

Section 6: Leader Training and Development Program

Provided by Brian Geary, BC Training

WOODBADGE TRAINING PROGRAM



The Woodbadge Training Program consists of Basic and Advanced level training. The Basic Training will normally be completed within twelve months of entry into the Movement. The Advanced Level should be completed within three years.

Note:

1. For all new Leaders, In-Service Training and Technical Skills training will depend very heavily on District Leaders and Personal Leader Advisers. The technical training task sheets and skills learned in the District and ‘on the job’ will be revised and used during Basic Level Sectional Techniques Courses.
2. A Woodbadge in the relevant section is the necessary requirement for appointment as a Section Leader.

WOODBADGE TRAINING PROGRAM				
	Leader of Youth	Rovers	Leader of Adults	Activity Leader
B A S I C	<ul style="list-style-type: none"> - Introduction to Scouting Seminar - In-Service - Technical Tasks - Leader of Youth Basic Common Core Course - Basic Sectional Techniques Course 	<ul style="list-style-type: none"> - Introduction to Rovers Seminar - In-Service - Technical Tasks - Leader of Youth Basic Common Core Course - Basic Sectional Techniques Course 	<ul style="list-style-type: none"> - Introduction to Scouting Seminar - In-Service - Technical Tasks - Leader of Adult Basic Common Core Course - Group Leader or Commissioner/ District Leader Basic Course 	G U I D E <ul style="list-style-type: none"> - Introduction to Scouting Seminar - In-Service - Technical Tasks - Leader of Youth Basic Common Core Course - Basic Specialist Course - Activity Guide Course - Training of Trainers - Training Methods - Level 2 First Aid Course - Basic Leadership Workbooks
Certificate of Adult Leadership and Certificate of Adult Appointment (Gilwell Woggle)				
A D V A N C E D	<ul style="list-style-type: none"> - Leader of Youth Advanced Common Core Course - Advanced Outdoor Activities Course - Advanced Sectional Techniques course - Application and Evaluation - Advanced Leadership Workbooks 	<ul style="list-style-type: none"> - Leader of Youth Advanced Common Core Course - Advanced Sectional Techniques course - Application and Evaluation - Advanced Leadership Workbooks 	<ul style="list-style-type: none"> - Leader of Adults Advanced Course - Advanced Course module Worksheets - Application and Evaluation - Training of Trainers – Personal Leader Adviser (DL/Comm only) - Advanced Leadership Workbooks 	I N S T R U C T O R <ul style="list-style-type: none"> - Leader of Youth Advanced Common Core Course - Activity Instructor Course - Advanced Specialist Course - Application and Evaluation - Training of Trainers - Assessor Course - Advanced Leadership Workbooks
Certificate of Advanced Adult Leadership (Woodbadge), Certificate IV in Frontline Management and Certificate IV in Leadership (if L2 First Aid Qualification held)				
On-Going: One Personal Development Unit/Elective course completed at least every 12 months				

The components of the Woodbadge Training Program are:

1. Introduction to Scouting Seminar - Basic Level Training:

Common to all New Leaders. A course of three hours duration held on a weeknight or Saturday or Sunday afternoon. It covers the needs of young people, the fundamentals of Scouting, and the Leader's commitment. This is the only training that can be completed prior to receiving the Certificate of Adult Membership.

Introduction to Rovers Seminar - Basic Level Training:

Common to all New Rovers. A course of three hours duration held on a weeknight or Saturday or Sunday afternoon. It covers the needs of Rovers, the fundamentals of Scouting, and the Rover's commitment.

2. In-Service - Basic Level Training:

For Leaders of Youth, eight weeks In-Service Training with the appropriate Section within a Scout Group, under the supervision of a Personal Leader Adviser appointed by the District Leader (sectional) in conjunction with the District Leader (Adult Training Support). This training should commence without delay. All requirements for In-Service and Technical Training Tasks will be in the In-Service Workbook.

For Leaders of Adults and Activity Leaders, an In-Service program of eight weeks is completed with the guidance of the Personal Leader Adviser.

For Rovers, an In-Service program is completed with the Crew.

3. Technical Training Tasks - Basic Level Training:

Skills in Basic Mapping and Compass work, Basic Emergencies, Section Administration, Knotting and Lashings are outlined in the Technical Training Tasks sheets and should be mastered, with the assistance of the Personal Leader Adviser, District Leaders and/or Group Leader, and will be used during Basic Sectional Techniques training courses.



Within some Districts and Regions, Skills training days are conducted to assist with the development of these essential skills. The assessment of the attainment of the skill competency is completed by the Personal Leader Adviser.

4. Leader of Youth Basic Common Core Course:

The Introduction to Scouting / Rovers Seminar and Technical Tasks must be completed **before** a Leader of Youth Basic Common Core Course is attempted.

Leader of Youth Basic Common Core Course is a combined course for Joey Scout, Cub Scout, Scout, Venturer Scout, Rovers and Rover Advisers and Activity Leaders and is two days duration and may be either a residential or non-residential weekend.

The course is designed to cover the fundamentals of the Movement and technical skills, with emphasis on reasons why Leaders carry out their various roles.

5. Leader of Adult Basic Common Core Course:

The Introduction to Scouting / Rovers Seminar and Technical Tasks must be completed **before** a Leader of Adults Basic Common Core Course is attempted.

Leader of Adult Basic Common Core Course is one day duration and is generally non-residential.

The course is designed to cover the fundamentals of the Movement and technical skills, with emphasis on reasons why Leaders carry out their various roles and the support requirements that Leaders of Adults provide.

7. Basic Sectional Techniques Training for Leaders of Youth:

Basic Sectional Techniques courses for Joey Scout, Cub Scout, Scout, Venturer Scout Leaders, Rovers and Rover Advisers are two days duration and will generally be a residential weekend.

The course is designed to develop a continuous improvement in the skills of training young people, with emphasis on reasons why Leaders carry out their various roles.

Activity Leaders will complete basic Sectional techniques training covering Specialised Activities and Adventurous Activities, as well as the Training of Trainers - Training Methods (or equivalent) program. (The Basic Specialist Course can be completed by youth members 14.5 years of age and older and Leaders to receive a Participant Qualification)

8. Basic Sectional Techniques Training for Leaders of Adults:

Basic Sectional Techniques courses for Group Leaders, District leaders and Commissioners one day duration and is generally non-residential.

The Basic Sectional Techniques course for Leader of Adults is designed to build on the management skills required by the Leader of Adults.

9. Assessment Activities - Basic Level Training:

All Leaders, as an integral part of their Basic training, are required to complete a range of assessment activities which are recorded in Workbooks that are issued at various points throughout the training program. A Leader will receive a Certificate of Adult Leadership and Certificate of Adult Appointment at the completion of their Basic training. Leaders undertaking Activity Guide training are required to submit their workbooks for assessment. However, all other Leaders are encouraged to submit their Workbooks for assessment through the Personal leader Adviser, to the Scout Service Centre. Once assessed, a Leader or Rover may receive a Certificate III in Frontline Management and a Certificate III in Leadership Support if they hold a current Level 2 First Aid qualification.

10. Leader of Youth Advanced Common Core Training:

It is essential that Leaders have a minimum of six months post-Basic course experience, before applying for the Advanced Leader of Youth Advanced Common Core Course.

Leader of Youth Advanced Common Core Course is a combined course for Joey Scout, Cub Scout, Scout, Venturer Scout, Rovers and Rover Advisers and Activity Leaders and is two days duration and may be either a residential or non-residential weekend.

This course concentrates on aspects of youth development and fundamentals of the Movement.

11. Leader of Youth Advanced Outdoor Activities Training:

This section based two-day course will concentrate on practical outdoor activities for youth members. It may be undertaken any time after a Leader has completed Basic Training, providing the Leader has a Certificate of Adult Appointment.

Pack Holiday and Camping under Canvas content is included in the Cub Scout Outdoor Activities Advanced courses. This is a requirement for any Cub Scout Leader wishing to lead a Pack Holiday.

Rovers, Rover Advisors and Activity Leaders do not complete an Outdoor Activities course.

12. Leader of Youth Advanced Sectional Techniques Training:

It is essential that Leaders have completed the Leader of Youth Advanced Common Core training and have had minimum of six months post Basic training experience before attending the Leader of Youth Advanced Sectional Techniques Course.

The Advanced Sectional Techniques courses for Joey Scout, Cub Scout, Scout, Venturer Scout and Activity Leaders are two days duration and will generally be a residential weekend. For Rovers and Rover Advisers the course is four days duration, generally residential over two weekends. (The Advanced Specialist Participant Course can be completed by youth members 14.5 years of age and older and Leaders who have a minimum of six months post Basic course experience.)

This course concentrates on aspects of youth development, related leadership skills, and advanced programming.

13. Leader of Adults Advanced Sectional Techniques Training:

The Advanced training is common to all Leaders of Adults. This consists of a 4 day residential or non-residential program, that can be completed a minimum of six months post-Basic course experience.

This course concentrates on aspects of youth and adult development, related leadership skills, and improved management skills.

14. District Evaluation: Application and Evaluation:

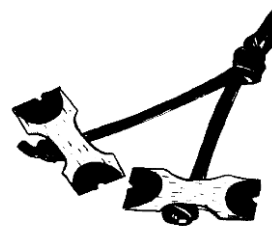
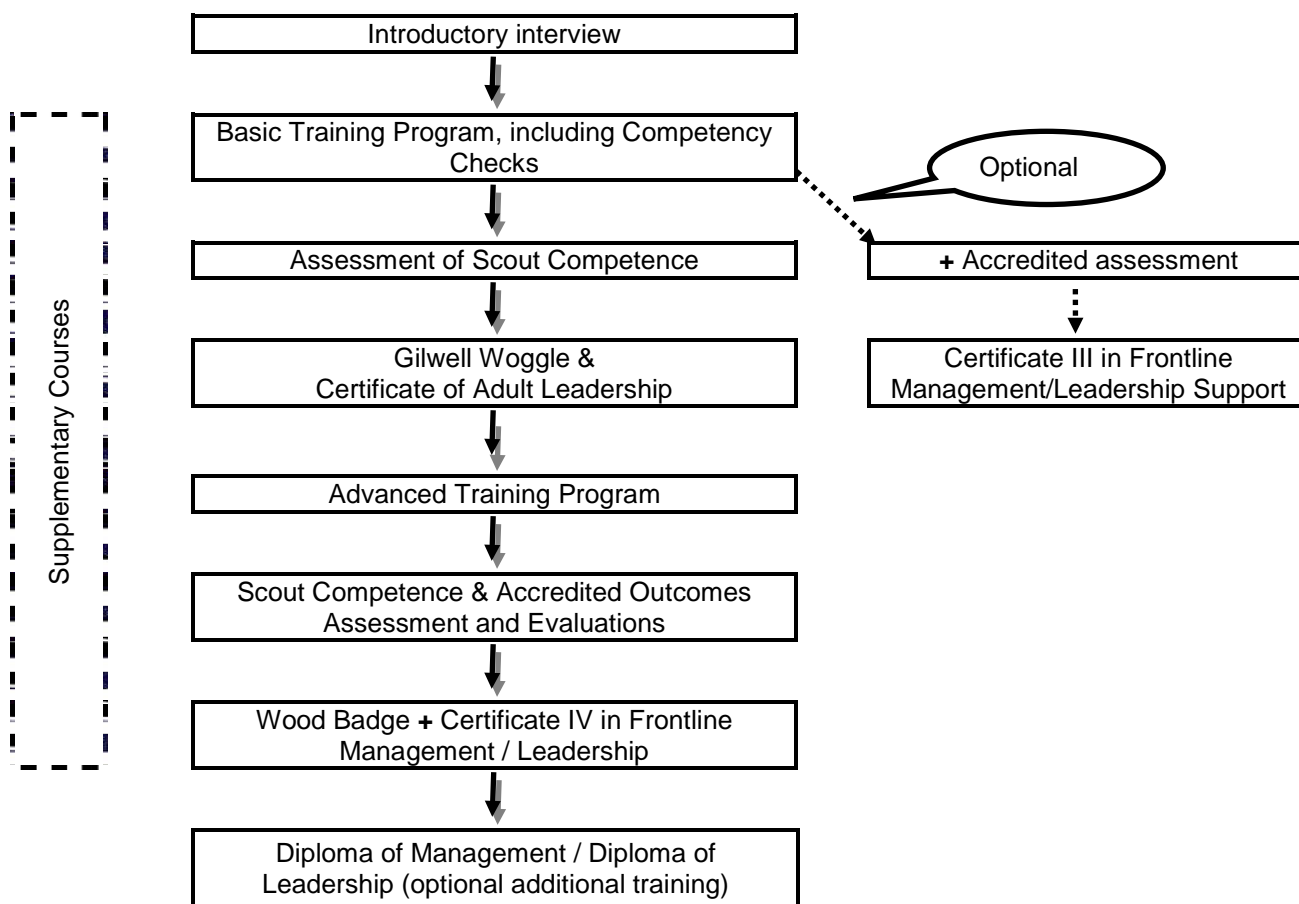
Over a minimum period of four months following completion of all Advanced training, a Leader's progress and application of Advanced training are observed and evaluated by the Leader and the District/Region Commissioner/Team Leader or his/her nominee. The Branch Commissioner for Adult Training and Development verifies Rover evaluations in consultation with the Assistant Region Commissioners – Rovers.

This evaluation can commence at any time after the Advanced training is completed.

15. Assessment Activities - Advanced Level Training:

All Leaders, as an integral part of their Advanced training, are required to complete a range of assessment activities which are recorded in Workbooks that are issued at various points throughout the training program. To receive a Certificate of Advanced Adult Leadership a Leader must complete their Advanced Pre-Course workbook, the Course Workbook and their Advanced Post Course Workbooks. Once completed these are submitted, through the Personal Leader Adviser, to Branch Headquarters for assessment. The exception to this is when a Leader completed Advanced Training previously with continuous service they do not have to resubmit their workbooks for assessment. Other exceptions are in operation, but these will be decided on a case-by-case basis with the Personal Leader Advisor.

This can all be summarised in the following table:

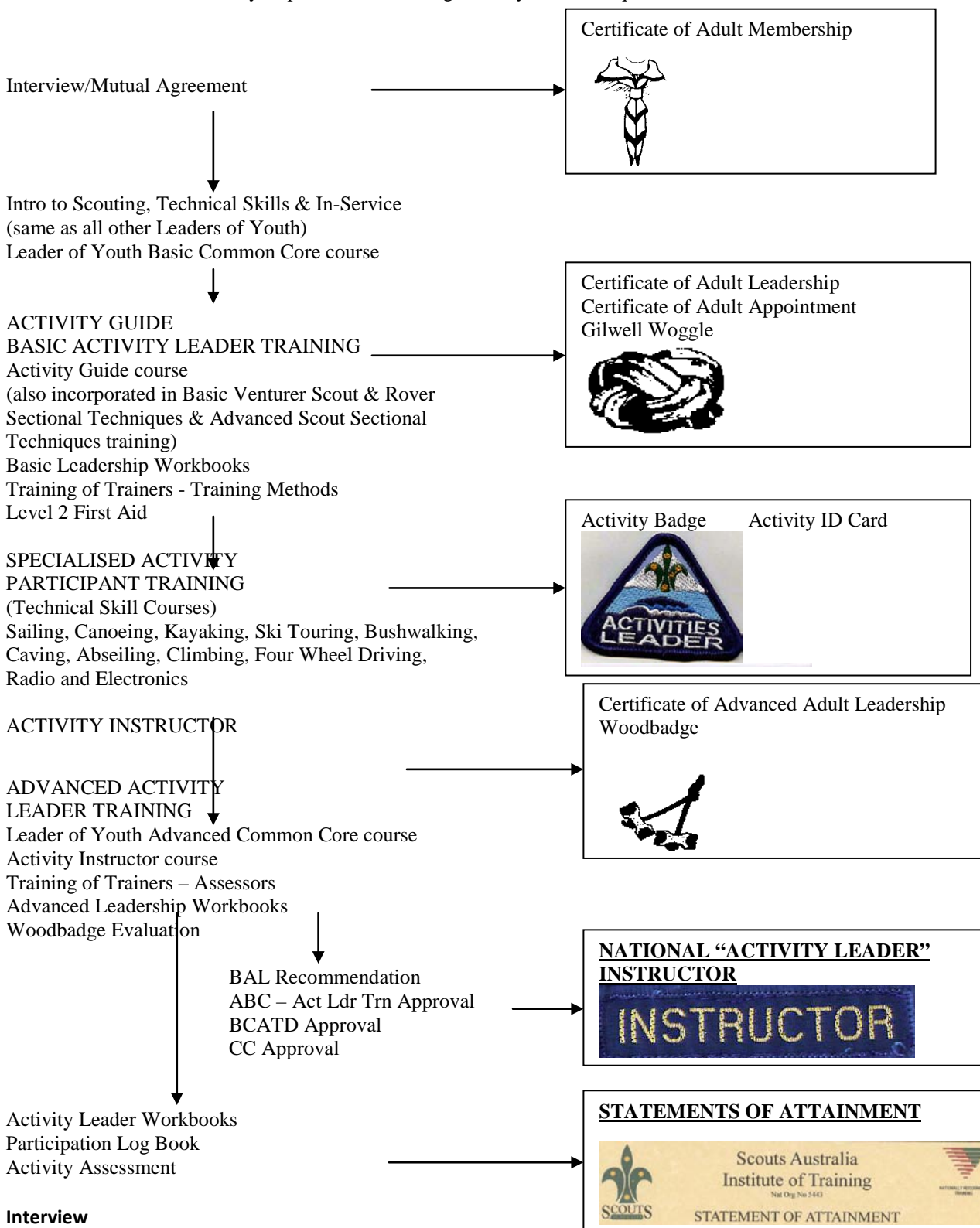


ELECTIVE TOPICS

A wide range of courses, designed to supplement the general training received through the Woodbadge scheme, may be offered. These courses provide knowledge relating to a specific appointment in the Movement, or give added insight into technical subjects and to enable a Leader to stimulate the interest of young people effectively. On completion of Advanced Training one unit must be completed yearly.

ADVENTUROUS ACTIVITY LEADER WOODBADGE TRAINING PROGRAM

In an endeavour to assist with the understanding of the Activity leader program, the following has been put together to simplify the structure and the necessary steps towards attaining Activity Instructor qualifications and Certification.



ELIGIBILITY TO UNDERTAKE TRAINING COURSES

Course and Code

Introduction to Scouting 001

Pre-requisites

At least 18 years old

Submitted A1, Working With Children Check and Consent to Check & Release National Police Record forms

Members of Group Committees may attend this course without submitting A1, Working With Children Check and Consent to Check & Release National Police Record forms.

Introduction to Rovering 340

Must be at least a Rover Squire, submitted Working With Children Check

Technical Skills Training Course 072

Have a Certificate of Adult Membership

Members without a Certificate of Adult Membership may attend a combined Introduction to Scouting/Skills Training full day course

Technical Tasks completion 092

Completed with Personal Leader Adviser

Have a Certificate of Adult Membership

May do a Technical Skills course for guidance

In-service completion

Completed with Personal Leader Adviser/Rover Crew

One of: 002, 012, 022, 032 or 042

Have a Certificate of Adult Membership

Leader of Youth Basic Common Core course

Have a Certificate of Adult Membership

One of: 003, 013, 023, 033 or 043

Introduction to Scouting/Rovering Seminar

Technical Skills completed

Leader of Youth Basic Sectional Techniques course

Have a Certificate of Adult Membership

Leader of Youth Basic Common Core course completed

Leader of Adult Basic Common Core course

Have a Certificate of Adult Membership

Introduction to Scouting/Rovering Seminar

Technical Skills completed

Leader of Adult Basic Sectional Techniques course

Have a Certificate of Adult Membership

Leader of Adult Basic Common Core course completed

Leader of Youth Advanced Common Core course

Basic course for the same section

At least six months since Basic course

Hold Certificate of Adult Appointment

Leader of Youth Advanced Outdoor Activities course

Basic course for the same section

Hold Certificate of Adult Appointment

Leader of Youth Advanced Sectional Techniques course

Leader of Youth Advanced Common Core course

Leader of Adults Advanced course

Basic course

Hold Certificate of Adult Appointment

At least six months since Basic Course

Advanced Modules

Basic course

Hold Certificate of Adult Appointment

At least six months since Basic Course

Youth Helpers course

Between 14.5 and 17.5 years of age

Parental approval to attend

Training of Trainers – Training Methods

Hold a Certificate of Adult Membership

Training of Trainers – Training Techniques

Hold a Certificate of Adult Membership

Training of Trainers – Personal Leader Adviser

Hold a Woodbadge

Training of Trainers – Assessors

Hold a Certificate of Adult Appointment

Training of Trainers – Training Leadership

Training of Trainers – Training Methods

Training of Trainers – Training Techniques

Training of Trainers – Assessor

Hold a Woodbadge

Invitation from Branch Commissioner Adult Training and Development

Activity Participant (Topic 9 –SRO Standard)

Youth – Age requirement of at least 14.5 years

Rovers and Leaders – Intro to Scouting/Rovers, Technical Task Skills/In-Service

Exception: 591 Basic Top Rope Climbing Certificate and 592 ADV. Lead Rock-Climbing can be taken up together.

Activity Guide

Introduction To Scouting/Rovering

Technical Skills/In service

* Radio Guides must qualify in all 4 radio modules (Cse Codes 494, 495 and 497)

Activity Instructor

Activity Guide qualification (see above)

Supplementary Courses Scout Standard
(Participant)

OTHER PRE-REQUISITES

Certificate of Adult Membership

Certificate of Adult Leadership and
Certificate of Adult Appointment

Certificate of Adult Leadership and
Certificate of Adult Appointment
(GL/DL/Com)

Certificate of Adult Leadership and
Certificate of Adult Appointment
(Activity Guide)

Certificate of Advanced Adult Leadership
and Woodbadge
(Leaders of Youth)

Certificate of Advanced Adult Leadership
and Woodbadge
(GL/DL/Com)

Certificate of Advanced Adult Leadership
and Woodbadge
(Activity Instructor)

Basic Topic 9 SRO Standard (Participant) is pre-requisite for courses listed under
Advanced Topic 9 SRO Standard (Participant).

Youth –available to all (except for courses flagged with #)

Rover and Leaders-Intro to Scouting/Rovers, Technical Task Skills/In-Service

Working With Children Check, Police Clearance and approval of District Personnel
Committee

Certificate of Adult Membership

Introduction to Scouting/Rovering seminar

Technical Skills

In-service Activities

Basic Common Core and Sectional Techniques course

Group/District/Region approval on A2 form

Certificate of Adult Membership

Introduction seminar

Technical Skills

In-service Activities

Basic Common Core and Sectional Techniques Course

District/Region approval on A2 form

Certificate of Adult Membership

Introduction seminar

Technical Skills/In service

ACT.LDR.BASIC Activity Guide

ACT.LDR. BASIC-Fundamentals

Basic Leadership Workbooks

One of the ACT.LDR. BASIC-SRO Standard (Participant) Specialist Courses (Topic
9)

i.e.:511 ACT.LDR.BASIC- SAILING OBC LEVEL 1 or 571 ACT.LDR.BASIC-
BUSHWALK LEADERSHIP

Training of Trainers - Training Methods (or equivalent)

District/Region approval on A2 form

* Radio Guides must qualify in all three radio modules (Cse Codes 494, 495 and
497)

Certificate of Adult Appointment

Advanced Common Core, Outdoor Activities and Sectional Techniques course

Project (as pre-course activity)

Completion of Advanced Leadership Workbooks (if not already holding a
Woodbadge)

Evaluation

Certificate of Adult Appointment

Advanced Course

5 Advanced module worksheets (including Project (as pre-course activity))

Completion of Advanced Leadership Workbooks (if not already holding a
Woodbadge)

For DL/Commissioners – Training of Trainers – Personal Leader Adviser

Evaluation

Certificate of Adult Appointment

Project (as pre-course activity)

Activity Guide qualification

Project (as pre-course activity)

ACT. LDR. ADV- Fundamentals

ACT.LDR ADV. Activity Instructor

One of the ADV-SRO Participant Standard Specialist Courses (Topic 9)

Training of Trainers – Assessors (or equivalent)

Completion of Advanced Leadership Workbooks (if not already holding a
Woodbadge)

Evaluation

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.

PERSONAL LEADER ADVISER

Each Leader recruited is to be assigned a Personal Leader Adviser (PLA), by the designated District/Region/Branch team member, to be a 'mentor', 'buddy' or 'adviser'.

The role of the Personal Leader Adviser is vital in the Leader support system of the Movement. The PLA is the key support person who will:

- Assist in the induction process.
- Promote leadership, motivation and loyalty to the Scout Movement as a whole.
- Ensure that the new Leader understands the training system and related obligations, and organise Leaders to undertake the formal training specified by assisting with the application for and completion of formal training programs.
- Encourage all Leaders to progress through the full Woodbadge program, and maintain liaison with Leaders attending formal training programs and support them.
- Encourage belief in the development of all Adults in Scouting and the completion of the Woodbadge as the accepted standard of effective leadership in the Association.
- Be responsible for, or assist with, the assessment of Leaders in achieving and maintaining the standards of the Association.
- Introduce the new Leader to key personnel in the District/Region and assist with an understanding of their role.
- Ensure that the new Leader knows about and receives all available support and other resources.
- Ensure that the new Leader knows about and understands the possibilities of the range of Branch, Region and District Scouting events.

There may be times that the experienced Leader nominated as a Personal Leader Adviser has yet to achieve the Woodbadge. This should not deter their selection and use as a Mentor but it is desirable that a Personal Leader Adviser is an experienced Leader with the appropriate Woodbadge.

The role of the Personal Leader Adviser can be summed up as follows:

1. Support and mentor the new Leader with friendship and reassurance during these first few months thereby helping to maintain the initial enthusiasm. Ensure that the In-service tasks are satisfactorily completed.
2. Talk with the Leader about his/her experience and existing skills then, together with the District Commissioner/DL Adult Training Support/Section Leader, help to plan the In-Service training program in the light of those discussions.
3. Inform the organisers of a District Meeting that you intend to visit and take the new Leader to the meeting. Arrange introductions to the Leaders most likely to help e.g. District Leaders and other Leaders with similar jobs. Try to create a feeling of welcome and belonging to a large successful Scout Movement.
4. Organise the visits to other Sections with the Section Leader concerned. Take the new Leader and help to make the best use of the visit by using the checklist provided in the Skills and In-Service workbook.
5. Ensure that on completion of the In-service and Technical Training Tasks the DL Adult Training Support is informed, using the forms in the In-service Workbook.
6. Ensure the completion of Leadership Workbooks.

The ROLE OF DISTRICT TEAM in relation to appointment of the Personal Leader Adviser (Leader of Youth) can be summed up as follows:

1. **District Leader Sectional**
 - Assigns suitable Personal Leader Advisers to work with specific new Leaders.

- District Leaders Sectional have an on going responsibility for the training and support of all Leaders within the District. A District Leader Sectional may be appointed as a Personal Leader Adviser.
- Identifies new Personal Leader Advisers suitable for appointment.
- Assists with Personal Leader Adviser training as required.

2. **District Leader Adult Training Support**

- On advice from the District Leader Sectional, records the Personal Leader Adviser name on Branch Records.
- Ensures that the Introduction to Scouting Seminar, In-service and Technical Tasks are satisfactorily completed and the Training Record is completed with the Personal Leader Adviser.
- Ensures that necessary training materials are provided.
- Except in exceptional circumstances the DLATS is not appointed as a Personal Leader Adviser.

APPOINTMENT AS A PERSONAL LEADER ADVISER

Support is needed for a new Leader coming into the Movement especially until they are established as a Certificated Leader. The District Leader Sectional is the provider of support within the section for which the new Leader is training, and will ensure that all Leaders within their Section receive the support necessary for the maintenance of quality Scouting.

To be formally appointed as a Personal Leader Adviser, Leaders should satisfy the following requirements:

- Have had reasonable experience in the Section concerned.
NOTE: Relevant experience in the Section is not optional. For example a Leader without Cub Scout Section experience should not be appointed as a Personal Leader Adviser in the Cub Scout Section.
- Have a good understanding of the structure of the Scout Association and know the key personnel in the local area with whom the new Leader will have to interact.
- Be willing to provide the extra time and commitment and have the ability to take on the role of a coach and mentor for a new Leader.
- Hold the relevant Section Woodbadge.
- Currently be working in the section or at District level.
- Have completed the Personal Leader Adviser Training Course since 1 January 2006.
- ARC (ATD) (on advice from the DC) then recommends the appointment as a Personal Leader Adviser to the Branch Commissioner Adult Training Development who arranges for the appointment to be raised and Certificate and Badge as a Personal Leader Adviser issued.
- Personal Leader Advisers are appointed for a term of three years (renewable).

Further details on the PERSONAL LEADER ADVISER functions and responsibilities are included in:

- Personnel Committee Handbook
- Leader of Adults Handbook
- Policy and Rules

Personal Leader Adviser training is part of the Training of Trainers Program. Details of courses are included in the Training Calendar.

WOODBADGE TRAINING FOR NEW LEADERS OF ADULTS

THE LEADER OF ADULTS (GROUP LEADER, COMMISSIONER, DISTRICT LEADER) DEVELOPMENT PROGRAM

This program ensures transfer of Training to the work situation; recognises skills that people already have; encourages learning in a variety of packages and by a variety of methods; promotes feedback to the participants. Included are courses (either Residential or Non Residential) where appropriate training will be conducted with larger groups. This training is described in the earlier table.

The training is:

Introduction to Scouting Seminar
In-Service / Technical Skills
Basic Common Core and Sectional Techniques Courses

Gilwell Woggle gained, Certificate of Adult Leadership and Certificate of Adult Appointment issued

Advanced Course
Advanced Module worksheets
Project (completed as pre-course activity)
Advanced Leadership Workbooks completed
Training of Trainers – Personal Leader Adviser (District Leaders and Commissioners only)

Evaluation and final recommendation by District Commissioner

Woodbadge gained and Certificate of Advanced Leadership, Certificate IV in Frontline Management and Certificate IV in Leadership issued.

APPOINTMENT OF A PERSONAL LEADER ADVISER (LEADER OF ADULTS)

Personal Leader Advisers drawn, in the main, from experienced Leaders, are appointed by the ARC (ATD), with recommendation from District Commissioner for Group Leaders, to advise and guide the new Leader through the program. The Personal Leader Adviser will work with the Leader to assess the skills and competencies the Leader brings to the role, as well as advising the Leader on where and how to learn the competencies needed. The Personal Leader Adviser will direct the new Leader to relevant resources, other experienced Leaders and training materials; provide feedback to the Leader on the effectiveness of the Leader's work and assist the Leader to evaluate their work. The appointment of Personal Leader Advisers follows the same process as for the Leaders of Youth.

TRAINING OF ADULT LEADERS WHO TRANSFER TO ANOTHER SECTION OR RETURN TO THE MOVEMENT AFTER A BREAK IN SERVICE

1. *Transfer of Appointment:*

A Leader who applies to transfer his/her appointment without a break in service must first complete the appropriate In-Service training and Basic Sectional Techniques Course to qualify for the new appointment. Then he/she goes on to complete the Woodbadge appropriate to the new appointment and is interviewed by the DPC prior to the transfer being completed. The Transferring Leader's In-Service Workbook is obtained from the Scout Service Centre.

2. *On return to the Movement with a break of not more than five years in Service:*

Depending on the length of time that a previous Leader has been out of the Movement, up to a period of 3 years, the amount of training to be undertaken should be agreed by the returning Leader and the District Commissioner with the assistance of the District Leader - Sectional and District Leader Adult Training Support.

The returning Leader will NOT be expected to repeat an Introduction to Scouting seminar, or In-Service training if the appointment is in the same Section as before.

For a Leader returning after a 3 to 5 year break, it is recommended that he/she undertake relevant Basic Level or Advanced Level training again. This will be decided in consultation with the DC or his/her representative, along with the District Leader - Sectional. On completion of required re-training the Leader will re-qualify for the Woodbadge.

3. *On returning to the Movement with a break of five years or more in service:*

Minimum requirement- A former Leader, returning to the Movement after a break of more than 5 years or a prospective female Leader with Guider experience, is expected to undertake, as a minimum, the Basic Sectional Techniques course appropriate to his or her new appointment. This includes a former section Leader who returns as a Group Leader or Commissioner. He/she must complete Pre-Certificate training applicable to a Group Leader, or Commissioner.

The District Commissioner, in conjunction with the DL- Sectional, should discuss with the returning Leader (whether returning to the former Section or not) the need for undertaking relevant parts of In-service training appropriate to the new appointment, and how much in-service training should be undertaken.

To re-qualify for the award of the Woodbadge, a Leader must, unless otherwise authorised by the Branch Commissioner for Adult Training and Development, complete all training within 3 calendar years.

Note: A Leader who has gained the Woodbadge before the break in service is entitled to continue wearing it on return, but the provisions of the above paragraphs will still stand.

4. *Activity Leaders previously certificated or transferring from Section Leader to Activity Leader*

A Section Leader who has completed Basic Training must complete the Specialised Activities and Adventurous Activities topics, and undertake the relevant In-Service training to achieve a Certificate of Adult Appointment as an Activity Leader. An Advanced Activity Leaders Techniques course is then to be completed to gain the Certificate of Advanced Adult Leadership (Woodbadge). Recognition of Prior Learning is available.

RECOGNITION PROCEDURE

As a registered Training Organisation, Scouts Australia, through the Scouts Australia Institute of Training (SAIT), offers Recognition against Nationally Accredited Training programs. Recognition;

- is a process that is available from SAIT to recognise skills and knowledge that individuals have acquired throughout their lifetime,
- is an acknowledgement to that individual that their skills are important to the organisation,
- also offers an opportunity to fast-track a new Leader's appointment.

Application Forms and Course Content Summaries can be obtained from Branch Headquarters or the Branch web site. Recognition against Sectional Techniques courses, either Basic or Advanced, is generally not available.

Definitions:

Recognition is a process for recognising current skills and knowledge, regardless of when, where, or how obtained, through formal and informal training (in Scouting, industry, and/or education), practical experience and/or life experience which can be assessed against established and formalised learning outcomes.

Recognition may only be granted in cases where the skills and knowledge claimed are required by the current National Training Program and are demonstrated in the performance of the applicant's current Scouting role.

National Accredited Training Programs are available for all Leaders for the development of skills and knowledge in defined areas.

Subject Matter Experts will normally be appropriate Leader Trainers or Adventurous Activity personnel, although external experts may sometimes be required. Subject Matter Experts will possess skills and knowledge in the area they will be assessing so that they are accepted as being expert in their areas.

The Assistant Region Commissioner - Adult Training and Development is the person designated by the Association to make the initial decision as to whether the application proceeds to the RPL Assessment Panel.

Recognition Assessment Panel normally comprises the Assistant Region Commissioner - Adult Training and Development and an appropriate Subject Matter Expert. An applicant may elect to nominate their District Commissioner to be part of the Assessment Panel. Recommendations for Recognition are then forwarded to the Branch Commissioner – Adult training and Development for confirmation.

Learning Outcomes are statements, which specify knowledge and skills, the application of that knowledge and those skills to the standard of performance required for the role.

Mutual Recognition of other organisation's nationally accredited awards is also available. You can recognise a Nationally Accredited courses by the Accredited Training logo (inverted triangle) on the certificate or Statement of Attainment from the other organisation.

Actions:

1. A Leader who wishes to apply for Recognition shall complete all details on the Scout Association of Australia Recognition of Prior Learning Application Form. The form is available from the Training section of the Web site or from your ARC (ATD). Where applicable, supporting evidence shall be provided as part of the application.

Applicants who require assistance in completing their application may contact their District Leader, or equivalent. Applications shall be submitted to the ARC ATD.

The ARC (ATD) shall be responsible for making the initial decision as to the relevance of the application in relation to the skills and knowledge required to perform the job.

Where the initial decision is favourable the application will be passed to the Assessment Panel.

If the decision of the ARC (ATD) is that the application is not relevant, he/she shall return the application to the applicant with a written explanation of the reasons for its return (copied to the applicant's District Commissioner or equivalent Commissioner).

An applicant may request a review of the decision in consultation with the District Leader or equivalent. Such consultation will result in either the original decision being confirmed or the application being sent to the Branch Commissioner Adult Training and Development for further consideration.

2. ***Recognition Process***

The Recognition Assessment panel shall assess applications against learning outcomes. If the panel considers that further information is necessary to properly assess the application, the applicant may be required to:

- provide further written information in support of the application
- attend an interview by the assessment panel and provide verbal information in support of the application
- demonstrate skills and knowledge in the areas(s) claimed by practical assessment testing or a combination of these.

3. ***Successful Applications***

Where applications are successful, the assessment panel shall provide an assessment report, summarising the assessment carried out and including a recommendation regarding the extent of recognition to be granted.

This report shall be forwarded to the Branch Commissioner for Adult Training and Development for action in terms of credits against the relevant section of the Training Program.

A copy of the assessment report shall be provided to both the applicant and the applicant's District Leader or equivalent.

4. ***Unsuccessful Applications***

Where applications are unsuccessful, the assessment panel shall provide an assessment report explaining why the application did not meet the required learning outcomes. The report shall be forwarded to the applicant, with an information copy to the applicant's District Commissioner or equivalent Commissioner.

5. ***Grievance Process***

An applicant who disagrees with the assessment report, or who considers that the appropriate processes have not been followed, may request a review by the Recognition assessment panel. An additional Subject Matter Expert will be included in the assessment panel. The assessment panel shall carry out such review and advise the applicant of its outcome.

TRAINING COURSES

WEB SITE - The Training pages of the Branch web site (www.vicscouts.asn.au) contain training course overviews, details of course content and learning outcomes, course stories, forms and training calendars. All documents can be printed if required.

WHERE TO APPLY

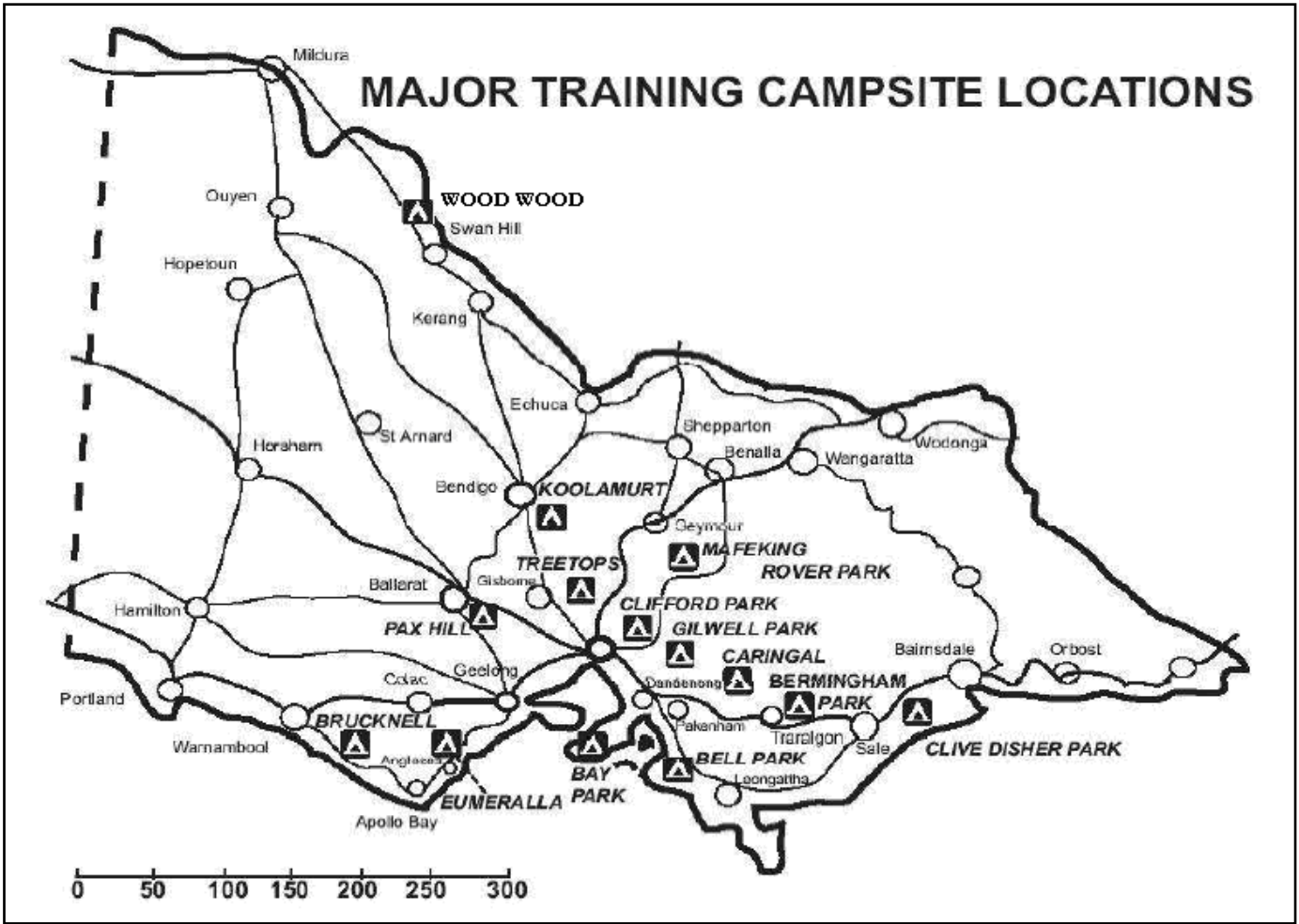
1. Training Application Forms (TR1) are available from Group Leaders, District Commissioners, District Leader ATS, and Scout Service Centres. These forms must be **FULLY COMPLETED**, signed by the applicant and endorsed by the Group Leader and District Leader and submitted (along with the course fee) to:
 - (a) **For Basic Courses** To the appropriate Scout Service Centre.
 - (b) **For Advanced Courses** To Branch Headquarters.
 - (c) **For Elective Courses** To the appropriate Scout Service Centre.
2. Individuals are able to complete an on-line TR1 through the Scout Extranet system (Training section). Such applications must be confirmed by payment of course fee before being accepted.
3. The Decision Date for Introduction to Scouting Seminars is **ONE** week before the course.
4. The Decision Date for all other courses is **THREE WEEKS BEFORE THE COURSE** – this is the date that the decision is made to run the course if there are sufficient applicants.
5. **THE FULL COURSE FEE** must accompany all applications.
6. **Refunds.** If an applicant is unable to attend a course for which an application has been made, the following refunds will be made:
 - up to two weeks before course - **FULL REFUND OF FEE PAID**
 - up to one week before course - **HALF REFUND OF FEE PAID**
 - less than one week before course - **NO REFUND**

COST OF TRAINING

- The charges levied for each training course are listed in the calendar below. These charges are considerably less than the actual cost of the course as the Scout Foundation tirelessly raises funds to subsidise the cost of training in Victoria. As an example of the true cost of training, a Cub Scout Sectional Techniques Basic is listed as \$60.00 per head to attend. The actual cost is \$150.00, meaning the Scout Foundation provides funds to subsidise the cost of the basic course by \$90.00. The Foundation also subsidises the cost of Advanced training.
- As well, a rebate system has been established to provide Groups with a rebate for the cost of Advanced training. This rebate will be automatically sent to the Group providing the Leader receives their Woodbadge within 12 months of completing all their Advanced training courses. The rebate for 2009 will be \$170.00 based on a total course cost of \$280.00. This means that the cost of the Advanced training for the Group will be the same as a Basic training course providing the Woodbadge is achieved within the required timeframe.
- Additionally, a subsidy for the cost of training has been put in place, again supported by the Scout Foundation. A \$25.00 per car per weekend fuel voucher is provided to the Leader who drives in excess of 200, but less than 400 kilometres round trip, and \$50 for those who drive in excess of 400 kilometres round trip. This distance is based on an 'as the crow flies' determination. These vouchers will be handed out at the course by the course leader.
- These measures have been put in place and supported by the Foundation to reduce the impact on Groups of providing the necessary and essential training that Leaders need to perform their role.

LOCATION OF MAJOR TRAINING VENUES

TRAINING VENUE	LOCATION	MELWAY	VIC ROADS
BAY PARK	Hearn Road, MT MARTHA	150 G6	
BELL PARK	Scout Drive, NYORA	612 S9	96 B7
BERMINGHAM PARK	Rifle Range Road, GLENGARRY	628 D7	347 L3
BRUCKNELL	BRUCKNELL near TIMBOON	626 F8	90 F9
CARINGAL	TYERS JUNCTION near Erica	628 C6	81 G9
CLIVE DISHER PARK	PERRY BRIDGE via SALE	628 H6	99 F2
CLIFFORD PARK	Clifford Drive, WONGA PARK	24 J6	
EUMERALLA SCOUT CAMP	Great Ocean Road, ANGLESEA	196 K3	
GILWELL PARK	Launching Place Road, GEMBROOK	299 F1	
KOOLAMURT	Mandurang Road, SPRING GULLY, BENDIGO	621 D9	283 N24
MAFEKING ROVER PARK	Caveat, near YEA	610 Q6	62 A3
PAX HILL	Cnr Fussel and Spencer Streets, BALLARAT	627 B4	257 S16
TREETOPS	Royal Parade, RIDDELLS CREEK	627 F3	284 G3



TRAINING CALENDAR 2009

DATE	REGION	LOCATION	DECISION DATE
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INTRODUCTION TO SCOUTING

Courses marked with * are combined with a Skills Training Course
Course Fee: \$25.00

FEB	15 Sun *	Eastern	Sale	6 Feb
FEB	21 Sat *	Eastern	Leongatha	13 Feb
FEB	28 Sat *	Hoadley	Braybrook	20 Feb
MAR	1 Sun *	Yarra Valley	Belgrave	20 Feb
MAR	1 Sun *	Geelong	Geelong	20 Feb
MAR	11 Wed	South Metro	Bentleigh	4 Mar
MAR	22 Sun *	Western	Horsham	13 Mar
APR	4 Sat *	Eastern	Bell Park	27 Mar
APR	5 Sun *	Northern	Seymour	27 Mar
APR	5 Sun *	West Coast	Port Fairy	27 Mar
APR	5 Sun *	Western	Ballarat	27 Mar
APR	19 Sun *	Hoadley	Braybrook	8 Apr
APR	19 Sun *	North West	Koolamurt	8 Apr
APR	21 Tue	South Metro	Bentleigh	14 Apr
APR	26 Sun *	North West	Mildura	17 Apr
MAY	3 Sun *	North West	Kerang	24 Apr
MAY	6 Wed	Geelong	Geelong	29 Apr
MAY	13 Wed	South Metro	Bentleigh	6 May
MAY	24 Sun *	Yarra Valley	Whitehorse	15 May
JUN	13 Sat	South Metro	Bentleigh	5 Jun
JUN	27 Sat *	Hoadley	Braybrook	19 Jun
JUL	12 Sun *	Yarra Valley	Lilydale	3 Jul
JUL	18 Sat *	Eastern	Warragul	10 Jul
JUL	26 Sun *	Western	Horsham	17 Jul
AUG	1 Sat *	Geelong	Geelong	24 Jul
AUG	10 Mon	South Metro	Bentleigh	3 Aug
AUG	16 Sun *	Hoadley	Braybrook	7 Aug
AUG	16 Sun *	Northern	Kyabram	7 Aug
AUG	23 Sun *	West Coast	Port Fairy	14 Aug
AUG	23 Sun *	Yarra Valley	Heathmont	14 Aug
AUG	23 Sun *	Western	Ballarat	14 Aug
SEP	5 Sat *	Eastern	Leongatha	28 Aug
SEP	12 Sat *	Eastern	Bairnsdale/Sale	4 Sep
SEP	13 Sun *	North West	Koolamurt	4 Sep
SEP	19 Sat *	Hoadley	Braybrook	11 Sep
SEP	19 Sat *	Yarra Valley	Knox	11 Sep
SEP	20 Sun *	Northern	Wodonga	11 Sep
OCT	12 Mon	Geelong	Geelong	5 Oct
OCT	13 Tues	South Metro	Bentleigh	6 Oct
OCT	18 Sun *	Yarra Valley	Manningham	9 Oct
OCT	25 Sun *	North West	Kerang	16 Oct
OCT	25 Sun *	North West	Mildura	16 Oct
NOV	10 Tues	Yarra Valley	Heathmont	2 Nov
NOV	15 Sun *	Western	Ballarat	6 Nov
NOV	21 Sat *	Hoadley	Braybrook	13 Nov

SKILLS TRAINING COURSE

These courses may be conducted by a Region or District and will be listed in Region calendars as well.

Course Fee: \$Nil

APR	19 Sun	South Metro	Bentleigh	9 Apr
MAY	24 Sun	South Metro	Camp Niall	15 May
JUL	12 Sun	South Metro	Hallam	3 Jul
OCT	25 Sun	South Metro	Bentleigh	16 Oct

INTRODUCTION TO ROVERING

Course Fee: \$25.00

JAN	24 Sat	BRC	Surfmoot (Eumerella)	16 Jan
FEB	24 Tues	South Metro	Bentleigh	17 Feb
MAR	21 Sat	RYVER	Heathmont	13 Mar
APR	28 Tues	Hoadley	Braybrook	21 Apr

MAY	12 Tues	Manibobar	Rosanna	5 May
JUN	6 Sat	BRC	Mudbash (Mkng RP)	29 May
JUL	11 Sat	South Metro	Bentleigh	3 Jul
AUG	1 Sat	Geelong	GRRC Hall	24 Jul
AUG	2 Sun	Eastern	Morwell	24 Jul
SEP	16 Wed	RYVER	Heathmont	9 Sep
OCT	TBA	Murray M/land	TBC	
OCT	10 Sat	Manibobar	Rosanna	2 Oct
OCT	24 Sat	Hoadley	Braybrook	16 Oct
NOV	15 Mon	BRC	Vic Rover Centre	6 Nov

BASIC COMMON Core – ALL YOUTH SECTIONS

Course Fee: \$50.00

FEB	14 & 28/2	Northern	Wang. & Benalla	23 Jan
MAR	6 – 8	Branch	Gilwell Park	13 Feb
APRIL	26/4 & 3/5	Yarra Valley	Heathmont	3 Apr
MAY	2 – 3	Geelong	Eumeralla	9 Apr
JUN	5 – 6	Eastern	Caringal	15 May
JUN	5 – 6	North West	Koolamurt	15 May
JUL	5, 12	Hoadley	Braybrook	12 Jun
AUG	1 – 2	South Metro	Gilwell Park	10 Jul
SEP	12 – 13	Northern	TBA	21 Aug
OCT	10 – 11	Yarra Valley	Clifford Park	25 Sep
NOV	7 – 8	Hoadley	Treetops	16 Oct

Basic Sectional Techniques Course

JOEY SCOUT

Course Fee: \$60.00

MAR	8 – 9	Branch	Gilwell Park	13 Feb
JUN	7 – 8	Eastern	Caringal	15 May
JUN	7 – 8	North West	Koolamurt	15 May
JUL	18, 25	Hoadley	Braybrook	26 Jun
OCT	24, 25	Yarra Valley	Heathmont	2 Oct
NOV	27 – 29	Geelong	Eumeralla	6 Nov

CUB SCOUT

Course Fee: \$60.00

MAR	8 – 9	Branch	Gilwell Park	13 Feb
MAR	14, 28	Northern	Wangaratta	20 Feb
MAY	15 – 17	Yarra Valley	Clifford Park	24 Apr
MAY	15 – 17	Geelong	Eumeralla	24 Apr
JUN	7 – 8	Eastern	Caringal	15 May
JUN	7 – 8	North West	Koolamurt	15 May
JUL	18, 25	Hoadley	Braybrook	26 Jun
AUG	21 – 23	South Metro	Gilwell Park	31 Jul
OCT	9 – 11	Northern	TBA	18 Sep
OCT	23 - 25	Yarra Valley	Clifford Park	2 Oct
NOV	20 – 22	Hoadley	Treetops	30 Oct

SCOUT

Course Fee: \$60.00

MAR	8 – 9	Branch	Gilwell Park	13 Feb
MAR	20-22	Northern	Mafeking RP	27 Feb
MAY	15 – 17	Yarra Valley	Clifford Park	24 Apr
MAY	15 – 17	Geelong	Eumeralla	24 Apr
JUN	7 – 8	Eastern	Caringal	15 May
JUN	7 – 8	North West	Koolamurt	15 May
JULY	31/7 – 2/8	Hoadley	Treetops	10 Jul
AUG	21 – 23	South Metro	Gilwell Park	31 Jul
OCT	9 – 11	Northern	TBA	18 Sep
OCT	23 - 25	Yarra Valley	Clifford Park	2 Oct
NOV	20 – 22	Hoadley	Treetops	30 Oct

VENTURER SCOUT

Course Fee: \$60.00

MAR	8 – 9	Branch	Gilwell Park	13 Feb
JUN	7 – 8	Eastern	Caringal	15 May
JUN	7 – 8	North West	Koolamurt	15 May
AUG	21 – 23	Hoadley	Treetops	31 Jul
OCT	23 - 25	Yarra Valley	Gilwell Park	2 Oct
NOV	27 – 29	Geelong	Eumeralla	6 Nov

ROVER

Course Fee: \$60.00

MAR	8 – 9	Branch	Gilwell Park	13 Feb
JUL	17 - 19	Yarra Valley	Warburton	26 Jun
SEP	11 – 13	South Metro	Bay Park	21 Aug
NOV	27 – 29	Hoadley	Treetops	6 Nov

ACTIVITY GUIDE

Course Fee: \$60.00

MAR	8 – 9	Branch	Gilwell Park	13 Feb
JUL	31 – 2/8	Hoadley	Treetops	10 Jul

ADVANCED COMMON CORE ALL YOUTH SECTIONS

Course Fee: \$80.00

MAR	4 – 6	Branch	Gilwell Park	11 Feb
MAY	15 – 17	Branch	Northern TBA	24 Apr
JUN	5 – 7	Branch	Pax Hill	15 May
AUG	1 – 2	Branch	Caringal	10 Jul
SEP	12 – 13	Branch	Gilwell Park	21 Aug
NOV	28 – 29	Branch	Treetops	6 Nov

ADVANCED OUTDOOR ACTIVITIES Courses**JOEY SCOUT**

Course Fee: \$90.00

MAR	6 – 7	Branch	Gilwell Park	11 Feb
JUN	19–21	Branch	Pax Hill	29 May
OCT	2 - 4	Branch	Gilwell Park	11 Sep

CUB SCOUT

Course Fee: \$90.00

MAR	6 – 7	Branch	Gilwell Park	11 Feb
MAY	15 – 17	Branch	Caringal	24Apr
JUN	19–21	Branch	Pax Hill	29 May
AUG	14 – 16	Branch	Northern - TBA	24 Jul
OCT	2 - 4	Branch	Gilwell Park	11 Sep

SCOUT

Course Fee: \$90.00

MAR	6 – 7	Branch	Gilwell Park	11 Feb
MAY	15 – 17	Branch	Caringal	24Apr
JUN	19–21	Branch	Pax Hill	29 May
AUG	14 – 16	Branch	Northern - TBA	24 Jul
OCT	2 - 4	Branch	Gilwell Park	11 Sep

VENTURER SCOUT

Course Fee: \$90.00

MAR	6 – 7	Branch	Gilwell Park	11 Feb
JUN	19–21	Branch	Pax Hill	29 May
OCT	2 - 4	Branch	Gilwell Park	11 Sep

ADVANCED Sectional Techniques Courses**JOEY SCOUT**

Course Fee: \$110.00

MAR	8 – 9	Branch	Gilwell Park	11 Feb
JUN	7 – 8	Branch	Pax Hill	15 May
OCT	23 - 25	Branch	Gilwell Park	2 Oct

CUB SCOUT

Course Fee: \$110.00

MAR	8 – 9	Branch	Gilwell Park	11 Feb
JUN	7 – 8	Branch	Pax Hill	15 May
AUG	28 – 30	Branch	Northern - TBA	7 Aug
SEP	11 – 13	Branch	Caringal	14 Aug
OCT	23 - 25	Branch	Gilwell Park	2 Oct

SCOUT

Course Fee: \$110.00

MAR	8 – 9	Branch	Gilwell Park	11 Feb
JUN	7 – 8	Branch	Pax Hill	15 May
SEP	11 – 13	Branch	Caringal	14 Aug
AUG	28 – 30	Branch	Northern - TBA	7 Aug
OCT	23 - 25	Branch	Gilwell Park	2 Oct

VENTURER SCOUT

Course Fee: \$110.00

MAR	8 – 9	Branch	Gilwell Park	11 Feb
JUN	7 – 8	Branch	Pax Hill	15 May
OCT	23 - 25	Branch	Gilwell Park	2 Oct

ROVER

Course Fee: \$200.00

MAR	6 – 9	Branch	Gilwell Park	11 Feb
OCT	2 - 4, 23 - 25	Branch	Treetops	11 Sep

ACTIVITY INSTRUCTOR

Course Fee: \$110.00

MAR	8 – 9	Branch	Gilwell Park	11 Feb
OCT	23 - 25	Branch	Gilwell Park	2 Oct

BASIC COMMON CORE – LEADER OF ADULTS

Course Fee: \$50.00

MAR	7	Branch	Gilwell Park	13 Feb
APR	18	West Coast	Brucknell	27 Mar
MAY	23	Yarra Valley	Heathmont	1 May
MAY	23	Geelong	TBA	1 May
JUN	6	Eastern	Caringal	15 May
JUN	27	Northern	TBA	5 Jun
AUG	5, 12	Branch	Branch	15 Jul
SEP	12	South Metro	Bentleigh	21 Aug
NOV	7	Hoadley	Treetops	16 Oct

BASIC Techniques Course**GROUP LEADER**

Course Fee: \$60.00

MAR	8	Branch	Gilwell Park	13 Feb
APR	19	West Coast	Brucknell	27 Mar
MAY	24	Yarra Valley	Heathmont	1 May
MAY	24	Geelong	TBA	1 May
JUN	7	Eastern	Caringal	15 May
JUN	28	Northern	TBA	5 Jun
AUG	19, 26, 2/9	Branch	Branch	29 Jul
SEP	13	South Metro	Bentleigh	21 Aug
NOV	8	Hoadley	Treetops	16 Oct

COMM/DL

Course Fee: \$60.00

MAR	8	Branch	Gilwell Park	13 Feb
APR	19	West Coast	Brucknell	27 Mar
MAY	24	Yarra Valley	Heathmont	1 May
JUN	28	Northern	TBA	5 Jun
AUG	19, 26, 2/9	Branch	Branch	29 Jul
SEP	13	South Metro	Bentleigh	21 Aug
NOV	8	Hoadley	Treetops	16 Oct

LEADER OF ADULTS ADVANCED

Course Fee: \$280.00

MAR	5 – 9	Branch	Gilwell Park	11 Feb
JUN	5 – 8	Branch	Pax Hill	15 May
OCT	2 - 4, 23-25	Branch	Treetops	11 Sep

YOUTH HELPERS

Course Fee: \$20.00

MAR	8 Sun	Eastern	Clive Disher Pk	13 Feb
MAR	29 Sun	North West	Koolamurt	6 Mar
MAY	9 Sat	Eastern	1st Morwell	17 Apr
JUN	28 Sun	Hoadley	Braybrook	5 Jun
AUG	15 Sat	Yarra Valley	Heathmont	17 Jul
SEP	12 Sat	South Metro	Bentleigh	21 Aug
OCT	10 Sat	Eastern	Bell Park	18 Sep

TRAINING OF TRAINERS – TRAINING METHODS

Course Fee: \$50.00

MAY	24 Sun	Hoadley	Braybrook	1 May
JUN	13 Sat	Yarra Valley	Heathmont	15 May
JUL	11 Sat	South Metro	Bentleigh	19 Jun

JUL	25 Sat	West Coast	Warrnambool	3 Jul
SEP	13 Sun	Western	Pax Hill	21 Aug

TRAINING OF TRAINERS – TRAINING TECHNIQUES

Course Fee: \$60.00 except for those marked * which are \$95.00

APR	4/5 *	Eastern	Birmingham Park	13 Mar
JUN	20, 21	Hoadley	Braybrook	29 May
AUG	8, 16	Yarra Valley	Heathmont	17 Jul
AUG	15/16 *	West Coast	Brucknell	24 Jul
OCT	10, 11	South Metro	Bentleigh	18 Sep
OCT	24/25 *	Western	Pax Hill	2 Oct

TRAINING OF TRAINERS – PERSONAL LEADER ADVISERS

Course Fee: \$30.00 except for those marked * which are \$65.00

APR	18/19 *	North West	Koolamurt	27 Mar
MAY	2/3 *	Eastern	Bell Park	9 Apr
MAY	16, 17	Hoadley	Braybrook	24 Apr
MAY	23/24 *	Western	Pax Hill	1 May
JUL	25, 26	South Metro	Bentleigh	3 Jul
SEP	5, 19	Yarra Valley	Heathmont	14 Aug
SEP	19/20 *	West Coast	Brucknell	28 Aug
NOV	7, 8	Hoadley	Braybrook	9 Oct

TRAINING OF TRAINERS – ASSESSORS

Course Fee: \$130.00

MAY	2, 3	Branch	Braybrook	9 Apr
NOV	14, 15	Branch	BHQ	23 Oct

TRAINING OF TRAINERS – TRAINING LEADERSHIP

Course Fee: \$100.00

OCT	9 – 11	Branch	Gilwell	11 Sep
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LEVEL 1 FOOD HANDLING

Course Fee: \$60.00

MAY	16	Branch	Branch	24 Apr
OCT	3	Branch	Braybrook	11 Sep

LEVEL 2 FOOD HANDLING

Course Fee: \$60.00

MAY	17	Branch	Branch	24 Apr
OCT	4	Branch	Braybrook	11 Sep

TRAINING TEAM CONFERENCE

Fee: Nil

FEB	14/15	Branch	Gilwell Park	9 Feb
AUG	9 Sun	Branch	BHQ	3 Aug

DISTRICT LEADER (ADULT TRAINING SUPPORT) CONFERENCE

Fee: Nil

JUL	19 Sun	Branch	BHQ	13 Jul
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PERSONAL LEADER ADVISER CONFERENCE

Fee: Nil

OCT	4 Sun	Branch	BHQ	28 Sep
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DIPLOMA PRESENTATION NIGHT

Fee: Nil

SEP	4 Fri	Branch	BHQ	31 Aug
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ELECTIVES

Fee: \$10.00 except for those marked * which are \$15.00

FEB	1 Sun	Eastern - Trafalgar H.S.	Programming	19 Jan
FEB	1 Sun	Eastern - Trafalgar H.S.	Administration & the Extranet	19 Jan
MAY	23 Sat	Eastern - Bell Park	Synthetic rope knots & Lashings	11 May
MAY	23 Sat	Eastern - Bell Park	Construction	11 May
JUL	25 Sat	Eastern - Clive Disher Pk	Camp Cooking *	13 Jul
JUL	26 Sun	Eastern - Clive Disher Pk	Campfire Leader	13 Jul
AUG	16 Sun	Eastern - Birmingham Park	Promise & Law	3 Aug
AUG	16 Sun	Eastern - Birmingham Park	Jungle Atmosphere	3 Aug
AUG	23 Sun	Yarra Valley – Clifford Park	Gourmet Cooking *	10 Aug
SEP	5 Sat	Eastern - Connan Park	Geocaching/GPS	24 Aug
SEP	5 Sat	Eastern - Connan Park	Environment	24 Aug

2009 ADVENTUROUS ACTIVITIES TRAINING CALENDAR PARTICIPANT AND SPECIALIST SUPPLEMENTARY COURSES

DATE	LOCATION	DECISION DATE
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SAILING, POWER BOAT & SAFETY BOAT COURSES

Contact: Paul Peeler, BAL - Sailing

BASIC AND ADVANCED (Codes 510-515) COST \$60

January 5 Days Continuous	SSS Holloway 2/11 Brighton Sea Scout Hall	2 January
14/15 February & 28 Feb/1 Mar	SSS Holloway 2/11 Brighton Sea Scout Hall	30 January
14/15 March & 28/29 March	SSS Holloway 2/11 Brighton Sea Scout Hall	27 February
Jan 2010, 5 days continuous	SSS Holloway 2/11 Brighton Sea Scout Hall	2 January
13/14 Feb & 27/28 Feb 2010	SSS Holloway 2/11 Brighton Sea Scout Hall	29 January

CANOEING AND KAYAKING

Contact: Paul Leishman, BAL – Canoeing/Kayaking

CANOEING & KAYAKING GUIDE SKILLS FLAT WATER

(Codes 520, 521)

COST \$75

20-22 February	Western Region	6 February
29-31 May	Northern Region	15 May
7-9 August	Eastern Region	24 July
6-8 November	TBA	23 October

CANOEING & KAYAKING PARTICIPANT FLAT WATER

(Codes 535, 536) COST: Variable Location: Various.

Contact your local District or Region Water Activities Leader

CANOEING & KAYAKING INSTRUCT SKILLS FLAT WATER

(Codes 522, 523) Obtained on experience and further assessment.

CANOEING & KAYAKING GUIDE/INSTRUCT SKILLS WHITE WATER (Codes 537, 538, 540-543)

These courses are outsourced to other training providers on request.

Contact Paul Leishman.

RIVER RESCUE (Code 539)

COST \$TBA

TBA		
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SKI TOURING

Contact: Roger Harrop. BAL – Ski Touring

Ph: (03) 9499 8228 email: bal.skitouring@vicscouts.asn.au

BASIC SKIING SKILLS (Code 564)**COST \$10-12** plus equipment hire and on mountain fees approx. \$60-70

5 July	Mt Stirling	19 June
12 July	Lake ountain	26 June
19 July	Mt Baw Baw	3 July
26 July	Lake Mountain	10 July
22 August	Lake Maountain	7 August
23 August	Mt Baw Baw	7 August

LEVEL 1, 2 & 3 SKI TOURING (Codes 561-563)

Basic Skiing Skills are a prerequisite for these levels of qualification.
Further snow based assessment is then carried out in a variety of locations and snow conditions.

Contact the BAL – Ski Touring for further details and information.

BUSHWALKING

Contact: Shirley Deane BAL – Bushwalking

HIKE LEADERSHIP SKILLS (CODE 571) COST \$50

28 March & 18/19 April	Lal Lal near Ballarat	6 March
30 May & 13/14 June	Lal Lal near Ballarat	8 May
3 October & 17/18 October	Lal Lal near Ballarat	11 September

ADVANCED HIKE LEADERSHIP SILLS (code 572) COST \$50

11/12 July & 25/26 July	Mt Baw Baw Plateau	19 June
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INTRODUCTION TO GPS

17 May (am)	Jells Park, Mt Waverley	24 April
15 November	Cardinia Dam near Lysterfield	23 October

CAVING

Contact: Tony Watson BAL – Caving

BASIC CAVING (Code 581) COST \$45

7,8 & 9 March	Buchan - N.E. Vic.	20 February
25/26 July	Branch Activity Training Centre	26 June
14/15 November	Mt Eccles National Park. – SW. Vic.	23 October

ROCK CLIMBING

Contact: Peter Ryan, 0418 368 014, email: ptimes2@bigpond.net.au

TOP ROPE CLIMBER (Code 591) COST \$80

Incorporated in the Lead Rock Climber course

7,14/15, 21/22 March	Branch Activity Training Centre Summer Day Valley Mt Arapiles	20 February
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LEAD ROCK CLIMBER (Code 592) COST \$160

7,14/15,21/22 March	Branch Activity Training Centre Summer Day Valley	20 February
4/5, 18/19 April	Mt Arapiles	

ABSEILING

Contact: Stan Stevens, BAL – Abseiling

ABSEILING PARTICIPANT (Code 603) COST \$30

4/5 July	Various	5 June
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ABSEILING GUIDE SKILLS (Code 601) COST \$120

2/3, 16/17, 30/31 May	Various	3 April
29/30 August 12/13 September 26/27 September	Various	31 July

ABSEILING INSTRUCT SKILLS (Code 602)

Obtained from further experience and assessment.

FOUR WHEEL DRIVING

Contact: Duncan White, BAL – 4X4

4X4 LEVEL 1 COST: ADULTS \$110

VENTURERS \$40

Plus accommodation

Venturers must hold a Learners Permit & have access to a 4X4 vehicle.

22-24 May	Mafeking Rover Park	1 May
17-19 July	Mafeking Rover Park	26 June
16-18 October	Mafeking Rover Park	25 September

4X4 LEVEL 2

COST: ADULTS \$110

VENTURERS \$40

Plus accommodation

Level 1 4X4 is a prerequisite for this course.

Venturers must hold a Learners Permit & have access to a 4X4 vehicle.

Dates and locations for this course are by arrangement with the 4X4 Activity Unit.

Contact: Duncan White or Brian Twining. Ph. 9727 3541

RADIO AND ELECTRONICS

Contact: Ben Ball BAL – Radio/Electronics

FOUNDATION LICENCE COST \$TBA

25/26 April	Wattle Glen Scout Hall	27 March
30/31 May	To be Advised	1 May
20/21 June	Branch Activity Training Centre	22 May
25/16 July	To be Advised	26 June
21/22 November	To be Advised	23 October

REGULATION COST \$TBA

29 March	To be Advised	27 February
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THEORY COST \$TBA

11/12 April	To be Advised	13 March
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PARASCENDING

COST \$60

Contact: Danielle Cockerell BAL – Parascending

Parascending Training is conducted on normal flying activities

21/22 February	Miepoll	30 January
11/12 April	Miepoll	18 March
10/11 October	Miepoll	18 September
14/15 November	Miepoll	23 October

FIRST AID

Victorian Scout First Aid Service (VSFAS) is a service unit of Scouts Australia, Victorian Branch, operating under the auspices of the BAL Council. The Purpose of the Service is to provide First Aid training to all youth and adult members of the Association; to provide First Aid services at Scout functions when requested and to keep the Chief Commissioner informed of current First Aid Policy and Practice.

Branch Activity Leader: Tom Hickey, PO Box 382, Keilor Vic 3037, 0411 461 495,
bal.firstaid@vicscouts.asn.au

Training Locations: Branch Activity Training Centre, Legana Street, Mt Waverley (Melway 70 F5)
 Western Scout Centre, Ashley St, Braybrook (Melway 27 E2)

FIRST AID COURSES - (All applications are sent direct to address below – not training centres or BAL)

Bookings for ALL courses close **TWO WEEKS** prior to the advertised commencement date. ALL applications to be made by completing a TR1 to be sent with the applicable fee, to: Ann Coram, Senior Training Officer, VSFAS, 5 Ferny Court, Dandenong South Vic 3175. Telephone: 03 9706 5845 Email: ancorven@alphalink.com.au

YOUTH COURSES: - One day course designed to meet the requirements of the current Scout award scheme.

Cost: \$15.00 (Includes First Aid Manual, badge and certificate)

Date:	Location:	Closing Date:
15 th March 2009	Western Scout Centre	27 th February 2009
17 th May 2009	Branch Activity Training Centre	1 st May 2009
12 th July 2009	Branch Activity Training Centre	26 th June 2009
30 th August 2009	Branch Activity Training Centre	14 th August 2009
11 th October 2009	Western Scout Centre	25 th September 2009

Please Note: All Scout section participants must be accompanied by a Leader

LEVEL 2 COURSES:

These are fully accredited two-day First Aid courses offered to all members aged 14 years and over. Members of either the Scout or Girl Guide Associations may apply. At the conclusion of each course, learning and competencies are formally assessed. Consequently, these courses result in qualifications that are recognized nationally; both within Scouting as well as in the workplace. **Cost: \$95.00** (Includes First Aid Manual, Workbook, Certificate and Badge)

Date:	Location:	Closing Date:
21 st & 22 nd March 2009	Western Scout Centre	6 th March 2009
18 th & 19 th April 2009	Branch Activity Training Centre	3 rd April 2009
23 rd & 24 th May 2009	Branch Activity Training Centre	8 th May 2009
13 th 14 th June 2009	Western Scout Centre	29 th May 2009
18 th 19 th July 2009	Branch Activity Training Centre	3 rd July 2009
12 th & 13 th September 2009	Western Scout Centre	28 th August 2009
10 th & 11 th October 2009	Branch Activity Training Centre	25 th September 2009
14 th & 15 th November 2009	Western Scout Centre	30 th October 2009

LEVEL 2 REFRESHER COURSES:

One day update course for holders of current Level 2 Certificate about to expire or one which has expired within last 2 months.

Cost: \$60.00 (Includes First Aid Manual, Workbook, Certificate and Badge)

Date:	Location:	Closing Date:
15 th March 2009	Branch Activity Training Centre	27 th February 2009
14 th June 2009	Branch Activity Training Centre	29 th May 2009
2 nd August 2009	Western Scout Centre	17 th July 2009
4 th October 2009	Western Scout Centre	18 th September 2009

C.P.R. UPDATES:

The Australian Resuscitation Council states, “the techniques of Expired Air Resuscitation and External Cardiac Compression are manual skills which require repeated practice on approved training manikins. Annual revision courses are necessary to retain and demonstrate proficiency in Cardiac Pulmonary Resuscitation”.

Leaders should also note that CPR techniques are different from those prescribed in earlier years. It is strongly recommended that ALL Leaders attend for CPR retraining as soon as possible.

Level 2 Certificate holders wishing to update the resuscitation component of their certificate may attend on either the 1st or 2nd day of the relevant Level 2 Courses listed above, or attend a Level 2 Refresher Course.

Cost: \$20.00

Dates: Refer to Level 2 Course or Level 2 Refresher Course dates above.

VSFAS MAY CONDUCT SUPPLEMENTARY COURSES FOR:

Asthma Management Anaphylactic Shock management Epilepsy Management Wound Management

Dates and times will be advertised throughout the year, dependent on level of interest. **Contact:** Ann Coram, 03 9706 5845.

FIRST AID DUTIES:

Trained First Aiders and equipment may be provided for larger Scouting functions upon **reasonable** notice being given (**at least 60 days beforehand**). A non-refundable deposit must be paid and modest donation will be expected to cover services rendered and equipment used.

ACCREDITATION:

Upon satisfactory completion of a VSFAS First Aid Course your membership record in the Branch database will be annotated accordingly. Upon lodgement of a certified copy of a First Aid Certificate issued by a nationally recognised authority, your membership record in the Branch database will also be annotated accordingly. When forwarding a certificate for recognition please include your full name address, Scout Registration Number and Group name.

If a First Aid badge is required please refer to details under heading **FIRST AID BADGE**.

FIRST AID BADGE:

The badge, white cross on green background, is the **only officially recognised Scouting First Aid badge** that may be worn on the Scout uniform. Qualified first aiders may wear the badge for a period of three years from the date on the most recently issued first aid certification of attainment.

The Scout First Aid badge is available only through VSFAS. It is not available from Snowgum stores nor by mail order. It is issued automatically with the relevant certificate upon satisfactory completion of an appropriate course conducted by the VSFAS. The cost is included in the course fee. Where qualifications have been earned from a nationally recognised external service provider, a **verified copy of the corresponding certificate, applicants full name and return address and Scout Registration Number**, is to be sent **direct to Ann Coram, 5 Ferny Court, Dandenong South Vic 3175**. Include a cheque OR money order to the value of \$2.00 to cover the badge cost. **UNDER NO CIRCUMSTANCES SEND STAMPS.**

FIRST AID KITS:

- **Scout Kit (Personal)**

One triangular bandage (No 13)Four adhesive dressings (Band-aids) medications	One 7.5 cm crepe bandage Three safety pins	Small wound dressing Plus any personal
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- **Patrol Kit**

Roll of adhesive dressing strip	Packet of gauze squares	Five Betadine wipes
One wound dressing (No 14) wide roll	One pair of shears	Adhesive tape – 2.5 cm
One bottle saline solution	One set of plastic tweezers	
- **Group Kit (Scout Hall)**

To be taken on all major events & standing camps, etc. This should be in an unlocked, weather proof and easily transportable box or pack, to be kept in an accessible location and scrupulously maintained with up to date stock.

Four triangular bandages	5 pairs disposable gloves	12 assorted safety pins
Two 5 cm crepe bandages	Two 7.5 cm crepe bandages	Small pack cotton buds
Two 10 cm crepe bandages wipes	10 Betadine wipes	4 disposable cloth

Foil rescue sheet pencil	One small wound dressing	Small notepad and
Ten wound closures – Steristrips (Band-aids)	30+ Sun Screen cream	20 adhesive dressings
Adhesive tape – 2.5 cm wide roll dressings	Adhesive dressing strip	Four non-stick
Four eye pads – sterile	6 bottles saline solution	Pair of sharp scissors
Pair of plastic tweezers	One large wound dressing – No 1535 gm	
Small box of No 13 Cotton Squares (Dove or similar)		

ACCREDITED TRAINING

Scouts Australia institute of training

THE ORGANISATION

Scouting is the leading international volunteer youth organisation with over 28 million members in more than 180 countries. It is recognised within the community for the impressive youth development programs it has offered for more than 100 years. Supporting these exciting youth adventure programs is an adult training program known internationally as the Woodbadge Training Scheme. Scouts Australia delivers the internationally recognised Woodbadge Scout training scheme (described elsewhere in this book) through a number of programs, many of which are accredited through the National Training Information Service operated by the Australian government.

Scouting in Australia is coordinated at National level with each State and Territory operating a Branch that independently manages Scouting. Each Branch has its own training facilities and equipment and delivers the Woodbadge Training Program. The content of this has been developed to meet the World Organisation of Scout Movement's requirements as well as current contemporary National legislation and community requirements.

A National Training Team comprises authorised Trainers and Assessors. These are led by the National Commissioner for Adult Training and Development through the respective Branch Commissioners for Adult Training and Development. The Trainers and Assessors have many years Scouting experience and they conform to industry standards.

Scouts Australia has been a Registered Training Provider since 1994 and since then has delivered a number of registered training courses. In November 2002 Scouts Australia achieved national accreditation of our Leadership qualifications. Four leadership qualifications are available – three at the adult leader level and one at vocational entry-level, the latter being specifically developed for the Venturer Scout age group.

In September 2004, Scouts Australia opened the Scouts Australia Institute of Training (a Registered Training Organisation), based in Queensland in what was the National training office.

PURPOSE OF THIS INFORMATION

This information has been written to provide members with important information about the Vocational Education and Training programs offered by Scouts Australia. These notes outline your rights and responsibilities as a participant.

You will be asked to acknowledge that you have read this information on your Training Course Applications form (TR1), so please take the time to study it carefully and ask your Personal Leader Advisor if you are unsure about anything. You should keep this section for reference throughout your enrolment.

The contents of this section represent the key points of various Policies and Procedures developed by Scouts Australia to meet the defined government legislation in relation to Vocational Education and Training.

PROGRAM AVAILABILITY AND ELIGIBILITY

Diploma of Leadership: Adults in Scouting who have completed and are experienced as Woodbadge Leaders. This will also attract the dual qualification of Diploma of Management provided electives are chosen from within the Business Services Area Units of Competency.

Certificate IV in Leadership: Adults in Scouting who are undertaking Advanced Woodbadge training.

Certificate III in Leadership Support: Adults in Scouting who are undertaking Basic Leadership Woodbadge training.

Certificates III/IV will also attract the dual qualification of Certificate III/IV in Frontline Management provided electives are chosen from within the Business Services Area Units of Competency.

Certificate II in Leadership Support This qualification is available to all members in the 15 – 18 year old age group. It provides a nationally recognised Certificate II vocational qualification that can be completed based on involvement in a Venturer Scout Unit and the completion of the Venturer Award or similar youth group. If a further core Unit of Competency from the Business Services Area is selected, the qualification Certificate II in Business may also be awarded.

Successful completion of these qualifications will lead to the participant receiving a nationally recognised Diploma/Certificate, and/or Statements of Attainment for those Units of Competency. This Diploma/Certificate/Statement of Attainment is part of the Australian Qualifications Framework (AQF), and as such will be recognised in all states/territories in Australia.

Certificate II will be incorporated within the new Yenturer Award as part of the Queen's Scout Award, in 2009.

COURSE INFORMATION

The following tables indicate the qualification, course code and name, and units of competency that form individual qualifications.

COURSE OVERVIEW – BSB07

Course Code:	Qualification Name:	Course Code:	Qualification
Name: BSB51107 in Leadership Support	Diploma of Leadership	BSB31207	Certificate III
Frontline Management	Diploma of Management		Certificate III in
BSB40807 Leadership Support	Certificate IV in Leadership	BSB20107	Certificate II in
in Business	Certificate IV in Frontline Management		Certificate II

		Diploma	Certificate IV	Certificate III	Certificate II
Core units					
Leadership Core	Fundamentals	SAF501A	SAF401A	SAF301A	SAF201A
	Programming	SAP501A	SAP401A	SAP301A	SAP201A
For each level, all must be completed	Leadership	BSBWOR502A	BSBMGT401A	BSBFLM312B	
	OH&S	BSBOHS509A	BSBOHS407A	BSBCM311B	BSBOHS201A
	Relationships	BSBMGT502B		BSBFLM303C	
	Organisation		BSBWOR402A		
	Operational Planning	BSBMGT515A	BSBMGT402A	BSBFLM305C	
	Learning Environment	BSBLED501A			
Elective Units					
For Certificate II, any 11 must be completed.	Work in Teams		BSBREL401A	BSBFLM311C	BSBWOR203A
	Innovation and Change	BSBINN502A	BSBINN301A	BSBINN301A	BSBINN201A
	Manage Meetings	BSBADM502B			
	Relationships		BSBWOR401A	BSBWOR301A	BSBCM201A
For Certificate III any 2 must be completed.	Organisation		BSBWOR404A		BSBWOR202A
	Communicate with Others	BSBINM501A	BSBINM401A	BSBFLM306C	BSBFLM312B
	Improvement		BSBMGT403A		
For Certificate IV, any 6 must be completed.	Sustainability				BSBSUS201A
	Information Management				BSBINM201A
For Diploma, any 3 must be completed.	Outdoor Logistics				SROODR001A
	Outdoor Activities				SROODR002A
	Quality Service	BSBCUS501A			
	Navigation				SRONAV001B
	Personal Priorities	BSBWOR501A			
For Diploma Of Leadership	Assessment	TAAASS402C			
Additional For Leadership Qualification	First Aid	Have held the Cert IV or equivalent FA Qualification.	HLTFA301A or equivalent	HLTFA301A or equivalent	HLTFA301A or equivalent

Adults in Scouting will complete the Core Units at each level. The Elective Stream defines the adult Leader's role within the organisation. If a Leader changes organisational role there may be a need to complete those additional elective units to gain Statements of Attainment additional to the qualification. Under no

circumstances will a Leader be required to complete Units of Competency they have already successfully completed.

ADVENTUROUS ACTIVITIES QUALIFICATIONS FRAMEWORK – (Draft 2007)

In 2007 SAIT became involved in the delivery of accredited Adventurous activity training. The assessed outcomes of this training leads to the awarding of the following competencies, depending on the stream the Leader is working in:

WOODBADGE EQUIVALENT	DESCRIPTION	ABSEILING ARTIFICIAL	ABSEILING NATURAL	BUSHWALKING	CANOEING	KAYAKING
BASIC ACTIVITY GUIDE	INTRODUCTORY COMMON CORE	SRONAV 001B	SRONAV 001B	SRONAV 001B	SRONAV 001B	SRONAV 001B
		SROODR 001A	SROODR 001A	SROODR 001A	SROODR 001A	SROODR 001A
		SROODR 002A	SROODR 002A	SROODR 002A	SROODR 002A	SROODR 002A
		SROOPS 001B	SROOPS 001B	SROOPS 001B	SROOPS 001B	SROOPS 001B
		SROOPS 002B	SROOPS 002B	SROOPS 002B	SROOPS 002B	SROOPS 002B
	FIRST AID	SROOPS 003B	SROOPS 003B	SROOPS 003B	SROOPS 003B	SROOPS 003B
		SRXFAD 001A	SRXFAD 001A	SRXFAD 001A	SRXFAD 001A	SRXFAD 001A
	COMMON CORE	SROODR 003A	SROODR 003A	SROODR 003A	SROODR 003A	SROODR 003A
		SROODR 005A	SROODR 005A	SROODR 005A	SROODR 005A	SROODR 005A
		SROOPS 004B	SROOPS 004B	SROOPS 004B	SROOPS 004B	SROOPS 004B
		SROOPS 006B	SROOPS 006B	SROOPS 006B	SROOPS 006B	SROOPS 006B
		SRXGRO 001A	SRXGRO 001A	SRXGRO 001A	SRXGRO 001A	SRXGRO 001A
		SRXEMR 001A	SRXEMR 001A	SRXEMR 001A	SRXEMR 001A	SRXEMR 001A
		SRXOHS 001B	SRXOHS 001B	SRXOHS 001B	SRXOHS 001B	SRXOHS 001B
		SRXRIK 001A	SRXRIK 001A	SRXRIK 001A	SRXRIK 001A	SRXRIK 001A
	TRAINING METHODS	TAADEL301A	TAADEL301A	TAADEL301A	TAADEL301A	TAADEL301A
	SPECIALIST ACTIVITY PARTICIPANT (ABSEILING BUSHWALKING CANOEING KAYAKING)	SROABA 001A	SROABN 001A	SROBVG 001A	SROCNE 001A	SROKYK 001A
		SROABA 002A	SROABN 002A	SROBVG 002A	SROCNE 002A	SROKYK 002A
SROABN 002A		SROABN 003A	SROBVG 004A	SROCNE 003A	SROKYK 005A	
SROVTR 001A		SROABN 004A	SROBVG 008A	SROCNE 006A	SROCNE 003A	
SROABA 005A		SROVTR 001A	PUAOPE 002A			
SRONAV 002B	SROABN 007A	SRONAV 002B	SRONAV 002B	SRONAV 002B		
ADVANCED ACTIVITY INSTRUCTOR	COMMON CORE	SRXGRO 002A	SRXGRO 002A	SRXGRO 002A	SRXGRO 002A	SRXGRO 002A
		SRXGRO 003A	SRXGRO 003A	SRXGRO 003A	SRXGRO 003A	SRXGRO 003A
	ASSESSOR	TAAASS 401A	TAAASS 401A	TAAASS 401A	TAAASS 401A	TAAASS 401A
		TAAASS 402A	TAAASS 402A	TAAASS 402A	TAAASS 402A	TAAASS 402A
		TAAASS 403A	TAAASS 403A	TAAASS 403A	TAAASS 403A	TAAASS 403A
TAAASS 404A	TAAASS 404A	TAAASS 404A	TAAASS 404A	TAAASS 404A		
SPECIALIST ACTIVITY PARTICIPANT (ABSEILING BUSHWALKING CANOEING KAYAKING)	SROABA 006A	SROABN 008A	SROBVG 003A	SROCNE 007A	SROKYK 006A	
			SRONAV 003B			
			SROBVG 005A			
			SROBVG 009A SROOPS010A SROSKT008B			
WOODBADGE	COMMON CORE	SRXGRO 002A	SRXGRO 002A	SRXGRO 002A	SRXGRO 002A	SRXGRO 002A
		SRXGRO 003A	SRXGRO 003A	SRXGRO 003A	SRXGRO 003A	SRXGRO 003A
	ASSESSOR	TAAASS 401A	TAAASS 401A	TAAASS 401A	TAAASS 401A	TAAASS 401A
		TAAASS 402A	TAAASS 402A	TAAASS 402A	TAAASS 402A	TAAASS 402A
SPECIALIST ACTIVITY PARTICIPANT (ABSEILING BUSHWALKING CANOEING KAYAKING)	TAAASS 403A	TAAASS 403A	TAAASS 403A	TAAASS 403A	TAAASS 403A	
	TAAASS 404A	TAAASS 404A	TAAASS 404A	TAAASS 404A	TAAASS 404A	

The Statements of Attainment issued for the Activity training are Nationally recognised and may be used by the Leader to seek mutual recognition at other tertiary institutions in an endeavour to receive a full Certificate III or IV.

RELATIONSHIP TO SCOUT TRAINING

Within the Scout program, the activities undertaken as part of the Basic and Advanced training are mapped against the competencies listed above.

By completing your Basic training and submitting your workbooks for assessment you may also receive a Certificate III in Frontline Management and by submitting proof that you hold a current First Aid Certificate, you may also receive a Certificate III in Leadership Support.

By completing your Advanced training and submitting your workbooks for assessment, you may receive a Certificate IV in Frontline Management and by submitting proof that you hold a current First Aid Certificate, you may also receive a Certificate IV in Leadership.

By completing the Certificate IV, you become eligible to complete the Diploma of Leadership. A Leader may nominate for the Diploma training by sending a TR1 to the Assistant Branch Commissioner Adult Training and Development, Leader of Adults at Branch Headquarters at any time. This program is entirely voluntary and has no direct link to any Scout training.

CERTIFICATE IV IN TRAINING AND ASSESSMENT

In an endeavour to assist Leaders within Scouting extend their qualifications and to gain additional awards, the Institute has entered a partnership with St John Ambulance in Queensland to enable the achievement of the Certificate IV in Training and Assessment (TAA4104). This is a Nationally recognised industry qualification that organisations expect their trainers to hold.

To receive this qualification you will need to complete the Training of Trainers program conducted by Scouts, submit the workbooks for assessment, along with a Cheque for \$75.00, made payable to Scouts Australia. The workbook will then be assessed and submitted to St John's for the issuing of the qualification.

The table below summarises the relationship and how to achieve the Certificate IV qualification.

Program	Training time	St John Module	TAA4104 Competencies
Training Methods	1 day	Module 1	TAADEL301C Provide training through instruction and demonstration of work skills
Assessor	2 days		TAAASS401C** TAAASS402C** TAAASS404B** Plan and organise assessment Assess competence Participate in assessment validation
Training Techniques	2 days	Module 3	TAADEL401B** Plan and organise group-based delivery TAADEL402B Facilitate group-based learning
Personal Leader Adviser	2 days	Module 4	TAADEL403B** Facilitate individual learning
Training Leadership	2 day		TAADEL404B** Facilitate work-based learning
Additional Requirements	Self Paced Workbook & CD ROM	Module 2	TAAENV401B** Work effectively in vocational education and training TAAENV402B** Foster and promote an inclusive learning culture TAAENV403B** Ensure a healthy and safe learning environment
	Self Paced Workbook & CD ROM	Module 3	TAADES401B** Use Training Packages to meet client needs TAADES402B** Design and develop learning programs TAAASS403B** Develop assessment tools

** Core Module

All Units are required to be completed.

PARTICIPANT SELECTION, ENROLMENT AND INDUCTION/ORIENTATION PROCEDURES

Information is made available about the courses of study to all prospective participants and current Leaders as part of general information sessions and reinforced through the mentoring that occurs as part of the Scouting ethos.

FEES AND CHARGES, INCLUDING REFUND POLICY

There are no additional fees involved for members of Scouts Australia involved in the accredited program at the Basic or Advanced training level. The Refund policy is listed elsewhere in this book.

PROVISIONS FOR LANGUAGE, LITERACY AND NUMERACY SUPPORT

Mentor/Personal Leader Advisor support is provided to every member of the organisation and where additional assistance (such as literacy and/or numeracy support) is required the member will be directed to the appropriate personnel for assistance.

PARTICIPANT SUPPORT, WELFARE AND GUIDANCE SERVICES

Scouts Australia recognises that many adult learners may have special needs in relation to re-engaging in study and as such, members of this organisation have access to a wide range of support to ensure these needs are fully met. Close contact with the learner will always be maintained by a Personal Leader Advisor/Mentor/Trainer/Team helper.

Certificate II participants will be provided with assistance that is appropriate to their needs – such as further education and training and career information.

LEARNING AND ASSESSMENT PROCEDURES

The following represent the VET assessment principles of this organisation. They are designed to promote fairness and equity in assessment.

- (i) All VET participants within Scouting will be fully informed of the assessment procedures and requirements and have the right to appeal any decision.
- (ii) Information provided to participants will include:
 1. the criteria against which they will be assessed
 2. advice about the assessment methods
 3. assessment procedures
 4. space for comments and feedback
- (iii) Participants are invited to sight their profile sheet of VET results at least annually.
- (iv) The assessment approach chosen will cater for the language, literacy and numeracy needs of participants.
- (v) Any special geographic, financial or social needs of participants will be considered in the development and conduct of the assessment.
- (vi) Reasonable adjustment will be made to the assessment strategy to ensure equity for all participants, while maintaining the integrity of the assessment outcomes.
- (vii) Opportunities for feedback and review of all aspects of assessment will be provided to participants.
- (viii) Clearly documented mechanisms for appeal against assessment processes and decisions will be available to participants.

COMPETENCY BASED ASSESSMENT

Studies offered to VET participants are accredited courses and/or recognised units of competency. In order to be successful in gaining recognition of each competency, participants must demonstrate they have the necessary underpinning knowledge and skills and can apply these in a practical way within Scouting/workplace setting at an acceptable industry standard.

Assessment will occur as agreed throughout the year. Results for each assessment item will be recorded on a subject profile sheet/database. This allows participants to monitor their assessment progress and achieve competency as their skills improve.

Assessment of competencies will be graded as either COMP (Competent) or NYC (Not Yet Competent).

You are considered to be competent when you are able to apply your knowledge and skills to successfully complete similar activities in a range of situations and environments, in accordance with the standard of performance expected in the workplace.

Those undertaking training and assessment in the context of Scouts Australia are able to apply and practice their skills within the organisation, within their paid employment or other volunteer/life skills role.

There are four skill areas, which relate to being competent:

- a. task skills (performing a specific workplace task).
- b. task management skills (managing a number of different tasks to complete a whole activity).
- c. contingency management skills (responding to problems and irregularities when undertaking a work activity). Examples could be: changes to routine, unexpected results, difficult or dissatisfied clients' etc.
- d. job/role environment skills (dealing with the responsibilities and expectations of the work environment). Examples could be: working with others, interacting with clients or suppliers, complying with standard operating procedures etc.

This requires demonstration of a competency, not just in isolation but in a range of different circumstances.

APPEALS, COMPLAINTS AND GRIEVANCE PROCEDURES GRIEVANCE POLICY

All participants have the right to request reconsideration of the results of assessment of an element of competency/ learning outcome, which has been assessed as Not Yet Competent. It is the participant's responsibility to use the processes set up for this purpose within two (2) weeks of results being received. The policy of Scouts Australia is a maximum of three attempts at achieving competency. Further instruction and adequate practice time will be provided.

All process steps are to be completed within a period of six (6) weeks from date of lodgement of appeal.

STEPS TO FOLLOW

1. Participant completes form.
2. Form given to Team Leader within two (2) weeks of receipt of results. Team Leader forwards to Branch Commissioner, Adult Training and Development (BC ATD) for consideration.
3. Trainer/Assessor reconsiders the assessment outcome and reaches a decision.
4. If not satisfactory to participant, the Trainer/Assessor takes all information to Branch Commissioner, Adult Training and Development for reconsideration.
5. Branch Commissioner, Adult Training and Development considers as necessary and reaches decision, interviews participant, advises final decision.
6. Final decision is conveyed in writing to participant.
7. All information is documented and archived as required under the provisions of the Privacy Act.

DISCIPLINARY PROCEDURES

Participants are expected to abide by the Policy and Rules of Scouts Australia. Where it is necessary to take any action, this will be done in consultation with the Branch Commissioner, Adult Training and Development

ACCESS AND EQUITY GUIDELINES

The following access and equity guidelines are designed to remove barriers and obstacles so that all participants have the opportunity to gain skills, knowledge and experience through access to VET subjects. These guidelines should be applied in conjunction with Scouts Australia VET admissions policy.

Access and equity guidelines will be implemented through the following strategies:

- Having regard for the available human and physical resources, the organisation will provide a limited range of free VET qualifications and/or outcomes for members.
- Links with other providers, such as TAFE institutes will be considered where additional resources are required.
- Where possible, participants will be provided with the opportunity to gain a full qualification.
- For participants with special needs, access to additional assistance will be provided.
- Access to VET programs will be available to all participants regardless of gender or race.
- Where poor literacy and/or numeracy skills present a barrier to participation, additional support will be provided to the participants within the capacity of the organisation's resources to provide such support and/or external assistance will be accessed as required.

CODE OF PRACTICE

ACCESS AND EQUITY POLICY

As a Registered Training Organisation, Scouts Australia has agreed to operate within the Australian Recognition Framework (ARF). This includes a commitment to recognise the training qualifications issued by other Registered Training Organisations.

Scouts Australia will meet all legislative requirements of the State and Federal Government - in particular Workplace Health and Safety and Workplace Relations. The Access and Equity Policy will inform that decisions in regard to access to VET subjects comply with equal opportunity legislation.

Scouts Australia has a commitment to providing a quality service and a focus on continuous improvement. Its members value feedback from the community, business and employers for incorporation into future programs.

Scouts Australia has sound management practices to ensure effective participant service. In particular it has service standards to ensure timely issue of participant assessment results and qualifications. These will be appropriate to competence achieved and issued in accordance with national guidelines.

Scouts Australia's quality focus includes:

- A Recognition Policy
- A Grievance and Appeal Policy
- Access and Equity Policy
- Participant Welfare and Guidance Services.

The qualification overview explains course content, assessment procedures and vocational outcomes and pathways.

Scouts Australia has agreed to participate in external monitoring and audit processes as required by Queensland Department of Employment and Training. This may include random compliance audit, audit following complaint and audits for the purposes of re-registration.

Scouts Australia markets its vocational education programs with integrity, accuracy and professionalism, avoiding vague and ambiguous statements. In the provision of information, no false or misleading comparisons are drawn with any other Registered Training Organisation or training product.

Scouts Australia has personnel throughout Australia with appropriate qualifications and experience to deliver the training and facilitate assessment relevant to the training product offered. Assessment will meet the National Assessment Principles. Access to adequate physical resources will ensure the learning environment is conducive to successful outcomes.

Scouts Australia will honour all guarantees outlined in the Code of Practice. Members understand that if they do not meet the obligations of this Code of Practice or supporting regulatory requirements, they may have Registered Training Organisation status withdrawn.

MARKETING

At this time, Scouts Australia does not market its training courses to the general public.

CONTINUOUS IMPROVEMENT

The Scouts Australia policy of Continuous Improvement ensures that all training and assessment materials, methods and resources meet or exceed the current vocational requirements of their nationally accredited products.

RECOGNITION OF QUALIFICATIONS ISSUED BY OTHER RTOs

SAIT recognises qualifications and statements of attainment issued by any other RTO. Similarly, the Institute also will assist each client with credit transfer from other RTOs.

If a participant presents a qualification (obtained from another registered training organisation) to the Trainer/Assessor, the Trainer/Assessor will take a copy and bring it to the attention of the BC ATD.

The course manager or equivalent will verify the authenticity of the qualification. The verified copy of the qualification is placed in the participant's file.

Once the qualification is verified, the participant is exempt the unit/s of competency identified in the qualification and the participant's records will be updated accordingly. At all times, however, the participant is required to maintain the necessary Scouting 'content' knowledge as part of considered 'competence'.

RECOGNITION POLICY

All participants have the right to request Recognition in respect of an element/s of competency which has been learned or skill developed previously and that is not already covered by provision within the Unit of Competency for such recognition. (e.g. - a portion of a competency that needs to be signed off within a practical vocational setting – perhaps a campsite or by a workplace Trainer elsewhere).

It is the participant's responsibility to use the processes set up for gaining Recognition. The Recognition process is described elsewhere in this section.

LEGISLATIVE FRAMEWORK

It is essential that Scouts Australia conforms to all relevant Federal and State legislation. Specifically this includes:

- Workplace Health and Safety Act and Workplace Health and Safety Regulation, which detail the requirements for safe work practices and the responsibilities and all people in these areas.
- Anti Discrimination Act which includes obligations for equal opportunity, racial vilification, victim's action, equal employment and opportunity.
- Disability Services Act that covers the rights and accommodations for people with disabilities.
- Training and Employment Act that governs the provision of training and related services.

Further information on the appropriate legislation can be accessed at www.vic.gov.au