

# Most of the things you need to know about Adult Leader Training.

(Compiled from questions received).

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## The Scheme.

The Scout Association's Adult Training Scheme is modular, with a total of 36 modules in all, the completion time for which varies from around 20 minutes up to a full weekend. Adults complete only those modules appropriate to their role (which usually is in the region of 19 modules). Each of the modules is accessible to all, there being at least two methods of meeting the objectives, so individuals can choose the method most appropriate to them.

Each module comprises two specific parts – the learning and the validation (proving that the individual can put into practice the learning they have undertaken).

The scheme recognises prior learning, experience and existing knowledge. It is not necessary for adults to attend training if they can clearly show they are able to meet module objectives by demonstrating their skills in their Scouting role. Training uses familiar Scout methods, for example learning by doing, but these are complemented by methods such as video's and e learning.

The scheme is UK-wide so that training that has been completed in one County will be recognised in any other.

## Organisation of County Training.

The County Training Manager (James Pidgeon) has overall responsibility for training within the County and the overall quality of its presentation. Assisting the CTM with the day-to-day operation of training is the County Training Administrator (Mike Cooley) who looks after the organisational aspects of the training modules and liaises with those wishing to undertake training and those presenting the modules.

Spread throughout the County there are eight Local Training Managers, who are responsible for the efficient running of all aspects of training within their specific geographical area.

## What training is needed?

All adults accepting a Warrant are, within a period of three years, obliged to show there they have the defined skills for the role. In doing so they can be awarded a Wood Badge. All these appointments must complete specified modules, varying according to their role. Colony, Pack, Troop and Unit Assistants are not obliged to complete a Wood Badge, but may do so if they wish, they must however complete Module 1 - Essential Information and Module 3 – Tools for the Job.

To help individuals through the process of gaining a Wood Badge, they will be linked with one or more Training Advisers, who are responsible for helping adults match their existing skills with those of their new role, for identifying skills gaps, for agreeing plans for gaining the required skills and for confirming that those skills have been successfully gained.

Individuals can find out their specific training requirements at any time by contacting either their Local Training Manager or the County Training Administrator.

It is a requirement of Warrant Reviews that an average of 5 hours of Ongoing Learning per year is undertaken by all Wood Badge holders, before renewal can be considered.

## How does it work?

In practice a Training Adviser should meet with the individual as soon as it has been agreed they will be the adult's Training Adviser, this meeting is held to explain the scheme and how it operates, ensure that a job description has been completed with their line manager and to discuss the modules in relation to their role.

Two possible outcomes will arise from each module. Either the participant already has the necessary skills for the module or they need to complete the necessary learning. If it is the former then the Training Adviser will need to arrange the validation of that module. If the latter, the Training Adviser will need to ensure that the

participant has access to the appropriate learning for that module. Once the learning has been completed they will also need to arrange the validation of the module.

Once all the modules have been validated the County Training Manager will recommend the award of the Wood Badge, which will be presented locally by the District Commissioner or an appointee.

### **Where can information about training be found?**

It is the responsibility of each individual to make sure that they fulfil their particular training requirements in the stipulated time scale.

During any single year it is the County's stated aim to provide at least one opportunity to undertake any particular module. A Training Calendar is published by the County Training Administrator in plenty of time for possible participants to complete their application form, as are any required amendments, these dates are also printed in the County Bulletin, which is issued regularly.

Both the Training Calendar and Application Forms are available on the Training Website ( [training.nottinghamshire-scouts.com](http://training.nottinghamshire-scouts.com) ), from Local Training Managers, Training Advisers and the County Training Administrator.

### **What needs to be done to attend training?**

When an individual has decided they wish to attend a particular module the first thing that needs to be done is obtain an application form (as above).

This should be completed accurately and sent to their Local Training Manager, along with either a £10.00 bond or any fee, the LTM will countersign the form and forward it to the County Training Administrator for processing.

Once the County Training Administrator receives the application the applicant will be contacted with the specific details of the module.

There is a closing date on all modules of seven days before the training takes place, this is to allow time for the Presenters to assimilate their requirements etc.

### **On Going Learning**

All warranted leaders who hold a Wood Badge are now required to complete Ongoing Learning throughout the lifetime of their warrant.

#### **1) Why Should I?**

A very good question and one that is normally linked with, I don't need any more training, or why try to change what is not broke?

There are various reasons for Ongoing Learning being brought in. It helps to keep a leader up to date with all the new procedures within the sections which they have responsibility for. It ensures that leaders are competent in current skills required for safe Scouting. It enables sections to develop and enjoy new experiences, rather than repeat the same ideas over and over again.

All leaders giving their time to Scouting do so for the benefit of the young people. They should therefore want to keep on top of issues such as, First Aid, Child Protection Policy, Equal Opportunities, etc. By regularly updating their knowledge on these issues, they are taking great steps to ensure the safety of young people in Scouting. Also by learning new skills to bring into Scouting, the leaders are assisting in keeping Scouting a fresh and vibrant youth organisation, that young people want to be part of.

#### **2) What if I don't?**

Scouting is a voluntary organisation, relying on it's adult leaders to give up their time to run the sections and activities for young people. However the Groups, Districts, Counties and the National organisation has a duty of care to the young people that attend these activities. Appointment Sub Committees are therefore required to check that each leader has completed their learning requirement before a warrant is renewed. If the leader hasn't completed the learning, then at their discretion the sub committee can renew for a maximum of three months. If Ongoing Learning is still not completed after this period, the warrant will be cancelled. This may sound harsh to some leaders, but if they ask themselves, why do they give up their time, and what does their Law and Promise mean to them, there should be no reason for any warrants to be cancelled.

### **3) What is classed as Ongoing Learning**

Any training, learning or development completed by an adult that is subsequently used by them in their Scouting role. It can take place both inside or outside Scouting, but must ultimately benefit the young people, and adults in Scouting.

Examples of this could be: - renewing a first aid qualification, learning a new craft and then teaching the young people, gaining a basic food hygiene certificate prior to running the catering on a camp, or completing one of the supplementary modules such as 36 (Special Needs) or 29 (Presenting). If in doubt speak to your Group Scout Leader or a Commissioner and if they can't help contact the County Training Manager direct.

Attending meetings as part of your role within Scouting, where ideas are being discussed doesn't fit into Ongoing Learning. However attending a meeting with a visiting speaker that is helping develop the leaders role might. This will depend on whether the young people or adults in Scouting are benefiting.

### **4) How much do I need to do?**

Each leader needs to complete an average of 5 hours learning, for each year of their warrant.

Remember this is an average. So if a car maintenance course is for 15 hours and that is all completed in one year and the learning benefits the young people, then that is three years worth of learning finished straight away. Just remember to keep a note of what learning you have completed, to show your line manager at review time.

### **Adult Training Scheme Fees**

There seems to be a rumour around the County, that adult training is about to return to the days of paying a fee. This is incorrect, and as far as is known there are no plans to introduce fees for those leaders working towards their Wood Badges.

However there are several exceptions to this ...

- i. When an overnight stay is required there is a fee of £15.00 made to cover the cost of accommodation and food – this involves Module 16, Foundation and Management Training
- ii. Module 10 – First Aid, is either free for a First Response Course or £12.00 if the Basic First Aid option is taken,

If the applicant already has a Wood Badge and requires further training as part of their Ongoing Learning, any of the modules can be completed, again with no fee being payable.

However, it is regrettable that now the County is footing the bill for leaders to undergo their training, a small minority are booking on to modules, but then not turning up for the sessions, and not informing anyone of their non-attendance. This has resulted in a large waste of administrative costs, which the County Training Team cannot cover. The County Management has therefore agreed that each module will require a £10.00 bond to be sent with the application form. It is suggested that this bond be in the form of a cheque, ( open dated ), which will then be held and not banked. It will be returned to the individual after their attendance at the training session. Failure to attend the session, without prior notice, will result in the cheque being banked for all modules missed.

It is unfortunate that this measure has had to be taken, but the benefit clearly is being offered to the majority, of not having to pay extra for their training, which must be preserved.