

Appointment Process FAQs

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What support is available to help me manage the appointment process?

All of the support materials, forms and factsheets created to support the appointment process can be found at www.scouts.org.uk/appointment or by contacting the Scout Information Centre.

Our County/District has not yet done any training or preparation for the new appointment process. What should I do?

You should seek guidance from your CC, who has responsibility for transferring to the new appointment process. It may be possible to make use of a neighbouring District's Appointments Advisory Committee, or the County's committee.

If your whole County has not yet started the training process, there are a number of options available for receiving support to complete Module 37 training. It is likely that neighbouring Counties are fully trained and can help. There are also a number of staff members from Gilwell Park that can help provide training sessions where necessary, please contact appointments.membership@scout.org.uk.

Our County has completed, but not yet validated Module 37, what should we do?

Approval meetings for adult volunteers can still be carried out and provide an ideal opportunity to validate Module 37 for those who need to. Contact your County Training Team for additional support in finding additional people to validate the training.

What should I do if my County is not using the new process? Do I keep on using the pink form and sending it to Headquarters?

The pink form can no longer be processed at Gilwell, so please start using the blue one when ready. Please contact appointments.membership@scout.org.uk for further advice. You should be working with your County or District to start using the new process and we can help your plan to do this.

I can't find the pink AA Form, where is it?

The Pink AA Form is for the old process, so is no longer issued and has been removed from our website.

Where do I send the blue AA Form for processing?

The blue AA form should not be sent in to Gilwell. The details should be entered locally by the Appointments Secretary using the online tools at www.scouts.org.uk.

What happens if I send an old AA form to Headquarters?

We will continue to process Section Cs for those adults who started the appointment process using the old process.

If pink AA Forms are sent into Headquarters, we will return them to the Appointments Secretary, explaining that the information needs to be recorded online locally.

If there are exceptional circumstances as to why the forms cannot be entered locally, we will offer support, where possible, to ensure this can in the future.

How long do I need to keep these forms?

Please see Factsheet FS310610 *Guidance for the Storing and Destroying of Adult Appointment Forms* for further information.

Do I still need to send CRB forms to Gilwell?

Yes. We will be trialling an e-CRB system in 2010 where details will be entered locally but forms should be sent to the Confidential Team at Gilwell until further notice.

What is the OH Form, is it part of the appointment process?

The Occasional Helper (OH) form is not part of the appointment process, but does need to be completed and processed by Appointments Secretaries. The OH form is completed by all adults who are involved and complete a Criminal

Records check, but are not applying for an appointment. For the full criteria, please see factsheet 321004 *Criminal Record Checks*.

If an adult has been added on the old process, can they 'transfer' to the new?

You can now choose whether or not to transfer applicants onto the new process.

If you are going to transfer them over, use the 'Appointment' button on the 'Roles' tab and fill in the details as though they were on the new process. You will need to check that the CE check and CRB information has transferred over. If they haven't, e-mail appointments.membership@scout.org.uk and one of the team will update these records for you.

If you are not going to transfer those who are already in the process over to the new process, you can send the Segment Cs in and they will be processed.

The online system hasn't processed applications correctly, what should I do?

If you are experiencing any problems using the online tools at www.scouts.org.uk, particularly if you know that someone has a valid Disclosure but the details have not appeared on their record, please contact appointments.membership@scout.org.uk.

Should Appointments Secretaries continue to issue Provisional Appointments Certificates?

The Provisional Appointment is now issued when an adult has completed all necessary approval checks. Districts and Counties can still choose to also issue a Provisional Appointment Certificate if they wish; these are available to buy from the Scout Information Centre.

I've heard that the new process was introduced to fit with the new Vetting & Barring Scheme. When is this likely to be implemented?

The Vetting and Barring scheme is planned to be implemented in July 2010. Following the appointment process will mean you fit in with all legal requirements and checks such as the Vetting and Barring Scheme. More information will be circulated as soon as it is available.

Where can I find more information about the appointment process?

Visit the website www.scouts.org.uk/appointment for further details of the appointment process, including the support materials, POR, and relevant forms. You can also contact

appointments.membership@scout.org.uk or contact the Scout Information Centre for further details.

What were the key changes to the appointment process?

A new appointment process was implemented throughout 2008-09. The 6th October 2009 marked the end of the transition period. The key changes were:

- The same outline process applying to all roles in Scouting: application, approval, appointment and induction.
- Induction becoming a full part of the process, emphasising the importance of this for the first few months of an adult joining Scouting.
- Induction being directly supported by Headquarters in the form of a welcome pack being sent direct to applicants when their provisional appointment is confirmed and a local induction pack template being made available online.
- All of the checks in the 'approval' stage requiring completion before a provisional appointment is confirmed, meaning that the five month provisional appointment is solely about induction, support and completing *Getting Started*.
- An appointment card and appointment certificate being automatically generated when a full appointment is confirmed.
- New training requirements for Appointments Advisory Committee members (Module 1, *Essential Information* and Module 37, *Advising on Adult Appointments*).
- Only three members of the committee being permitted to take part in the approval meeting to ensure that it is as welcoming as possible.
- More flexibility in how Appointments Advisory Committees are used (i.e. committees being shared across patches and multiple committees operating in the same patch).
- Paperwork being kept locally rather than being sent to Headquarters, giving increased local control over administering the appointment process using the online tools at www.scouts.org.uk.