

Training Adviser's Guide - Update Pages

The following pages are taken from the updated Training Adviser's Guide. The updated pages given here are those which have significantly changed and are as follows:

- The information in Chapter 4 has been replaced with a Module Matrix and information about the training requirements for specific roles.
- The page outlining Module 25 Assessing Learning has been updated to reflect the revised version of the module.
- A page has been added for Module 37, Advising on Adult Appointments, although this module has not yet been released. More information can be found at www.scouts.org.uk/appointments.

There are also a number of smaller updates that have been made, and these include:

- Removing references to Training Advisers needing previous Scouting experience. Training Advisers come from a wide variety of backgrounds and although previous Scouting experience is helpful it should not be seen as essential to the role. The main thing is the training, induction and support we give Training Advisers to enable them to undertake their roles effectively.
- Updating the role description for a Training Adviser to make it reflect how the role is undertaken in practice. This matches the role description that is available on ScoutBase UK.
- Removing the statement that Training Advisers will support no more than 4 learners. Practice has revealed that there are a variety of ways to manage Training Advisers and therefore makes this guidance redundant.
- Removing the statement that Training Advisers should complete Module 9, Working with Adults. The revised Module 25 now covers many of these soft skills and offers a sufficient substitute.
- Removing the term 'Warrant' and replacing this with 'Appointment' where relevant. This reflects The Scout Association's discontinuance of Warrants and the replacement that covers all roles – Appointment.
- Removing 'External Award option' from the flowchart outlining the Adult Training Scheme on pg 6. This implied that it can only be started during Getting Started, where in fact, evidence can be backdated for up to two years
- Adding text explaining that Training Managers may ask for a copy of the Personal Learning Plan as a method of ensuring the quality of validation decisions. This is to reflect the practice of many Counties, Areas and Regions.
- Removing references to the cross-over from the Young Leaders Scheme (carried over from last reprint). Young Leaders should have their prior learning recognised and valued in the same way as all other adults do and for this reason the Training Adviser should use the same process.

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Modules

This chapter is made up of three main elements:

- The Module Matrix
- The module requirements for specific roles
- Validation guides for each module.

Module Matrix

The Module Matrix provides a summary of the 37 modules that make up the Adult Training Scheme. The Matrix has two sections. The first summarises modules 1 to 4, which make up *Getting Started*. The second summarises modules 5 to 37, which are completed by the adult depending on their role. Delivery methods and a summary of each module's content are also provided.

The Module Matrix is colour coded to give you an indication of the types of roles likely to benefit from the training. The matrix is only a summary though and you should refer to the *Module requirements* section that follows for more information on the training requirements for specific roles.

The Module Matrix



Module	Aim	Topics	Methods
01 Essential Information	To provide the basic information required to ensure that adults involved in Scouting: <ul style="list-style-type: none"> do not put themselves and others at risk through lack of knowledge are aware of the Purpose, Principles and Method of Scouting are aware of the management and support structures of Scouting in outline and of immediately relevant parts of the structure in detail. 	<ul style="list-style-type: none"> Fundamentals Child Protection Equal Opportunities Safety Structures and support POR 	<ul style="list-style-type: none"> Video e-learning Course
02 Personal Learning Plan	To create a plan for an individual's learning based on the requirements of the job and taking into account the individual's needs. The plan will show the training and the support that the individual will receive to help them fulfil the learning programme and will include a progress review timetable.	<ul style="list-style-type: none"> Personal Learning Plan 	<ul style="list-style-type: none"> One to one Workbook
03 Tools for the job (Section Leaders)	To provide the basic information on the individual's job or area of responsibility and some practical help to get the individual started in the job.	<ul style="list-style-type: none"> Features of the Section Adult role Programme ideas Games 	<ul style="list-style-type: none"> One to one Small group e-learning
04 Tools for the job (Managers)	To provide the basic information on the individual's job or area of responsibility and some practical help to get the individual started in the job.	<ul style="list-style-type: none"> Duties and responsibilities Needs of adults Outline of the Sections POR 	<ul style="list-style-type: none"> One to one Small group e-learning

Modules 1, 2 and either 3 or 4 are compulsory modules (*Getting Started*)

05 Fundamental Values of Scouting	To use the Personal Development Areas to explore the links between the values expressed in the Purpose, Principles and Methods of Scouting and a balanced programme, the awards and badges.	<ul style="list-style-type: none"> Values Personal Development Areas Religious Policy 	<ul style="list-style-type: none"> Course One to one e-learning
06 Changes in Scouting	To provide an overview of the Movement's history focusing on its development to meet the changing needs of society.	<ul style="list-style-type: none"> Brief outline history of Scouting 	<ul style="list-style-type: none"> Video Factsheet
07 Valuing Diversity	To cover the policies of The Scout Association that promote diversity and consider how the individual, in their role, can help to make Scouting available to all.	<ul style="list-style-type: none"> Mixed Scouting Equal opportunities Special Needs Cultural, social and religious diversity 	<ul style="list-style-type: none"> Course Small group One to one Video

Module	Aim	Topics	Methods
08 Skills of Leadership	To cover the knowledge, skills and attitudes required to be an effective Leader.	<ul style="list-style-type: none"> ■ Systematic planning ■ Action centred leadership ■ Leadership styles ■ Developing leadership skills in others 	<ul style="list-style-type: none"> ■ One to one ■ Course ■ Small group
09 Working with Adults	To cover the underpinning functions required to work effectively as a member of an adult team.	<ul style="list-style-type: none"> ■ Communication ■ Listening skills ■ Decision making structures ■ Representing others. 	<ul style="list-style-type: none"> ■ Small group ■ Course
10 First Aid	To cover the skills and knowledge necessary to enable adults to manage an incident and provide basic First Aid.	<ul style="list-style-type: none"> ■ First Aid 	<ul style="list-style-type: none"> ■ External course (First Response as a minimum)
11 Administration (Section Leaders)	To cover the records and procedures necessary for the effective administration of the Section (including personal and financial records, insurance issues and accident/emergency procedures).	<ul style="list-style-type: none"> ■ Keeping records ■ Records required for Section ■ Financial responsibilities ■ Accident reporting ■ Data Protection Act ■ Insurance 	<ul style="list-style-type: none"> ■ Course ■ Small Group ■ One to one
12 Providing a Balanced Programme	To cover ways in which a successful and balanced programme can be planned and implemented in the Section.	<ul style="list-style-type: none"> ■ Balanced Programme ■ Programme ideas ■ Young people's involvement in decision making ■ Awards ■ Programme Review ■ Overview of other Sections 	<ul style="list-style-type: none"> ■ Course ■ e-learning ■ One to one
13 Growing the Movement (Section Leaders)	To cover ways in which an adult working with a Section can work with their GSL/others to plan and implement growth in his/her Group and Section.	<ul style="list-style-type: none"> ■ Transfer between Sections ■ Adults in Scouting model (recruitment, induction and retention) ■ Development planning ■ Co-operation with other agencies 	<ul style="list-style-type: none"> ■ Small group ■ Course ■ Workbook
14 Young People Today	To enable adults working with Sections to identify and meet the needs of young people.	<ul style="list-style-type: none"> ■ Characteristics, influences and needs of young people 	<ul style="list-style-type: none"> ■ Course ■ Small group ■ One to one ■ Workbook
15 Challenging Behaviour	To enable adults to prevent and manage challenging behaviour in the Sections.	<ul style="list-style-type: none"> ■ Causes, prevention and management of challenging behaviour 	<ul style="list-style-type: none"> ■ Course ■ Workbook ■ Small group ■ One to one
16 Nights Away	To enable adults to plan and run residential experiences for the young people in their Section.	<ul style="list-style-type: none"> ■ Plan/run residential experiences ■ Practical skills for residential experiences 	<ul style="list-style-type: none"> ■ Residential course
17 Activities Outdoors	To enable adults to plan and run exciting, safe and developmental activities outdoors for the young people in their Section.	<ul style="list-style-type: none"> ■ Importance in Balanced Programme ■ Planning and carrying out activities ■ Permits ■ Risk Assessment ■ Party management 	<ul style="list-style-type: none"> ■ One to one ■ Course ■ Small group
18 Practical Skills	To enable adults to gain and develop practical skills for the benefit of young people in their Section.	<ul style="list-style-type: none"> ■ Range of practical skills ■ Training others 	<ul style="list-style-type: none"> ■ Course ■ Small group

Module	Aim	Topics	Methods
19 International	To provide an international focus appropriate to their Section and appreciate the global nature of Scouting.	<ul style="list-style-type: none"> ■ World-wide family of Scouting ■ International aspects of the programme ■ International events and activities ■ Programme ideas 	<ul style="list-style-type: none"> ■ Course ■ One to one ■ Small group
20 Administration (Managers)	To cover the records and procedures necessary for the effective administration of Groups, Districts and Counties as applicable (including personal and financial records, insurance issues and accident/emergency procedures).	<ul style="list-style-type: none"> ■ Record keeping ■ Records required for Section, Group and District ■ Roles and responsibilities ■ Financial responsibilities ■ Accident reporting ■ Data Protection Act ■ Insurance ■ POR 	<ul style="list-style-type: none"> ■ One to one ■ Course ■ Management game ■ Small group
21 Growing the Movement (Managers)	To cover the ways in which a manager in Scouting can plan to, execute the growth of and facilitate change in the delivery of Scouting in the appropriate area.	<ul style="list-style-type: none"> ■ Influences and needs of adults and young people ■ Transfer between Sections ■ Waiting lists ■ Adults in Scouting model (recruitment, induction and retention) ■ Promoting Scouting ■ Fundraising ■ Development planning ■ Change management 	<ul style="list-style-type: none"> ■ Small group ■ Course
22 Section Support	To enable adults not working directly with young people to understand the Sectional Programmes, Section method, and Section characteristics so that they may provide effective management and support.	<ul style="list-style-type: none"> ■ Features of each Section ■ Balanced programme ■ Programme Review ■ International aspects of programme ■ Value of residential experiences and activities outdoors 	<ul style="list-style-type: none"> ■ One to one ■ Small group ■ Course
23 Safety for Managers and Supporters	To cover specific roles, responsibilities and systems for ensuring safe Scouting.	<ul style="list-style-type: none"> ■ Responsibilities ■ Risk Assessments ■ Activity Permits ■ Insurance ■ Accident reporting 	<ul style="list-style-type: none"> ■ Course ■ One to one ■ Small group
24 Managing Adults	To cover the skills and knowledge required to enable participants to provide effective management of adults.	<ul style="list-style-type: none"> ■ Personal development ■ Areas of adults ■ Adult training ■ Group dynamics ■ Motivation ■ Delegation ■ Conflict resolution ■ Team building ■ Adults in Scouting model 	<ul style="list-style-type: none"> ■ Course ■ Small group ■ Workbook ■ One to one
25 Assessing Learning	To provide the knowledge, skills and attitudes necessary to effectively support, validate and assess adults in The Scout Association's Adult Training Scheme, the Adventurous Activity Permit Scheme, Nights Away Permit Scheme and the Scout Show National Recognition Scheme.	<ul style="list-style-type: none"> ■ Learning and development needs of adults ■ Undertaking appropriate assessments and validations ■ Providing positive and constructive feedback ■ Role-specific elements for Managers, Training Advisers, Activity Assessors, Nights Away Assessors & Scout Show Assessors 	<ul style="list-style-type: none"> ■ Course ■ Workbook ■ One to one

Module	Aim	Topics	Methods
26 Supporting Adults	To cover the skills and knowledge required to enable supporters to provide effective support to adults in Sections.	<ul style="list-style-type: none"> ■ Adults in Scouting model ■ Personal development areas of adult training ■ Group dynamics ■ Motivation ■ Consultation ■ Running Meetings 	<ul style="list-style-type: none"> ■ Course ■ Small group ■ Workbook
27 Instructing Practical Skills	To provide the skills, knowledge and attitudes necessary to instruct practical skills.	<ul style="list-style-type: none"> ■ Skills instruction ■ Safety ■ Feedback ■ Records of skills instruction 	<ul style="list-style-type: none"> ■ Course
28 Facilitating	To provide the skills, knowledge and attitudes to facilitate individuals and small groups.	<ul style="list-style-type: none"> ■ Training methods ■ Communication in a learning environment 	<ul style="list-style-type: none"> ■ Course
29 Presenting	To provide the skills, knowledge and attitudes to make effective presentations.	<ul style="list-style-type: none"> ■ Planning and delivering presentations ■ Learning methods ■ Resources and facilities ■ Feedback 	<ul style="list-style-type: none"> ■ Course
30 Supporting Local Learning	To provide the skills, knowledge and attitudes for Local Training Managers to co-ordinate the learning plans of individuals to produce a programme of learning.	<ul style="list-style-type: none"> ■ Communication ■ Allocating Training Advisers ■ Procedures ■ Monitoring progress 	<ul style="list-style-type: none"> ■ Course
31 Planning a Learning Experience	To provide the skills, knowledge and attitudes necessary to research and design training experiences.	<ul style="list-style-type: none"> ■ Systematic planning and balanced learning ■ Supporting material ■ Evaluation of learning experience 	<ul style="list-style-type: none"> ■ Course
32 Delivering a Learning Experience	To provide the skills, knowledge and attitudes necessary to plan prepare and run a training experience.	<ul style="list-style-type: none"> ■ Planning and managing learning ■ Staff teams ■ Evaluation 	<ul style="list-style-type: none"> ■ Course
33 Planning a Learning Provision	To provide the skills, knowledge and attitudes to enable Training Managers to plan to meet the learning needs of an area.	<ul style="list-style-type: none"> ■ Needs of Adult Training Scheme ■ Current training trends ■ Drafting and producing learning plans 	<ul style="list-style-type: none"> ■ Course ■ Workbook
34 Managing a Learning Provision	To provide the skills, knowledge and attitudes to ensure County Training Managers to manage the learning provision for their area.	<ul style="list-style-type: none"> ■ Plan implementation ■ Monitoring progress ■ Quality control ■ Plan maintenance ■ Amendments 	<ul style="list-style-type: none"> ■ Course ■ Workbook
35 Internal Moderation	To provide the skills, knowledge and attitudes to monitor the quality of The Scout Association's Adult Training Scheme.	<ul style="list-style-type: none"> ■ Sampling of portfolios ■ Quality control 	<ul style="list-style-type: none"> ■ External course
36 Special Needs	To provide information, support and resources for those working with young people with Special Needs.	<ul style="list-style-type: none"> ■ Equal Opportunities Policy with regard to Special Needs ■ Good practice ■ Available resources 	<ul style="list-style-type: none"> ■ Course ■ Small group
37 Advising on Adult Appointments	To enable an adult to participate fully as a member of the Appointments Advisory Committee.	<ul style="list-style-type: none"> ■ The structure and responsibilities of the Appointments Advisory Committee ■ The appointment process ■ Running approval meetings 	<ul style="list-style-type: none"> ■ Course ■ One to one ■ Video

Module requirements

The minimum module requirements for the different roles in The Scout Association are stated below. Individuals should be encouraged to look at other modules that may be relevant to their role but do not make up the minimum requirements for their Appointment. These modules may be completed in addition to the minimum standards, or for those working towards a Wood Badge, as ongoing learning. For ease of reference, the modules are referred to in colour groups relating to the Module Matrix.

Group 1

A Wood Badge is not available for these Appointments but Module 1, *Essential Information* must be completed.

- Administrator (Group, District or County)
- Adventurous Activity Assessor
- Adventurous Activity Authorised Leader (District or County)
- Adviser (Group, District or County)
- Chairperson (Group, District or County)
- County Child Protection Co-ordinator
- County Safety in Scouting Co-ordinator
- County Media Development Manager
- County Scout Network Administrator
- District Explorer Scout Administrator
- Member of the Scout Fellowship
- President (Group, District or County)
- Secretary (Group, District or County)
- Skills Instructor (Group, District or County)
- Treasurer (Group, District or County)
- Vice President (Group, District or County)

Plus any other Appointments with unsupervised access to young people (please refer to POR 3.34f).

Group 2

A Wood Badge is not available for these Appointments but Module 1, *Essential Information* must be completed together with the additional module(s) stated:

- | | |
|------------------------------------|-------------------------------------------------------------|
| • County Training Administrator | 30 |
| • Local Training Administrator | 30 |
| • Training Adviser | 25 |
| • Nights Away Adviser | 25 |
| • Activity Assessor | 25 |
| • Scout Show Assessor | 25 |
| • Trainer | 27, 28 and/or 29 (depending on role description) |
| • Appointments Advisory Committees | 37* (including the Chairman and the Appointments Secretary) |

*Note: please see information on page 87 for more information about the release of Module 37.

Group 3

A Wood Badge is available for these Appointments but it is not obligatory. However, Module 1, *Essential Information* and Module 3, *Tools for the Job (Section Leaders)* must be completed.

- Sectional Assistants

Group 4

A Wood Badge is obligatory for these Appointments and requires all green and purple modules on the Module Matrix to be completed:

- Assistant Beaver Scout Leader
- Assistant Cub Scout Leader
- Assistant Explorer Scout Leader
- Assistant Scout Leader
- Beaver Scout Leader
- County Scout Network Leader
- District Scout Network Leader
- Local Scout Network Leader
- County Scouter
- Cub Scout Leader
- District Scouter
- Explorer Scout Leader
- Scout Leader
- Explorer Scout Leader (Young Leaders)

Group 5

A Wood Badge is obligatory for these Appointments and all green and aqua modules should be completed, excluding Module 26, *Supporting Adults*. For some Appointments, there are supplementary modules which must also be completed as stated below.

- Assistant Group Scout Leader
- Chief Commissioner
- Chief Scout
- County Commissioner
- Deputy County Commissioner
- Deputy District Commissioner
- District Commissioner
- Group Scout Leader
- County Training Manager 33 and 34
- Local Training Manager 30, 33 and/or 34 (depending on role description)
- District Explorer Scout Commissioner 12,17 and 19
- County Scout Network Commissioner 12,17 and 19

Group 6

A Wood Badge is obligatory for these Appointments. All green and aqua modules should be completed excluding Module 24, *Managing Adults* and Module 25, *Assessing Learning*.

Module 12, *Providing a Balanced Programme*, Module 17, *Activities Outdoors* and Module 19, *International* must also be completed.

- Assistant District Commissioner (Section)
- Assistant County Commissioner (Section)

Group 7

A Wood Badge is obligatory for these Appointments. All green and aqua modules should be completed excluding Module 24, *Managing Adults* and Module 25, *Assessing Learning*. Other modules should be added for their specialist area e.g. Module 19, *International* for ADC (International) or Module 36, *Special Needs* for ADC (Special Needs).

- Assistant District Commissioner (non-Sectional)
- Assistant County Commissioner (non-Sectional)

Validation guides

The validation guides on the following pages are designed to help you work with a learner to construct their Personal Learning Plan. Each page covers a different module and tells you:

- the aim of the module
- the topics covered by the module
- the learning delivery methods (although the list may be supplemented by extra opportunities locally)
- the validation methods
- details on OCN
- suggested questions you could ask to check knowledge and understanding.

Validation methods can be adapted for learners with additional needs. For example, learners with literacy difficulties may wish to answer the questionnaire for Module 6, *Changes in Scouting*, orally.

Change of role

It is not unusual for an adult to change roles in Scouting. If an adult is changing roles it may not be necessary for them to re-validate certain modules because they have completed them previously.

Each module on the following pages has a 'change of role' box. This box is designed to assist you when working with an adult who has changed roles within The Scout Association. A tick (✓) means that the learner needs to validate the module again and a cross (✗) means that they do not.

In some cases, the need to re-validate will depend on which role the learner is moving from and to. Roles are split into three categories:

- 1 Section Leader (anyone working in a Section).
- 2 Manager (Group Scout Leader, District Commissioner and County Commissioner).
- 3 Supporter (Assistant District/County Commissioner).

More information about change of roles can be found in FS330092 *Adult Training: Change of Roles*.

25 Module

Assessing Learning



Aim

To provide the knowledge, skills and attitudes necessary to effectively support, validate and assess adults in The Scout Association's Adult Training Scheme, the Adventurous Activity Permit Scheme, Nights Away Permit Scheme and the Scout Show National Recognition Scheme.

Topics that this module covers are:

- learning and development needs of adults
- undertaking appropriate assessments and validations
- providing positive and constructive feedback
- role-specific elements for managers, Training Advisers, Activity Assessors, Nights Away Assessors and Scout Show Assessors.

Delivery methods

- Course
- Workbook
- One to one.

To validate this module the learner will need to:

Meet the validation criteria as laid out below for the particular role they are taking on:

If they are a Training Adviser

Demonstrate an understanding of The Scout Association's Adult Training Scheme and support one learner through the Personal Learning Plan process over a period of five months or for the completion of *Getting Started*, if appropriate. This must include the validation of at least one module.

If they are a manager

Demonstrate an understanding of The Scout Association's Adult Training Scheme, brief others and support those they manage through the scheme.

If they are a Nights Away Adviser

Demonstrate an understanding of The Nights Away Permit Scheme, particularly the validation process, and have made one recommendation for the award of a Nights Away Permit.

If they are an Activity Assessor

Understand the Adventurous Activity Permit Scheme and make an assessment according to current Scout Association factsheet recommendations.

If they are a Scout Show Assessor

Understand the Scout Show National Recognition Scheme and carry out one assessment.

Change of role	
Manager to Manager	x
Any other change in role	✓

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Module

Advising on Adult Appointments

Please note:

This module will be released to coincide with the launch of the new appointment process.

For more information about the new appointment process, please visit www.scouts.org.uk/appointments.

Aim

To enable an adult to participate fully as a member of the Appointments Advisory Committee.

Topics that this module covers are:

- the structure and responsibilities of the Appointments Advisory Committee
- the appointment process
- running approval meetings.

Delivery method

- Course
- One to one
- Video.

To validate this module the learner will need to:

Discuss with a Training Adviser the purpose of the appointment process in Scouting and steps that must be taken to ensure that it is welcoming, non-threatening and effective in appointing as far as possible only fit and proper persons.

And complete two of the following:

- 1 Describe the appointment process.
- 2 Explain how the approval meeting should be prepared and conducted to ensure that it is non-threatening to the adult.
- 3 Demonstrate effective questioning technique as part of the appointment process.
- 4 Arrange and take part in an effective approval meeting.
- 5 Describe the key items that should be checked to ensure that an individual is fit and proper to hold an appointment in Scouting.
- 6 Describe the responsibilities of the Appointments Advisory Committee.
- 7 Any other ideas, subject to agreement with a Training Adviser.

And (if taking part in approval meetings):

Take part in approval meetings for two people. Discuss with your Training Adviser how the approval meetings were arranged and how the committee members reached their conclusions.

Open College Network

This module is not an OCN unit.