.	

(Part II) Further Self-Development (First level) Training Courses

Training Initiatives	Date of Completion
Sandilands Centre Low Event Rope Instructor Training Course	
Parade Drill Training Course	
Advanced Parade Drill Training Course	
Boating Qualification Training Course(s)	
Pioneering Training Course	
Campfire Leader Training Course	
First Aid Course	
Knot II Training Course	

(Part III) Going-on-Holiday or Going-on-Camp Training Courses

Training Initiatives	Date of Completion
Going-on-Holiday Training Course	
Going-on-Camp Training Course	

Remarks: Must be accompanied by copies of supporting documents
(Refer remarks on P.4)

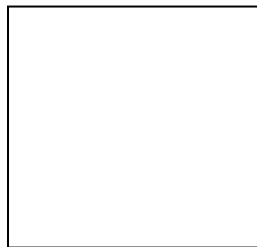
Certification of completion of Level 4 (Part I to Part III) of the Leader Training Scheme and Blue Recognition Badge issued.

Training Section stamp :



Training Officer Signature : _____ Date: _____

HKGGA Guide Shop stamp :



Date of Issue: _____

Level 5 (Part I to Part III)



(Part I) Expert Leader Training Course

Training Initiatives	Date of Completion
_____ Expert Leader Training Course	

(Part II) Further Self-Development (Second Level) Training Courses

Training Initiatives	Date of Completion
Instructor Training Course / Scheme	
Trainer Training Course / Scheme	
Commissioner Training Course / Scheme	

(Part III) Overseas and Mainland China Exchange Activities/ Programme

Initiatives	Date of Completion

Remarks: Must be accompanied by copies of supporting documents
(Refer remarks on P.4)

Certification of completion of Level 5(Part I to Part III) of the Leader Training Scheme and Purple Recognition Badge issued.

Training Section stamp :

Training Officer Signature : _____ Date: _____

HKGGA Guide Shop stamp :

Date of Issue: _____

Instructor Training Course / Scheme

Name of Course / Scheme	Date of Completion
Aids Knowledge Instructor Course	
Drill and Ceremony Instructor Course	
Fire Prevention Instructor Course	
Conservation Instructor Course	

Trainer Training Course / Scheme

Name of Course / Scheme	Date of Completion
1. Certified Trainer Training	
2. Lead Trainer Training	
3. Principal Trainer Training	

Award date of Certified Trainer Qualification : _____

Award date of Lead Trainer Qualification : _____

Award date of Principal Trainer Qualification : _____

Commissioner Training Course / Scheme

Name of Course / Scheme	Date of Completion

Record of other Appointment and Qualification

Name of Appointment / Qualification	Date of Appointment / Qualification

Record of Appointment and Qualification

Name of Appointment / Qualification	Date of Appointment / Qualification
Appointment Badge (Yellow)	
Appointment Badge (Silver)	
Appointment Badge (Gold)	
District Assistant– ()	
District Assistant – ()	
Badge Secretary	
Pack Holiday Consultant	
Camp Consultant	
Instructor – ()	
Instructor – ()	
Badge Assessor – ()	
Badge Assessor – ()	
Badge Assessor – ()	
Badge Assessor– ()	
Badge Assessor– ()	
Commissioner – ()	
Commissioner – ()	
Quartermaster	
Campfire Leader	
First Aid Certificate	
Pack Holiday Licence	
HK Holiday Permit	
Camper's Licence	
Swimming Test Certificate	
Adult Canoeing Permit	
Adult Canoeing Charge Permit	
Certified Training Certificate	
Lead Training Certificate	
Principal Training Certificate	

Record of Long Service and Good Service Awards

Item	Date of Issue
5-Year Service Pin	
10-Year Service Pin	
15-Year Service Pin	
20-Year Service Pin	
25-Year Service Pin	
30-Year Service Pin	
35-Year Service Pin	
40-Year Service Pin	
45-Year Service Pin	
Mr. Guider Certificate	
Mr. Guider Silver Pin	
Mr. Guider Gold Pin	
Mr. Guider Diamond Pin	
A Certificate of Appreciation	
A Good Service Certificate	
The Gallantry Award	
The Thanks Badge	
The Bronze Merit Pin	
The Silver Merit Pin	
The Gold Merit Pin	
The Medal of Merit	
The Star Award	
The Distinguished Service Award	
The Bronze Carp Award	
The Silver Carp Award	
The Gold Carp Award	
The Diamond Carp Award	
The Bauhinia Award	
The Golden Phoenix Award	

Record of participating in Community Service

Date	Service Undertaken	Service hours

Record of Oversea and Mainland China Exchange Activities / Programme

Name of Activities / Programme	Duration

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