

Girl Guides Australia
Australian Learning and
Qualification Program

CONDUCT A CAMP MODULES



GIRL GUIDES
AUSTRALIA

Conduct a Camp

Purpose:

These modules are for a Leader or Manager to become qualified as a Leader in Charge and able to lead Guide camps. There are three types of camp environments included:

- A (less than) 24 hour indoor overnight stay must sleep participants in an approved indoor venue. Parts of the program may be run outdoors. If the activity is more than 24 hours or participants sleep outdoors a qualified Leader who holds the relevant camp module must be present for the duration of the camp.
- An **indoor camp** is more than 24 hours duration at an approved indoor venue. An approved indoor venue complies with fire and safety regulations, and has suitable bathrooms, kitchen and sleeping facilities. If any part of the overnight stay or sleepover takes places outdoors, then this is classed as an outdoor camp. The Leader in charge of this activity must have the relevant camping module.
- An **outdoor camp at an established campsite** at an approved outdoor venue – usually with ablution blocks, water and sometimes power.
- An **outdoor camp at a bush campsite** at an approved campsite without any amenities.

Before you begin:

Hold a Leadership or Management Qualification (AALP or ALQP)

Process:

A Leader / Manager wishing to complete a module should

- meet the entry competencies for the appropriate outdoor module in the Australian Learning and Qualification Program; and
- have one member of staff who holds the outdoor module applicable to the type of camp being undertaken
- Follow relevant State procedures to link them with an Outdoor Skills Assessor (OSA)
- Contact the Outdoor Skills Assessor
- Print this booklet and complete the reading, training, activities and reflection exercises
- Relevant GGA Conduct a Camp Training Matrix training should be undertaken prior to the assessment. The training may be a course run by the State Learning & Development and/ or Outdoor Activities Team. The Outdoor Skills Assessor will discuss with the applicant if RPL can be given for part or all of the training. In States where there is less demand the training may consist of individual mentoring.

The requirements are similar for each type of module, with only minor variations. The activities are based on the things you need to do for each skill, although they can be completed in the order that suits your needs.

The Leader / Manager completes the activities for the type of skill she is leading e.g. indoor, outdoor camp at an established campsite or outdoor camp at a bush campsite. If a Leader / Manager wishes to be assessed for a different kind of camping, then she should print the booklet again and, linked with an Outdoor Skills Assessor, complete the activities for the new camping environment. Remember, these are activities you will have to do for every camp anyway.

Assessment:

- The assessment camp is to be of at least two nights duration.
- Recommended minimum numbers for an assessment camp is 12-15 Guides and 2-3 Patrols. If you are unable to meet minimum numbers please contact your State Outdoors Activity Manager. You can invite Guides from another Unit to make up the numbers.
- An Outdoor Skills Assessor is a qualified Leader who holds the module in the same type of camping being undertaken and will assist you with your preparation and then should visit the camp at some stage. In circumstances when an Outdoor Skills Assessor is unavailable to visit the camp alternative assessments arrangements with can be made prior to camp with agreement of all parties. eg Evaluation from qualified staff and participants on camp.
- On successful completion of a module, you will receive a certificate noting the types of camps you can conduct. Further assessment camps are only necessary if you wish to add another type of camping to that stated.
 - A Leader or Manager who holds the module for **Indoor Camps** can conduct
 - indoor camps
 - (less than) 24 hour Indoor overnight stay or sleepover
 - A Leader or Manager who holds the module for **Outdoor Camps at Established Campsites** can conduct
 - outdoor camps at established campsites
 - indoor camps
 - (less than) 24 hour Indoor overnight stay or sleepover
 - A Leader or Manager who holds the module for **Outdoor Camp at Bush Campsites** can conduct
 - outdoor camps at bush campsites
 - outdoor camps at established campsites
 - indoor camps
 - (less than) 24 hour Indoor overnight stay or sleepover

Recognition of Prior Learning

Recognition of prior learning can only be given for the **same type of camping** as the module being assessed. Automatic RPL is listed below. The Outdoor Skills Assessor may grant further RPL on an individual basis, according to the qualifications and experience of the person being assessed.

Prior Experience		Exempt from Module Activities	Exempt from Training
Camping Trefoil 3 Holders	Who have been LIC of an indoor camp in the last 3 years	<ul style="list-style-type: none"> Camping Basic Skills: Activity 1, 2, and 4 	<ul style="list-style-type: none"> Provide First Aid or equivalent if holding a current certificate
	Who have been LIC of an outdoor camp at an established site in the last 3 years	<ul style="list-style-type: none"> Camping Basic Skills: Activity 1, 2, and 4 	<ul style="list-style-type: none"> Provide First Aid or equivalent if holding a current certificate
	Who have been LIC of an outdoor bush camp in the last 3 years	<ul style="list-style-type: none"> Camping Basic Skills: Activity 1, 2, and 4 	<ul style="list-style-type: none"> Provide First Aid or equivalent if holding a current certificate
Overseas Leaders with Camp Qualification	Who have been LIC of an indoor camp in the last 3 years	<ul style="list-style-type: none"> All module activities Must complete reading 	<ul style="list-style-type: none"> GGA Camp Leader Training for Indoor Camps
	Who have been LIC of an outdoor camp at an established site in the last 3 years	<ul style="list-style-type: none"> Camping Basic Skills: Activity 4 	
	Who have been LIC of an outdoor bush camp in the last 3 years	<ul style="list-style-type: none"> Camping Basic Skills: Activity 4 	
Australian Scouting Leaders Who have completed campcraft training (the level at which this is completed varies from State to State, so please check)	Who have been LIC of an indoor camp in the last 3 years	<ul style="list-style-type: none"> All module activities Must complete reading 	<ul style="list-style-type: none"> Provide First Aid or equivalent if holding a current certificate GGA Camp Leader Training for Indoor Camps
	Who have been LIC of an outdoor camp at an established site in the last 3 years	<ul style="list-style-type: none"> All module activities Must complete reading 	<ul style="list-style-type: none"> Provide First Aid or equivalent if holding a current certificate GGA Camp Leader Training for Outdoor Camps
	Who have been LIC of an outdoor bush camp in the last 3 years	<ul style="list-style-type: none"> All module activities Must complete reading 	<ul style="list-style-type: none"> Provide First Aid or equivalent if holding a current certificate GGA Camp Leader Training for Outdoor Bush Camps

As this is a national program, Leaders and Managers who gain the module in one Australian state do not have to be re-assessed when moving to another state.

Many skills in these modules are also part of the national training package for Outdoor Recreation. Holders may be able to gain recognition of prior learning with a Registered Training Organisation for qualifications in this training package.

Camping Basic Skills

This section must be completed before you begin work on the Conduct a Camp section. You only need to complete this part once. You will receive recognition of prior learning (RPL) should you choose to complete another outdoor module for another type of camping or expedition.

Reading to complete and discuss with Outdoors Skills Assessor:	Leader to record date completed	OSA initial & date
GGA Leader's Handbook: Chapter 5, <i>Implementing the Seven Fundamentals of the AGP - Exploring the Outdoors</i>		
GGA Leader's Handbook: Chapter 7, <i>Your role in safety and risk management</i>		
Guide Lines: https://www.guidelinesforgirlguides.org.au/guide_lines/guiding/outdoors-overview/		

External Training to complete:	
Provide First Aid HLTAID003 or equivalent or higher	Provide a copy of the "Statement of Attainment" to your State Office.

Activities to complete:		Signature & Date
1. Visit the website <i>Leave No Trace Australia</i> http://lnt.org.au/ and note how to manage your outdoor activities to minimise impact on the environment. Discuss this with Unit Leaders. <i>Discuss implementation with your Outdoor Skills Assessor and ask her to sign your passport.</i>	Notes from website visit: Key points from discussion:	Outdoor Skills Assessor
2. Lead an activity for Guides designed to raise their awareness of minimum impact practices.	Activity used:	Outdoor Skills Assessor
3. Demonstrate the following knots: <ul style="list-style-type: none"> • Reef Knot • Sheet Bend • Clove Hitch • Round Turn & Two Half Hitches 	Demonstration to Outdoor Skills Assessor.	Outdoor Skills Assessor

Activities to complete:		Signature & Date
<p>4. Be part of the leadership team for a Guide camp.</p> <p><i>Discuss your role with the Leader in Charge of the camp.</i></p>	<p><i>Notes from your discussion with the LIC.</i></p>	<p><i>Leader in Charge of the camp</i></p>

Reflection on learning followed by discussion with Outdoor Skills Assesor	Signature & Date
<p>What camping or other skills did you learn from being part of the Leadership team for a Guide camp?</p>	<p><i>Outdoor Skills Assessor</i></p>

Conduct a Camp

This section must be completed for each type of camping, unless you are automatically credited with that kind of camping. For example: a Leader or Manager who has been assessed for *Outdoor Camps at Established Campsites* does not need to be assessed for *Indoor Camps*.

GGA Conduct a Camp Training:	Leader to record date completed	OSA initial & date
GGA Conduct a Camp Training		

Refer to 'Process' on page 2.

Activities to complete:	Signature & Date	
Plan a Camp		
<p>1. Select the camp leadership team and any qualified activity instructors and discuss their roles ensuring one member of staff holds the outdoor module applicable to the type of camp being undertaken.</p> <p><i>Discuss safety ratios and activity instructors' qualifications with your Outdoor Skills Assessor.</i></p>	<p><i>Notes from discussion:</i></p>	<p>Outdoor Skills Assessor</p>
<p>2. With the Guides and other Leaders, plan the activity program and daily schedules for the camp, incorporating a theme.</p> <p><i>With your Outdoor Skills Assessor, discuss:</i></p> <ul style="list-style-type: none"> • Consultation with the Guides • Activity program, daily schedules and use of themes • Use of the Patrol System in camp • How the Promise and Law is included in the program (including Guides Own) • Inclusion of outdoor activities (eg campfire, wide game) • Your plans to minimise environmental impact • Contingency plans and alternate programs 	<p><i>Attach camp program.</i></p> <p><i>Key points from the discussion.</i></p>	<p>Outdoor Skills Assessor</p>
<p>3. With the Guides and other Leaders, plan a menu for the camp.</p> <p><i>Prepare an itemised food (stores) list. Discuss adjustments made for special diets, allergies and religious beliefs.</i></p>	<p><i>Attach menu and stores list.</i></p>	<p>Outdoor Skills Assessor</p>
<p>4. Prepare a budget for the camp.</p> <p>Discuss preparing a budget with your Outdoors Skills Assessor. The budget should include:</p> <ul style="list-style-type: none"> • Contingency fee • Activity costs • Instructor costs (if applicable) <p>etc</p>	<p><i>Attach budget.</i></p>	<p>Outdoor Skills Assessor</p>

<p>5. Book the campsite and complete booking forms.</p> <p><i>Check your state website for a list of approved campsites or contact the State Outdoor Manager, as the campsite must be approved by her.</i></p>	<p><i>Attach a copy of the form.</i></p> <p><i>List the equipment that is available for use.</i></p>	<p>Outdoor Skills Assessor</p>
<p>6. Prepare a Risk Assessment Plan for Events Camps (ADM56B).</p> <p><i>With your Outdoor Skills Assessor, discuss the inclusion of:</i></p> <ul style="list-style-type: none"> • <i>Medical details, allergy and dietary requirements</i> • <i>First aid kit and first aider</i> • <i>Food safety</i> • <i>Hygiene / sanitation arrangements</i> • <i>Weather (inc fire, flood, cyclone, storm, extreme temperatures)</i> • <i>Adventure based activities</i> • <i>Emergency plans inc doctor/hospital after hours contacts</i> 	<p><i>Attach risk assessment plan:</i></p> <p><i>Key points from the discussion:</i></p>	<p>Outdoor Skills Assessor</p>
<p>7. Notify no less than One Month prior to the activity date the District Manager (or relevant State Authority) of your intention to camp and/or participate in adventure-based activities (using OUT.01 Camp/Adventure-based/Event Application/Notification form). Include the risk assessment plan</p>	<p><i>Attach a copy of the forms.</i></p>	<p>Outdoor Skills Assessor</p>
<p>8. Prepare a newsletter outlining camp details for the Guides and their families including the GGA forms required.</p> <p><i>Show your Outdoor Skills Assessor how you have organised the returned forms.</i></p>	<p><i>Attach a copy of newsletter and forms.</i></p>	<p>Outdoor Skills Assessor</p>
<p>9. Consider transport arrangements for participants and equipment.</p>	<p><i>Attach transport arrangements.</i></p>	<p>Outdoor Skills Assessor</p>
<p>10. Prepare a kit list for the participants.</p>	<p><i>Attach the kit list.</i></p>	<p>Outdoor Skills Assessor</p>
<p>11. Prepare the Guides for camp.</p> <p><i>With your Outdoor Skills Assessor, discuss the Guides' pre-camp preparation activities.</i></p>	<p><i>Key points about your preparation with the Guides:</i></p>	<p>Outdoor Skills Assessor</p>
<p>12. List the equipment you need to take.</p>	<p><i>Attach a list of your equipment.</i></p>	<p>Outdoor Skills Assessor</p>

Conduct a Camp: Activities to complete:		Signature & Date
Conduct the Camp		
1. Choose the equipment required and pack it safely for camp.		<i>Outdoor Skills Assessor</i>
2. At a camp or outdoor activity, conduct an emergency drill.	<i>Note the details in the Camp Report.</i>	<i>Leader in Charge of the camp.</i>
3. Implement the program.	<i>Note any changes made to the program:</i>	<i>Outdoor Skills Assessor</i>
<p>4. Welcome your Outdoor Skills Assessor to camp.</p> <p>For Assessments of Indoor Camps:</p> <ul style="list-style-type: none"> • <i>Introduce the Guides and Leaders</i> • <i>Tour the campsite showing</i> <ul style="list-style-type: none"> ○ <i>How you are caring for the campsite and equipment</i> ○ <i>How you are obtaining safe drinking water and managing safe storage of food</i> ○ <i>How you are managing hygiene</i> • <i>Discuss group morale</i> <p>For Assessments of Outdoor Camps at Established Campsites:</p> <ul style="list-style-type: none"> • <i>Introduce the Guides and Leaders</i> • <i>Tour the campsite, showing</i> <ul style="list-style-type: none"> ○ <i>Selection and layout of the campsite</i> ○ <i>How you are caring for camp equipment</i> ○ <i>How you are obtaining safe drinking water and managing safe storage of food</i> ○ <i>How you are managing hygiene</i> ○ <i>How you are managing fires and cooking with minimum environmental impact</i> • <i>Discuss group morale</i> <p>For Assessments of Outdoor Camps at Bush Campsites:</p> <ul style="list-style-type: none"> • <i>Introduce the Guides and Leaders</i> • <i>Tour the campsite, showing</i> <ul style="list-style-type: none"> ○ <i>Selection and layout of the campsite</i> ○ <i>How you are caring for camp equipment</i> ○ <i>How you are obtaining safe drinking water and managing safe storage of food</i> ○ <i>How you are managing fires and cooking with minimum environmental impact</i> ○ <i>How you are managing hygiene and sanitation</i> • <i>Discuss group morale</i> 	<i>Key points from the visit:</i>	<i>Outdoor Skills Assessor</i>

Conduct a Camp: Activities to complete:		Signature & Date
Evaluate the camp and complete reports		
<p>1. Evaluate the camp with the Guides and Leaders</p> <p><i>Add personal evaluation notes to your camp program for future reference. Discuss with your Outdoors Skills Assessor.</i></p>	<p><i>Notes from evaluation with participants:</i></p>	<p>Outdoor Skills Assessor</p>
<p>2. Finalise the accounts and prepare a financial statement for the District/Region Manager.</p> <p>The money can be receipted and recorded in the normal way in Unit accounts. The financial statement should show actual income, expenses and profit / loss related to the camp.</p>	<p><i>Attach a copy of the financial statement.</i></p>	<p>District/Region Manager</p>
<p>3. Prepare a Camp/Adventure-based/Event Report (OUT.03) for the District/Region Manager.</p>	<p><i>Attach a copy of the Camp Report.</i></p>	<p>District/Region Manager</p>
<p>4. Arrange for the suitable retention of forms.</p>	<p><i>Note where forms are stored:</i></p>	<p>District/Region Manager</p>
<p>5. Arrange a discussion with your Outdoor Skills Assessor to receive feedback.</p> <p><i>Discuss with your Outdoor Skills Assessor:</i></p> <ul style="list-style-type: none"> • <i>What was successful</i> • <i>What you would do differently next time</i> • <i>Any change to the program and the reason the changes were made eg weather</i> • <i>Her hints and tips for future camps</i> • <i>Her suggestions for additional skills</i> 	<p><i>Key points from the discussion:</i></p>	<p>Outdoor Skills Assessor</p>

Reflection on learning followed by discussion with Outdoor Skills Assessor:		Signature & Date
What have your Guides gained from participating in this camp?		<i>Outdoor Skills Assessor</i>
What did you learn to help you next time?		<i>Outdoor Skills Assessor</i>

Endorsement Procedure:

- Camping modules require endorsement every three years.
- **A module will be automatically endorsed when all of the following have been completed:**
 - **Your OUT.01 form and ADM.56B (Risk Assessment Plan) is received in the required time frame before the camp.**
 - **You are the Leader in Charge of the same type of camp as the module.**
 - ***Provide First Aid* or equivalent certificate is current.**
 - **The Camp/Adventure-based Event Report form OUT.03, endorsed by the District Manager or relevant State Authority, is received at State Office within one month of camp.**
 - **The endorsement due date will be extended by 3 years from the date of each appropriate camp for which you are the Leader in Charge.**
- If you have not been the LIC of a camp for more than 3 years, you can gain endorsement by planning, conducting and evaluating a camp of this kind and sharing your preparation and evaluation with an Outdoor Skills Assessor. If you do not meet this endorsement requirement, you may be endorsed for the kind of camp for which you have been LIC. For example, if you hold the Outdoor Bush camping module but have only conducted indoor camping in the last three years, you will be endorsed for Indoor Camps not Outdoor Bush Camps.

Completion of Camp Module

This form is for notifying State Office of the completion of a Camp Module.

PERSONAL DETAILS		
Preferred Title:	Given Names:	Surname:
Previous surname (if ever appointed under that name):		
Address:		Email:
	State:	Postcode:
Phone (BH): ()	Mobile: ()	
Phone (AH): ()	Fax: ()	
Date of Birth:	Membership No:	Expiry: / / 20

MODULE ACHIEVED (please circle)		
Indoor Camp	Outdoor Camp at Established Campsite	Outdoor Camp at Bush Campsite

CONFIRMATION	
I have completed the requirements for the module and have read and understood the endorsement conditions.	Signature: Date:
As the Outdoor Skills Assessor, I am satisfied that all aspects of the module have been completed.	Name: Membership No: Signature: Date:

FOR OFFICE USE ONLY	
Date records updated:	Updated by:
Date certificate sent:	Certificate sent to: