

LEADER ADMINISTRATION AND TRAINING REQUIREMENTS

SECTION 1 –AGE RANGES

To be an Adult Leader and commence training in the Scout Movement, the candidate must have attained his/her 18th Birthday.

SECTION 2 – PROCEDURE FOR APPOINTMENT TO CERTIFICATE OF ADULT LEADERSHIP

Introduction. There is a sequence of steps, which need to be followed before a prospective Adult leader is appointed by the Association to a particular job

Prospective New Leaders/Members of the District Personnel Committee. A Completed Form A1 is required for all persons who offer their services to the Scout Australia (Victorian Branch), which will involve supervision of young people aged less than 18 years. Members and prospective members of the District Personnel Committee are also required to complete a Form A1 together with a Consent to Check and Release Police Record form.

Former Leaders applying to become either an active Leader or Member of the District Personnel Committee. A person who has not held a current Certificate of Adult Membership or Certificate of Adult Leadership for a period of not less than six months is also required to complete a Form A1 together with a completed Consent to Check and Release Police Record form.

Procedure: -

a. The prospective Section Leader (Leader of Youth) will usually be interviewed by the Group Leader during which interview the new Leader's obligations should be made known to him/her and the A1 Form (Proposal for Appointment) and the Consent to Check and Release Police Record form completed. The District Commissioner 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 Certificate of Adult Leadership) should be completed.

b. All new Leaders must be aware of the Scout Association's Code of Conduct and that they must uphold the standards set down 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. This document contains a completed application for appointment and details of the Association's commitment to the applicant and the applicant's commitment to the Association.

c. The Proposal for Appointment and Consent to Check and Release Police Record form should then be sent to Branch via the Region Office where it will be sent for checking with the Police Department against their National criminal records.

d. At the same time, the District Personnel Committee (DPC) should contact his/her referees and make arrangements to interview the new Leader. This is an important stage in the new Leader selection process and the DPC must be satisfied as to the

general and specific suitability for the appointment being sought. The Mutual Agreement will be endorsed by the DPC.

. (1) The new Section Leader should then be interviewed by the District Leader (Adult Training Support) [(ATS)] and a training program mapped out for him/her. For Leaders of Youth, this includes completion of Training Course Applications (TR1) for attendance at Basic Level Training, which involves an Introduction to Scouting Seminar, In-service and Technical Training Tasks, and a Sectional Techniques Course. Local arrangements will be made so that the appropriate in-service training can be completed. The DL (ATS) will ensure that the in-service and technical training task sheets are completed.

(2) The DL (ATS) should ensure that: -

(a) The best facilities are available for the new Leader of Youth,

(b) Every opportunity is given for the new Leader to understand and gain experience in practical Scouting, and

(c) A Personal Training Adviser, who may be the District Sectional Leader or a suitable experienced Leader, (preferably with a Wood Badge), in the relevant section is appointed, and his/her name, address and phone number is given to the new Leader immediately. This appointment is made after the DL (ATS) has sought active consultation with the relevant District Section Leader.

(3) Leaders of Adults will be assigned a Personal Leader Adviser (PLA) to assist them through their phase training. To begin Phase training, completion of the Training Course Application (TR1) is required. This is the responsibility of the Assistant Region Commissioner (Adult Training and Development) [ARC (AT & D)]. The DL (ATS) must follow up to ensure that the Leader of Adults (Group Leader, Commissioner, or District Leader) has been allocated a Personal Leader Adviser and Phase Training has commenced. Support and assistance by the DL (ATS) is an integral part of this training.

f. When the Proposal for Appointment Form is returned from BHQ, an Authority to Act (Certificate of Adult Membership) should be prepared in the Region Office and forwarded to the District Commissioner for presentation to the trainee Leader. It should be emphasized to trainees that the Authority gives them a specific status in the Movement, certifying to them their membership thereof, *and is valid for a maximum period of twelve months*. The Certificate of Adult Leadership training is to be completed within twelve months. *The Trainee's membership is of a probationary nature subject to completion of Basic training*. Leaders of Adults will be given conditional appointment until Phase 1 and 2 are completed. This is to be within a maximum period of twelve months.

A person offering their services to the Scout Movement, either new or a former leader re-applying, must not be involved with youth until their application form has been processed, the Consent to Check and Release Police Record form completed and has had a satisfactory interview with the District Personnel Committee.

807. It must be appreciated that during the time he/she is undergoing pre-certificated appointment assessment and training, a prospective Leader is not yet (technically speaking) a full adult member, although the Association takes responsibility for his/her actions during this period.

Rejection of Proposal. Should Branch Headquarters reject the proposal, then confidential and urgent advice will be forwarded immediately to this effect to the appropriate Region Commissioner. The latter must notify both the Region Office staff and the District Commissioner without delay. Immediately the District Commissioner receives this advice, he/she shall take appropriate action to ensure that the person has no further contact with the Movement.

Adult Membership Fees

Annual. The membership fee payable for Adult members is the same as that paid by youth. However as it is Branch Policy that all Leaders receive a monthly copy of the Australian Scout Magazine subscription, it must be added to the Membership fee.

Joining during the year (Pro-rata). A new Adult joining the Movement during the financial year completes the Form A1 and Consent to Check and Release Police Record forms, which are sent to the Region Office accompanied with a cheque for the pro rata membership fee and pro rata Australian Scout Magazine subscription.

Rovers who are also Leaders

A Rover who also becomes a leader pays the same annual membership fee and Australian Scout Magazine subscription as an Adult Leader

Rover joins during the year (Pro-rata). A Rover who has already paid the Annual Membership Fee and decides to also become a Leader must complete the Form A1 and the Consent to Check and Release Police Record forms and pay the pro-rata cost of the Australian Scout Magazine only. (He or she would have already paid the Membership Fee as a youth member).

SECTION 3 – WOOD BADGE TRAINING FOR NEW LEADERS OF YOUTH

General Information. The overall purpose of Basic training is to ensure the following: -

a. That the new Leader knows what is expected of him/her in terms of: -

(1) Attitude (including a clear understanding of the Aims and Principles, and unequivocal acceptance of the Promise and Law),

(2) Knowledge (including the basic skills as appropriate), for a Leader of Youth or a Leader of Adults, and

(3) Methods used in Scouting.

b. That he/she knows where to seek help and advice,

c. That he/she is made to feel welcome and necessary,

- d. That he/she knows what is expected of him/her in terms of Leader Training - which all Leaders will be expected to achieve their Wood Badge within three (3) years, and
- e. That he/she knows it is not just “two hours one night a week,” and the Leader commitment is clearly explained and understood.

The following Basic level training program should be followed: -

a. The Leader attends an Introduction to Scouting Seminar; *(It is advisable that an Introduction to Scouting Seminar be undertaken as early as possible. This is the only Training that can be undertaken prior to the return of the Proposal for Appointment and the Consent to Check and Release Police Record forms.)*

b. In Service Training (8 weeks):-

Support Meeting attendance:-

- (1) Group Council Meetings -- one at own Group, one at another Group,
- (2) Group Committee Meetings -- one at own Group, one at another Group,
- (3) District Meeting -- the one appropriate for the Section appointment, preferably during the In- Service period,

Special Meeting attendance:-

- (4) Troop/Unit Council Meetings - if appropriate,
- (5) Section Meetings - six meetings with another Group, and
- (6) An outdoor activity - appropriate to the Section,

Scouting Skills to be acquired:-

(7) Complete Tasks as set out in the In-service workbook. Skills should be developed in In-Service training with the assistance of the appropriate experienced Section Leader (preferably with a wood badge) assigned to the Trainee. This could be the District Section Leader. The Technical Training Task Sheets included in the In-service Workbook must be completed.

c. After attendance at an Introduction to Scouting seminar and completion of In-Service and Technical Training Tasks, the Leader will attend a Sectional Techniques course.

When all three (3) parts of Basic Level training are completed and the interview by the District Personnel Committee has been carried out, the completed Application for Certificate of Adult Leadership is to be sent by District to Region.

A leader does not need to have completed Certificate of Adult Leadership training before being invested. He/she may be invested at some suitable time during the pre-certificate period.

New Leaders are not automatically certificated after completion of Basic Level Training. All applications for Certificate of Adult Leadership must be forwarded to Branch HQ. Advanced Level Training should then be planned.

SECTION 4 – SUPPORT SYSTEM FOR NEW LEADERS

Appointment of a Personal Leader Adviser (PLA)

For some years it has been recognized and adopted as Victorian Branch Policy that more personal support is needed for a new Leader coming into the Movement, especially until he/she is established as a Certificated Leader. This is to be achieved by the District Leader (Adult Training) allocating a Personal Leader Adviser, who may be a member of the District Staff or an experienced and suitable leader to whom the new leader can refer for initial support. The District Section Leader 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.

PLAs appointed to support new Leaders of Youth should satisfy the following requirements:-

- a. Have had reasonable experience in the Section concerned.
- b. 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.
- c. 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.
- d. Hold the relevant Section Wood Badge.
- e. Currently be working at the Section level within the District.

Relevant experience in the Section is not optional. For example a Leader without Cub Scout Section experience should not be appointed as a PLA in the Cub Scout Section. There may be times that the experienced Leader nominated as a Personal Leader Adviser (Leader of Youth) [PLA (LoY)] has yet to achieve the Section Wood Badge. This should not deter their selection and use as a PLA (LoY) but it is desirable that a PLA (LoY) is an experienced Section Leader with the appropriate Section Wood Badge.

PLA (Leader of Youth) Training:-

- a. A 3-hour Training Unit for PLAs (LoY) is available. This Unit is designed to assist experienced Section Leaders to improve their ability to work as PLAs (LoY) and can be used to fulfil the annual Elective training obligation. The Unit may be conducted at a District Section Meeting over one or two nights, or at a designated time and venue with consultation and assistance of the ARC (AT & D).
- b. The needs of the Trainee “at the work face” become the responsibility of the PLA (LoY) with active assistance from the appropriate District Section Leader.
- c. Suitable PLAs (LoY) are to be identified by: -
 - (1) District Leader Adult Training Support.
 - (2) District Leader of the new Trainee’s Section.
- d. The District Leader (Adult Training) plans the training development program and is responsible for ensuring overall support and development of the new trainee’s training progress.
- e. The PLA (LoY) is assigned to the new trainee when the Certificate of Adult Membership is issued. (This means that the DPC interview has been conducted and the Consent to Check and Release Police Record form has been satisfactory).

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

- a. Support the new Leader with friendship and reassurance during these first few months thereby helping to maintain the initial enthusiasm. Ensure that the tasks in the Leader of Youth In-service booklet are satisfactorily completed.
- b. Talk with the Leader about his/her experience and existing skills then, together with the District Commissioner/DL (Adult Training)/Section Leader, help to plan the In-Service training program in the light of those discussions.
- c. Inform the organizers 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 eg. District Leaders and other Leaders with similar jobs. Try to create a feeling of welcome and belonging to a large successful Scout Movement.
- d. Organize 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 In-Service workbook.
- e. Ensure that on completion of the In-service and Technical Training Tasks the DL (ATS) is informed.

The role of district staff in relation to appointment of PLA (LoY) can be summed up as follows:-

a District Leader Adult Training Support. The District Staff:-

- (1) Formally appoint a PLA on the advice of the District Section Leader.
- (2) Ensures that the Preliminary Core Module, In-service and Technical Tasks are satisfactorily completed and the Training Record is completed.
- (3) Ensures that necessary training materials are provided.
- (4) Except in exceptional circumstances the DL (ATS) is not personally appointed as a PLA.
- (5) Liaises with the relevant Region ARC Adult Training & Development and District Section Leaders for provision of the 3-hour Personal Leader Adviser (Leader of Youth) unit within their District.

b. District Section Leader. The District Staff:-

- (1) Identify new PLAs suitable for appointment and in conjunction with the DL Adult Training, assigns suitable PLAs to work with specific new Leaders.
- (2) District Section Leaders have an on going responsibility for the training and support of all Leaders within the District. A District Section Leader can be appointed as a PLA in exceptional circumstances.
- (3) Assists with PLA (Leader of Youth) training within the District as necessary. The ARC Adult Training and Development may authorize the District Section Leader to conduct the PLA (LoY) 3-hour unit.

District Responsibility for Training of Leaders of Youth.

Districts have definite functions in respect of Leader Training (see Australian Policy & Rules R.3, the *Guidelines for Commissioners* and the *District Leader's Handbook*.)

825. The Leader Training functions of a District are best carried out under the supervision of one person (who must be a Wood Badge holder), and these duties will become the responsibility of a DL (ATS). The duties of a DL (ATS) are described in the Personnel Committee Handbook (pages 68 & 69).

The Leader Training Program and system depends very heavily on the manner in which the District carries out its role, and the support provided to new Leaders. Each year there is a DL (ATS) Workshop at Branch HQ to assist and support the DL (ATS). Refer to Training Calendar.

District Support Training – District Section Leaders

827. The functions and requirements for a District Section Leader role are found in the Personnel Committee Handbook (pages 58-65). Each District will require other functions to be carried out relevant to the needs of that District. District Leaders are responsible for the conduct of Section Leader's Meetings on a District basis. The value of informal training gained at such meetings is very high. The training is a continuation of "formal" Leader training on courses. The National Leader Training Committee has prepared district support material and units will continually be added to provide District Leaders with resource material for Leader Training in the Districts. One of the District Leader's major functions is to develop a valuable, two-way, supportive relationship between the new Leader and him or herself. The District Section Leader provides instruction in skills, encouragement, advice, a sympathetic ear, and where necessary, counselling. The District Section Leader may be the Personal Leader Adviser assigned to a new leader.

Wood Badge Training for New Leaders of Adults

. It is desirable that Leaders of Adults who are new to the Movement, attend an Introduction to Scouting Seminar as well as the Induction topic in the Phase 1 Module.

The Group Leader, Commissioner, District Leader (Leader of Adults)

This program ensures transfer of Training to the work situation; recognizes skills that people already have; encourages learning in a variety of packages and by a variety of methods; and promotes feedback to the participants. Included are Seminars (either residential or non-residential) where appropriate training will be conducted with larger groups. There are four separate phases to this training. On satisfactory completion of all four phases the Wood Badge is gained. As from January 1996 Leader of Adult Courses have been accredited with the National Training Board (CNLD1210) and the State Training Board of Victoria (NSW2641) -- Certificate in Leadership Development. Recognition of Prior Learning is applicable. See procedures for application towards the end of this section.

Wood Badge Training for Group Leaders, Commissioners and District Leaders

- a. Phase 1 - Induction Module.
- b. Phase 2 - Seminar.
 - Associated seminar worksheets.
 - Gilwell Woggle gained.
- c. Phase 3 - Self directed topics: Four for Group Leaders, five for Commissioners and District Leaders.
- d. Phase 4 - Seminar and workshop based tasks - including the Wood

Badge Project as one topic.

- Eight topics are to be completed.
- The Fundamentals of Scouting and the Individual Project are obligatory topics.
- Final recommendation by District Commissioner.
- Wood Badge gained.

The role and responsibilities of Leaders of Adults will be defined and supported by their appropriate District/Region/Branch. The training of Leaders of Adults is to assist them in their role.

a. Each new Group Leader, District Leader and Commissioner is assigned a Personal Leader Adviser. The Leader of Adults development program is designed to be done with the PLA assisting the newcomer. *This phase training is not to be attempted without the assistance of a Personal Leader Adviser.* Personal Leader Advisers drawn, in the main, from experienced Leaders, are appointed by the Region to advise and guide the new Leader through the Phases of 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 Leader to relevant resources, other experienced Leaders and training materials; provide feedback to the Leader on the effectiveness of the Leader's work and evaluate with the Leader, the completion of each Phase.

b. Attendance at the Phase 2 Seminar is an essential element of the training and should be completed early in the appointment. Dates and locations are listed in the Training Calendar.

c. To obtain a Certificate of Adult Leadership as a Group Leader, Commissioner, or District Leader, Phase 1 and 2 must be completed. The Leader of Adults then completes the Phase 3 topics and progresses through to Phase 4, which includes attendance at a Phase 4 Seminar and completion of seminar worksheets. The Phase 4 Seminar consists of two weekends.

d. Exemption requests for parts of training may eventuate. **Exemptions will only be given** by the Branch Commissioner for Adult Training and Development or the Assistant Branch Commissioner for Adult Training and Development. Applications for exemption must have supporting evidence attached.

e. Recognition of Prior Learning for a module(s) must be supported by evidence that indicates that the Learning Outcomes and Performance Criteria have been achieved.

Appointment of a Personal Leader Adviser – Leader of Adults [PLA (LoA)]

A criterion for the selection of a Personal Leader Adviser includes:-

- a. Minimum of two years Scouting experience.
- b. A Wood Badge in the relevant area.

- c. A knowledge of adult learning principles and the skills and topics within the phase training.
- d. Being able to carry out assessment of peers.
- e. Completion of the Personal Leader Adviser Course.

A PLA will be appointed for a maximum of three years (renewable) by the Branch Chief Commissioner on the recommendation of the Branch Commissioner for Adult Training and Development. The Assistant Region Commissioner Adult Training and Development for each Region is responsible for submitting the names of suitable applicants.

Role and Responsibilities. The role and responsibility of a Personal Leader Adviser (Leader of Adults) include: -

- a. Ability to assist individuals to assess their own particular needs,
- b. Ability to use appropriate questioning and listening techniques to evaluate understanding,
- c. Ability to give constructive feedback, both positive and negative,
- d, Promote leadership, motivation and loyalty to the Movement as a whole,
- e. Encourage belief in the development of all Adults in Scouting and the completion of Advanced Training as the accepted standard of effective leadership in the Association
- f. Organize Leaders to seek formal training when required,
- g. Ability to sequence the tasks/activities the learner is required to complete through worksheets or in-service tasks,
- h. Maintain liaison with the Leader attending formal training courses and offer continual support, and
- i. Demonstrate a willingness to accept the principles and policies of The Scout Association of Australia as required for all other appointments.

Further details on the PLA (Leader of Adults) functions and responsibilities are included in:-

Personnel Committee Handbook - Section 5
 Leader of Adults Handbook (1994) - Chapter 3
 Australian Policy and Rules (1996) - R11.3

PLA (Leader of Adults) Training is Part 3 of the Training of Trainers Program Level 1 and is a nationally accredited Training Course. Details of courses are included in the Training Calendar.

Training of Adult Leaders who transfer to another Section or return to the Movement after a Break in Service

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 the appropriate Basic Level Training -- Sectional Techniques Course to qualify for the new appointment. Then he/she goes on to complete the Wood Badge appropriate to the new appointment. A Joey Scout Leader must ensure that the Technical Training task topics -- Basic Knots and Lashings, and Basic Mapping and Compass work are completed before Basic Training for a new appointment in another Section can be recognized. Recognition of Prior Learning, if applied for, must be supported with evidence that the Learning Outcomes and Performance Criteria required have been met.

On return to the Movement with a break of not more than five (5) years in Service. Depending on the length of time that a previous Leader has been out of the Movement, ie, up to a period of five (5) years, the amount of training to be undertaken should be agreed between the returning Leader and the District Commissioner or District Leader (Adult Training Support).

The returning Leader will *not* be expected to repeat an Introduction to Scouting seminar (Stage 1 training) or In-Service training if the appointment, is in the same Section as before.

For a Leader returning after a three (3) to five (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. On completion of required re-training the Leader will re-qualify for the Wood Badge.

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

Minimum requirement is:- A former Leader, returning to the Movement after a break of more than five (5) years or a prospective female Leader with Guider experience, is expected to undertake, as a minimum, the Basic Level Training -- 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 or his/her representative 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 Wood Badge, a Leader must, unless otherwise authorised by the Branch Commissioner for Adult Training and Development, complete all training within five (5) calendar years.

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

Training of Activity Leaders to Certificate of Adult Leadership Requirements

844. (A) Training Program – Activity Leaders with no Wood Badge Training

- a. Attend an Introduction to Scouting Seminar for all leaders.
- b. In-Service: Eight weeks in-service training, under the supervision of an experienced leader appointed by the appropriate Branch or Region Commissioner; or Assistant Branch Commissioner for Activities Training.
- c. Attend for 6-7 hours at the Activities Centre, under the personalised training of the Branch Commissioner Adventurous Activities and/or Activity Centre leader, or nominee, to become thoroughly familiar with the aims, objectives and operation of the activities. Instruction given during this period would include items such as:
 - (1) How to give instruction to and communicate with young people.
 - (2) The Award Scheme of the young people involved in the activities.
 - (3) Running that Activity Centre.
 - (4) The work of the activity leader at the Centre.
 - (5) Management of funds of the Centre.
 - (6) Other special items relevant to the particular activity.
 - (7) Become acquainted with the elementary skills, administration and section ceremonies required by all leaders.
 - (8) Awareness of the Scouting method as applied to activities.

d. Basic Level Training - Activity Leaders Sectional Techniques Course:- The relevant training topics to be covered as well as the Core Sectional techniques will be:-

- (1) Specialized Activities.
- (2) Adventurous Activities.

On the completion of all three parts of the Basic Level Training, a Certificate of Adult Leadership and a Gilwell Woggle will be presented.

(B) Training Program – Activity Leaders Previously Certificated or who transfer from a Section Leader to Activity Leader. A Section Leader who has completed Basic Training must complete the following topics:-

- a. Specialized Activities.

b. Adventurous Activities.

c. Undertake the relevant In-Service training to achieve a Certificate of Adult Leadership as an Activity Leader.

847. Recognition of Prior Learning will be relevant.

Wood Badge Training Program



The Wood Badge Training Program consists of five stages. The first three parts of Basic Training will normally be completed within three or four months of entry into the Movement. The Advanced level (taken as a single course or in two parts, Part A and Part B, including the Project) should be completed within three years.

Group Leaders, Commissioners and District Leaders are trained through a development program appropriate to their distinctive role. A series of “on the job” tasks and two seminars with associated worksheets are completed, assisted by a Personal Leader Adviser.

For all new Section Leaders, In-Service Training and Technical Skills training will depend very heavily on District Leaders and Personal Leader Advisers. The technical training task sheets, the Leaders skills learned in the District, and “on the job” in the Joey Scout Mob, Cub Scout Pack, Scout Troop, Venturer Scout Unit or Rover Crew, will be revised and used during Basic Level Sectional Techniques Courses.

A Wood Badge in the relevant section is the necessary requirement for a Section Leader.

Wood Badge Program.

The Steps to the award of the Wood Badge are:-

A 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 and the fundamentals of Scouting, and the Leader’s commitment.

b. In-Service and Technical Training Tasks - Basic Level Training: -

(1) 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 (Adult Training). This training should be commenced without delay. All requirements for In-Service and Technical Training Tasks will be in the In-Service Workbook.

(2) 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 Staff and/or Group Leader, and will be used during Sectional Techniques training courses. The Introduction to Scouting Seminar, In-Service and Technical Tasks will have been completed before a Basic Sectional Techniques Course is attempted.

c. Basic Level Training -- Sectional Techniques:- Basic courses for Joey Scout Leaders are normally of three days duration. Basic courses for Cub Scout, Scout and Rover Advisers are of four days duration and will normally include a residential weekend. The course is designed to develop further a continuous improvement in the skills of training young people, fundamentals of the Movement and technical skills, with emphasis on reasons why Leaders carry out their various roles. It is essential that Leaders have a minimum of six months-certificated experience, before applying for the Advanced Course. As from 1998, Joey Scout Advanced Training has included “sleep over” management.

(1) **Part A: Outdoor Activities Course.** This 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, ie, the Leader need not wait for at least six months after Basic Level training to do this course, but must have a Certificate of Adult Leadership.

(2) Part A and Part B courses are equivalent to an Advanced course. Pack Holiday content is included in the Cub Scout Part A and Advanced courses. The Camping under Canvas module is included in the Cub Scout Part A and Advanced courses.

(3) **Part B: Scouting Leadership Course.** This course concentrates on aspects of youth development, related leadership skills, and fundamentals of the Movement. It may be undertaken after six months certificated experience following Basic Level Training.

(4) Part A and Part B are equivalent to an Advanced course.

Project:- It is commenced during an Advanced Course (or Scouting Leadership Course) and continued for up to three months afterwards. Each trainee Leader and the Advanced Course Leader agree on a set of goals to be achieved which will be of direct and individual benefit in the trainee Leader’s personal development and to the effectiveness of his/her Unit, Group or District. The Course Leader appoints Project Supervisors.

District Evaluation: Application and Evaluation. Over a minimum period of four months following completion of an Advanced Course, a Leader’s progress and application of previous training are observed and evaluated by the Leader and the District Commissioner or his/her nominee. The Branch Commissioner verifies Rover evaluations for Adult Training and Development.

This evaluation can commence at any time; it is not necessary for the Wood Badge project to have been completed before evaluation commences

The Wood Badge is awarded on successful completion of the above training.

Elective Topics

A wide range of courses, designed to supplement the general training received through the Wood Badge scheme is 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. Australian Policy and Rules R11.2 indicates “Additional elective units provide training for on-going Adult Leader Development.” On completion of Advanced Training one unit must be completed yearly.

Camping Under Canvas -- Pack Holiday Elective Module: Any Cub Scout Leader who wishes to take their Pack Holiday under canvas must complete this module. Recognition of Prior Learning can be applied for. This application must have supporting evidence attached.

This module will begin on the Saturday afternoon and be completed late Sunday morning. The content will include all meals.

This module is additional to the Pack Holiday qualifications already required. Recognition of Prior Learning can be applied for. From 1999 this module will be included in the Cub Scout Part A and Advanced courses as well as being conducted separately.

Eligibility to Undertake Training

Introduction to Scouting Seminar.

Candidates must: -

- a. Have obtained the minimum age to hold the Certificate of Adult Leadership applied for.
- b. Have obtained the District Commissioner's or Group Leader's approval, and through the DL (ATS) (where appropriate), applied to undertake the course.

Acceptance of an applicant for an Introduction to Scouting Seminar and completion by the applicant of that training, does not commit the Association in any way to acceptance of the applicant as a prospective leader. This acceptance as a prospective Leader will not occur until the Proposal for Appointment and Police Check have been cleared. Lay members may attend an Introduction to Scouting Seminar if recommended by their District. Leaders of Adults new to the Movement should attend an Introduction to Scouting Seminar.

Basic Training—Technical Training Tasks and In-Service Training.

Arrangements are made with the District Commissioner, through the District Leader (Adult Training) where appropriate, and it is to be completed before attendance at the Basic Sectional Techniques Course.

Basic Sectional Techniques Course.

To consolidate and extend experience gained by Leaders previously. Candidates must:-

- a. Have attained the normal age to hold the Certificate applied for in the Section for which the course is held (Joey Scout, Cub Scout and Scout 18 years, Venturer Scout 20 years), and
- b. Have completed an Introduction to Scouting Seminar, In-Service training and Technical Training Tasks.

On the completion of Basic Level Training a Certificate of Adult Leadership is issued. The Application for Certificate of Adult Leadership Form (A2) must be completed in order that the appropriate Certificate can be issued.

Advanced Level Training:-

a. **Part A—Outdoor Activities Advanced Course.** Candidates must hold a Certificate of Adult Leadership, normally in the appropriate Section. This course may be taken at any time after a Leader has fully completed Basic Training.

b. **Advanced or Part B—Advanced Course.** Candidates must:-

- (1) Have qualified in Basic Level Training in the appropriate Section,
- (2) Hold a certificate of adult leadership, normally in the appropriate Section, and
- (3) Have at least six month's practical experience as an adult Leader in the appropriate Section since having qualified at Basic Level training.

c. **Project.** It is commenced at the Advanced Level. It requires approximately ten hours individual work and is evaluated jointly by the Leader and Project supervisor within three months after the Advanced Level Course.

d. **Application and Evaluation.** In order to commence, candidates must:-

- (1) Have satisfactorily completed Basic Level and Advanced Level Training, and
- (2) Hold a Certificate of Adult Leadership in the Section in which Advanced Level training has been completed.

e. It is expected that all candidates for the Wood Badge will complete all parts of training within a period of three years from commencement.

Elective Topics.

Candidates must:-

- a. Be Certificated Leaders, and
- b. Have completed at least Basic Level Training and preferably Advanced Level Training.

Note: It is advised that Leaders not attend more than two elective courses before completion of Advanced Level Training. Leaders who have completed Advanced Training must complete an elective each year.

Young Leaders Courses

a. All Joey Scout Helpers, Cub Scout Instructors and Scout Helpers must complete the Young Leaders Course.

b. Candidates must be under 18 years of age, and be either a:-

(1) Joey Scout Helper,

(2) Cub Scout Instructor, or

(3) Scout Helper.

See Australian Policy & Rules P5.4 for the criteria for appointment of young people as instructors and helpers. Parental approval is required for attendance at courses.

SECTION 5 – RECOGNITION OF PRIOR LEARNING

At present Recognition of Prior Learning (RPL) is applicable to Nationally Accredited Training Programs. Application Forms and Course Content Summaries can be obtained from Branch Headquarters.

Purpose:- To establish a procedure for the Recognition of Prior Learning associated with the Association's National competency based Training Programs.

Definitions:-

a. **Recognition of Prior Learning** is a process for recognizing 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 formalized learning outcomes.

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

c. **National Accredited Training Programs** are available for each Leader of Adults, Trainer, potential Trainer and Adventurous Activity Instructor or Trainer for the development of skills and knowledge in defined areas.

d. **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.

e. **The Branch Commissioner for 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.

f. **RPL Assessment Panel** normally comprises the Branch Commissioner for Adult Training and Development or their nominee and an appropriate Subject Matter Expert. An applicant may elect to nominate their District Commissioner to be part of the Assessment Panel.

g. **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.

Actions:-

a. (1) A Leader who wishes to apply for RPL shall complete all details on the Scout Association of Australia Recognition of Prior Learning Application Form. Where applicable, supporting evidence shall be provided as part of the application.

(2) Applicants who require assistance in completing their application may contact their District Leader (Adult Training), or equivalent. Applications should be submitted to the Branch Commissioner for Adult Training and Development. The Branch Commissioner 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.

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

(4) If the Branch Commissioner's decision 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).

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

b. RPL Process. The RPL 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:-

- (1) Provide further written information in support of the application,
- (2) Attend an interview by the assessment panel and provide verbal information in support of the application, and
- (3) Demonstrate skills and knowledge in the areas(s) claimed by practical assessment testing or a combination of these.

c. Successful Applications. Where applications are successful, the assessment panel will provide an assessment report, summarizing 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 (Adult Training) or equivalent.

d. 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.

e. 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 RPL 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.

SECTION 6 – LEADERS CONVICTED OF CRIMINAL OR CIVIL OFFENCES

It is considered, in general terms, there is no valid reason to distinguish between behaviour resulting in Court convictions prior to issue of a Certificate of Adult Membership/Adult Leadership and similar behaviour resulting in conviction being recorded after appointed with a Certificate of Adult Membership/Adult Leadership

Suspension and Cancellation of Appointments. Consideration should therefore, be given to the Suspension of a Certificated Holder and possible cancellation of a Certificate of Adult Membership/Leadership/Adult Leadership, in any case involving the charging of a Leader for an offence which would have rendered him or her ineligible for a Appointment had the offence been committed and conviction recorded prior to Appointment. Commissioners and Leaders should carefully consider the provisions of Australian Policy & Rule 5, the circumstances of the case, the period which will elapse before the charge is heard, and best interest of the Movement in

cases where a Certificated Leader has been charged with an offence under any Crimes Act.

Types of Offences. The main types of offences are: -

- a. Those under the Crimes Act, Victoria or any other State or the Commonwealth, and
- b. Those under the Police Offences Act, the Summary Offences Act and the Road Safety Act of Victoria or the corresponding Acts of any other States or the Commonwealth.

Charges and particularly convictions under Type 1 (which involve sexual interference, drugs, violence and dishonesty) are regarded more serious than those of Type 2, though each case should be treated according to the circumstances.

Action in Case of Conviction. If a Certificated Leader is convicted of an offence under any Crimes Act, regardless of whether or not his or her Certificate has been suspended pending Court proceedings, the Region Commissioner shall forward a detailed report, together with the Leaders Certificate of Appointment, to the Chief Commissioner for immediate cancellation.

If a Certificated Leader is convicted under the Police Offences Act, Summary Offences Act or Road Safety Act, the appropriate senior Leader or Commissioner must submit a report of the offence and conviction to the Executive Director to enable the desirability of cancellation of the Certificated Appointment to be considered by the Chief Commissioner.

On receipt of confirmation from the Chief Commissioner that the Certificate of Adult Membership/Adult Leadership is cancelled, it is the immediate responsibility of the Region Commissioner or District Commissioner to personally advise the offending Leader of the cancellation of his or her Certificate of Adult Membership/Adult Leadership.

SECTION 7 --PROCEDURES FOR APPOINTMENT -- NON-LEADERSHIP RANK

The following appointments may be made, and are known as "Certificate of Adult Membership" Ranks, - Camp Warden, Chaplain, Examiner, Instructor, Medical Officer, Quartermaster and Service Auxiliary. These appointments may be made for work at Group, District, Region or Branch level. Appointments for work at District or Group level are made on the recommendation of the District Commissioner and endorsed by the Region Commissioner.

Appointment of executive officers on the District Association to Certificate of Adult Membership rank may be made on the recommendation of the District Commissioner.

Activity Advisers. Activity Advisers (consultants) may be appointed at District level on the authority of the District Commissioner to assist the adult Section Leaders in

presenting youth training programs in their area of expertise. They will instruct in technical subjects, act as examiners and arrange for outside help as may be required.

Procedure for Appointment to Certificate of Adult Membership Ranks. The procedure for the appointment of a person to this position is the same as that for the appointment of a new leader. The only variation being the training required. This can change depending on the purpose of the appointment.

SECTION 8 – CANCELLATION OF CERTIFICATES OF MEMBERSHIP/LEADERSHIP

All Scout Adult appointments shall be reviewed not less frequently than once every three years from date of issue, or in the case of an extension of an existing appointment, not less frequently than once every three years from the date of the last review of the appointment. But in all case the Certificate of Appointment will lapse where a Leader has ceased to be effective, or discontinues or fails to perform the duties for which the Certificate was issued.

The person concerned, if still desirous of retaining membership in the Scout Association should be encouraged where appropriate, to join the Scout Fellowship for the remainder of the current financial year where a membership fee has been paid. The responsibility of renewal in ensuing years being that of the former leader.

SECTION 9 – PARENT HELPER REQUIREMENTS

The only Parent Helpers to be police checked are:-

- a. Those Parent Helpers who are actively supervising and working with youth in the Sections more than once a term, i.e. more than four (4) times a year, and
- b. Those working with youth members on overnight activities eg. Sleep overs, Pack Holidays, Camps

It is believed those adults who act as:-

- a. Drivers supplying transport,
- b. Cooks at Pack Holidays, and
- c. Examiners,

do not need to be police checked, as they should never be alone with youth members at scouting activities.

The Parent Helper's name will appear on the next Group Census printout and, if the annual fee for Parent Helpers is not paid for a further twelve months, the police clearance and membership lapses at Census date.

If a Parent Helper's term is to extend beyond the Census expiry date, then a membership fee similar to other members is paid. He or she will be counted as adult members of the Movement.

All future requests for police checks for Parent Helpers must be accompanied with a statement of what the person is actually doing in the Group (ie, a job specification).