

LEADER INDUCTION

GENERAL INFORMATION

The overall purpose of Basic training is to ensure:

1. that the new Leader knows what is expected of them in terms of:
 - (a) attitude (including a clear understanding of the Aims and Principles, and unequivocal acceptance of the Promise and Law),
 - (b) knowledge (including the basic skills as appropriate),
 - (c) methods used in Scouting;
2. they know where to seek help and advice;
3. they are made to feel welcome and necessary;
4. they know what is expected of them in terms of Leader Training - that all Leaders are expected to achieve their Woodbadge within 3 years; and
5. they know it is more than 'two hours, one night a week' and their commitment is clearly explained and understood.

PROCEDURE

1. The prospective Leader (Leader of Youth) will be interviewed by the Group Leader. During this interview:
 - the prospective Leader's obligations should be made known to them,
 - complete the A1 Form (An offer to become an Adult Leader/Adult Support/Youth Instructor), and
 - complete the Consent to Check & Release National Police Record Authorisation and obtain photographic identification.
 - the prospective Leader will acknowledge having completed a Working With Children Check form and submitted it to a Post Office,
2. The District Commissioner and the District Personnel Committee will then interview the prospective Leader and reinforce the areas covered during the earlier interview with the Group Leader. During either of the two interviews the A2 Form (Application for Uniformed Appointment) may be completed.
3. The A1, Working With Children receipt and Consent to Check & Release National Police Record Authorisation will then be sent to the Scout Service Centre for checking and listing for the Police Check and for the Branch clearance process.
4. At the same time, the District Personnel Committee (DPC) will contact the referees and make arrangements to interview the prospective Leader. This is an important stage in the Leader selection process and the DPC must be satisfied as to the general and specific suitability for the appointment being sought. The DPC will also ensure that the Mutual Agreement is signed and understood by the new Leader. This document details the Association's commitment to the applicant and the applicant's commitment to the Association and is signed at the DPC meeting.
5. All new Leaders must be made aware of the Scout Association's Code of Conduct and that they must uphold the standards as set out in the Code of Conduct. This is part of the Mutual Agreement - a formal document that defines the relationship between the applicant and the Association.
6. The District Leader – Sectional will then have a discussion with the prospective Leader to discuss training and the support that the new Leader will receive. During this discussion, the District Leader – Sectional will advise the new Leader who their Personal Leader Adviser is and how to contact them. The District Leader – Sectional will also encourage the Personal leader Adviser to contact the new Leader. The Personal Leader Adviser will also ensure that the in-service and technical training task sheets are completed.
6. The prospective Leader should then have a discussion with the District Leader (Adult Training Support) and have a training program mapped out. This includes completion of Training Course Application form (TR1) for attendance at the various Basic Level training courses. Local arrangements will be made so the appropriate in-service training can be completed.

The DLATS should ensure that:

- (a) the best facilities are available for the new Leader;
- (b) every opportunity is given for the new Leader to understand and gain experience in practical Scouting;

Leaders of Adults will be assigned a Personal Leader Adviser to assist them through their training. This is the responsibility of the ARC Adult Training and Development for Leader of Adults with recommendation from the District Commissioner for Leader of Adults (Group Leader). The DLATS

must follow up to ensure that a Leader of Adults (Group Leader, Commissioner, or District Leader) has been allocated a Personal Leader Adviser and Training has commenced.

Activity Leaders will have a Personal Leader Adviser appointed by the appropriate Branch Activity Leader or Region Commissioner, or the Assistant Branch Commissioner Adventurous Activities Training.

7. When the Certificate of Adult Membership is issued by BHQ, it is forwarded to the District Commissioner for presentation to the trainee Leader. It should be emphasised to trainees that this Certificate gives them a **probationary** leader status in the Movement, certifying to them their membership, **and is valid for a maximum period of twelve months**. The Leader's membership will remain of a probationary nature until the completion of all Basic training and an application for a Certificate of Adult Leadership is received, processed and issued.