

## eGuiding Learning Platform Instructions

As per the Child Safe Child Friendly (CSCF) Policy:

Everyone involved in any way with Girl Guides must always remember that Girl Guides longstanding reputation and effectiveness as Australia's primary organisation for girls and young women in leadership is dependent upon the behaviours and attitudes of the people who comprise the Girl Guiding movement. The reputation and effectiveness of GGiA is also dependent on everyone's understanding of, and adherence to, all formal GGA principles, policies, and procedures

One such procedure is the requirement for all Girl Guide members to complete the CSCF eGuiding modules. These are listed on the eGuiding Course Catalogue

### How to Log in

Please click on the link below to log into eGuiding.

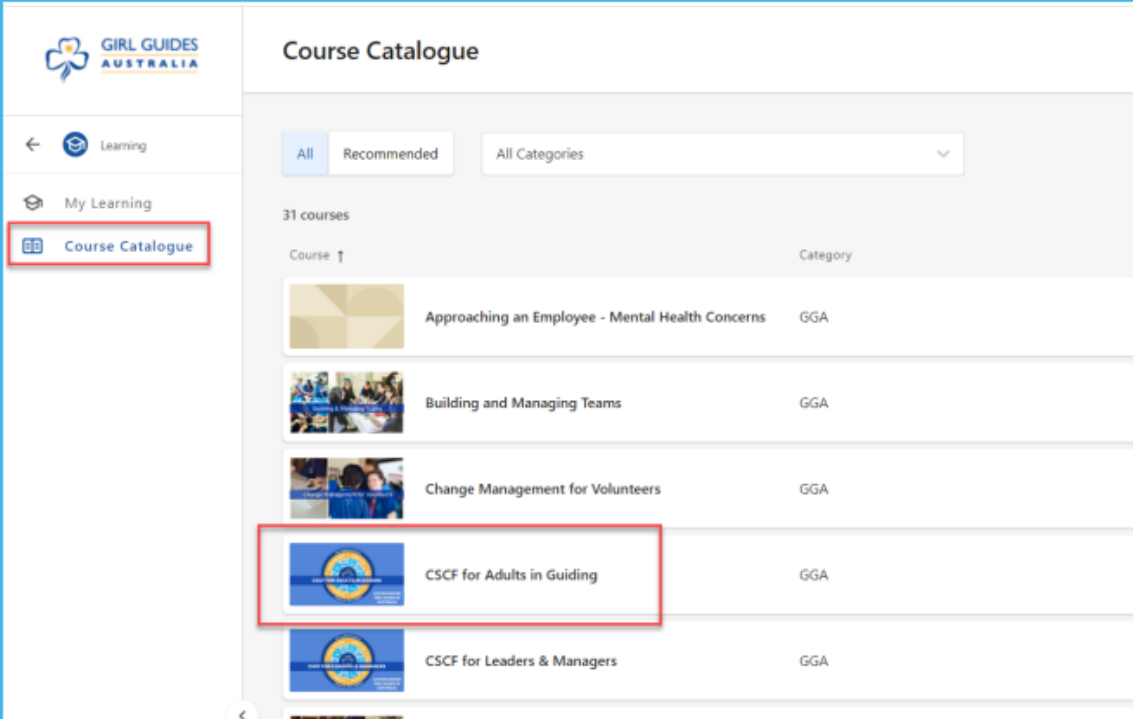
<https://girlguides.elmotalent.com.au/>

Your membership ID number is your Username.

For first time users who have never logged in before, click on Forgot Password, to set up a password.

Create a different password from the one you use for GGQ.

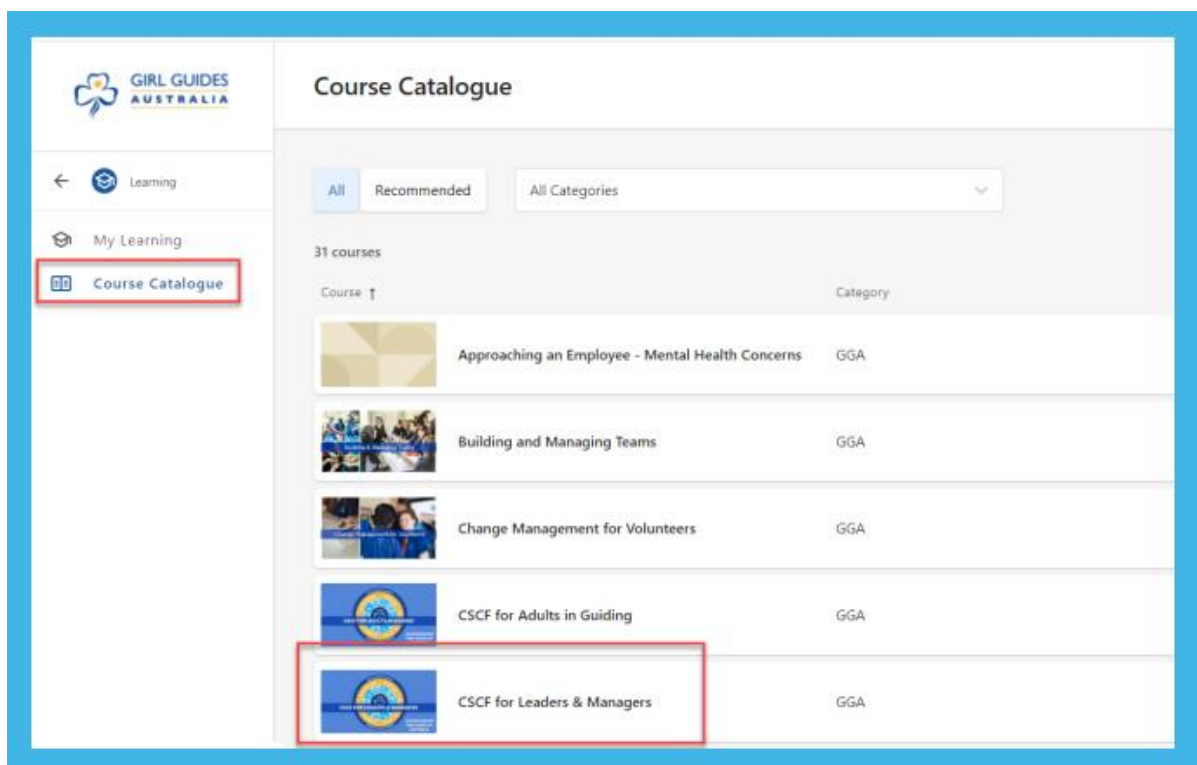
Once logged in you can view the list of courses available by clicking on Course Catalogue



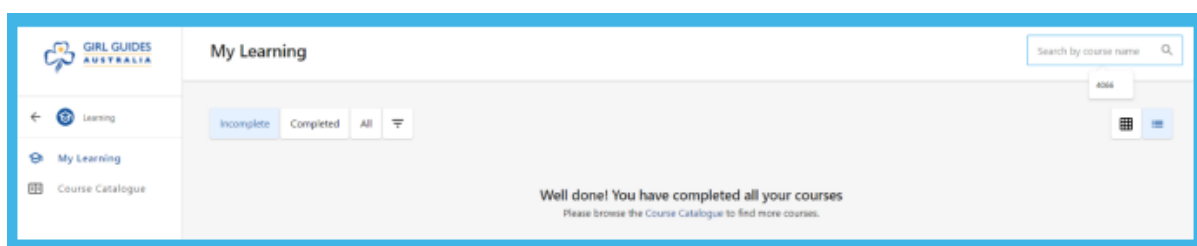
The screenshot shows the 'Course Catalogue' page on the eGuiding platform. The sidebar on the left contains the 'GIRL GUIDES AUSTRALIA' logo and navigation links for 'Learning', 'My Learning', and 'Course Catalogue'. The 'Course Catalogue' link is highlighted with a red box. The main content area shows a list of 31 courses. The 'CSCF for Adults in Guiding' course is highlighted with a red box. The course list includes the following entries:

Course	Category
Approaching an Employee - Mental Health Concerns	GGA
Building and Managing Teams	GGA
Change Management for Volunteers	GGA
CSCF for Adults in Guiding	GGA
CSCF for Leaders & Managers	GGA

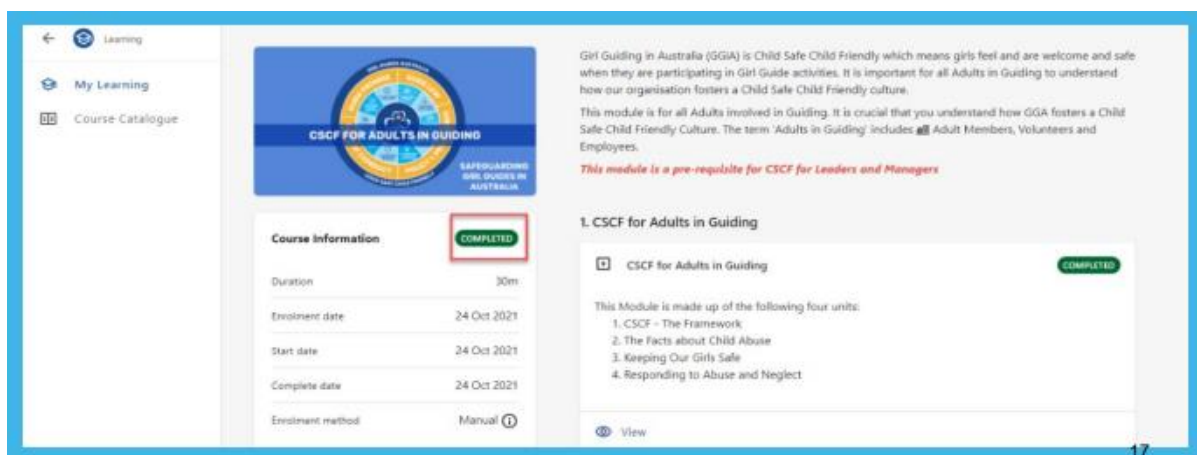
If you are a Leader or Manager you are required to complete both the CSCF – Adults in Guiding plus the CSCF – Leaders and Managers modules:



When you first log into eGuiding and click on Learning you may see the message below:



This does not mean that you have completed all the mandatory modules – it means that you have completed all the modules that you have enrolled in. To check if you have completed a module click on the course. The following will display if you have completed the module:



Once you have completed your module, Girl Guides Qld receives notification from eGuiding with a list that are updated in your Volunteer Qualifications section on the database. As this is a manual process this can take about 2 weeks. You do not need to send your completion certificate

## Frequently asked questions

### **I am an Adult Member but I don't work with youth, do I have to complete the CSCF – Adults in Guiding module?**

Yes, it is a requirement that all Adult members of Guides Qld complete the CSCF – Adults in Guiding module.

### **Do I have to complete 2 CSCF eGuiding Modules?**

If you are a Leader and/or Manager, you need to complete both the 'CSCF – Adults in Guiding' plus the 'CSCF – Leaders and Managers' modules.

### **When I log into eGuiding it says that I have completed all modules, how do I see or complete the CSCF modules?**

Click on Course catalogue and it automatically displays the courses in alphabetical order. You should see them listed there – once you enrol, they will show up under your learning until you have completed them.

### **I completed the Keeping Children Safe module when I joined Guiding – do I have to complete these modules?**

Yes, the CSCF modules were created at the end of 2021 to align with the new policies and procedures for Child Safe Child Friendly for GGA so they are different to the original Keeping Children Safe.

### **I completed the Modules this morning, but the Guides QLD database doesn't have the record of me completing the module.**

The reports are processed manually so it may take a few days for these to show on your records (the database is not automatically updated instantly). You do not need to send in your certificate.