



# adult training

## in Communication

January '06

ISSUE 1

### The New Communication

The purpose of *Adult Training in Communication* is threefold:

- 1) To communicate from a National level information on new projects and the status of current ones.
- 2) To communicate in response to the feedback we receive to ensure we respond to areas of relevance and need.
- 3) To be used as a tool for inter-County/Region/Area communication, acting as a forum to share good practice and ideas.

*Adult Training in Communication* will be issued on a need basis rather than at structured intervals. It is issued by the Adult Training Office and any feedback you give will be gratefully received. We are also keen to hear your ideas and examples of good practice, which we can then share with other CTMs/RTMs/ATMs. Although this communication is sent only to CTMs/RTMs/ATMs, please feel free to circulate it to other members in your teams.

### The Adult Training Office

*An introduction to the team:*

**Melissa Green** – Adult Training Manager

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Area of work: The Adult Training Scheme

**Brigitte Hurlock** – Adult Training Administrator

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Area of work: OCN, British Red Cross courses.

**Harry Cornish** – Adult Training Advisor

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Area of work: National Moderation Panel, Workbooks, and videos

**Claire Welch** – Adult Training Advisor

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Area of work: First Aid and e learning

**Jackie Johnson** – Adult Support Administrator

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Area of Work: Gilwell Courses, King George VI fund and Windsor.

### Associated Reading

It was thanks to the comments that we received in the Adult Training Office that a need was recognised for a list to be provided detailing relevant factsheets and resources available to be used in the Adult Training Scheme. There are a wide range of resources listed and the usefulness of them will be dependent on the learner's needs. It is a guide as to what is available and has been grouped according to the Module system of the Adult Training Scheme. This resource is there to be circulated and copies can be obtained from Scoutbase in the Adult Training area <http://www.scoutbase.org.uk/support/training/resources.pdf> Alternatively please contact the office for a hard copy. If you have suggestions for other support resources, please let us know.

### CCC Database

The CCC Database looks to record details of the three Cs

- 1) Compliments
- 2) Comments
- 3) Complaints

It became increasingly apparent that a sophisticated approach needed to be adopted in the way we record the comments we receive. It helps us to review what is going well and what areas can be improved. Imperative to the success of this database is **YOU**. It is your communication that will help us to continue to improve in meeting the needs of our learners and trainers. Please contact us with your comments on 0845 300 1818 or email [adult.support@scout.org.uk](mailto:adult.support@scout.org.uk)

### Membership Database – Adult Training Portal

Back in November 2005, the Adult Training Portals were launched. A number of CTM's around the country have been testing the Adult Training Portals and have started to find that it enhances the work they are doing. The portals

Join the **adventure**

The Scout Association



allow you to track an adult's progress through the modular scheme. We have produced a help sheet that will explain the portals to you and this can be found once you have signed up and entered the Adult Training Portals.

All CTM's, LTM's and Training Administrators have been given access to the Training Portals, all you need to do is sign up to the membership system (there is a sign up guide available at [www.scouts.org.uk/membership](http://www.scouts.org.uk/membership)).

Once you start to use the system you will find that it brings a number of benefits to the way you work, but if you find anything that is not quite right or you don't quite understand an element of the Adult Training Portals, please email the Membership Services team on [membership.services@scout.org.uk](mailto:membership.services@scout.org.uk)

### Module 35 – Internal Moderation

The aim of Module 35 is to provide the skills, knowledge and attitudes to monitor the quality of work by candidates for the Open College Network. The only way to obtain the necessary learning for this module is through an external course offered by the,



This course is only available through the OCN, but to help us gauge the need for the course, we ask if you can contact us about Members in your Region/County/Area seeking this learning. The response we receive will determine the action we will then take in providing the course.

### New: Adventurous Activity Permit Scheme



A new Permit Scheme has been launched to replace the authorisation scheme for adventurous activities. This has been as a result of two years of consultation with a large number of people

within the Movement and with external organisations. The Permit Scheme aims to unblock barriers to applications, provides checklists for Applicants and Assessors to work to, and gives flexibility by allowing restrictive Permits. The focus on technical competence will be at the assessment stage and recognises that training can be obtained through different methods, including experience. To ensure that we have a robust scheme, clearer guidelines are set out for

responsible Commissioners who grant the Permit, and standards have been set for Assessors. Each Area/County can implement the scheme as soon as they are ready to do so, but no later than September 2007.

For further details visit

[www.scoutbase.org.uk/ps/activities/assessment.htm](http://www.scoutbase.org.uk/ps/activities/assessment.htm)

### Inter-County Communication

As stated in the beginning, one purpose of *Adult Training in Communication* is to enable communication between Counties/Regions/Areas. Therefore, if there are subjects you would like to see covered in the next Issue, have good practice ideas to share, or can see a way you can use this communication to benefit your County/Area/Region and others, please contact us [adult.support@scout.org.uk](mailto:adult.support@scout.org.uk)



### A notice from Dorset:

With the commencement of Dorset's 2006 Training Calendar, the CTM Melvin Stroud would like to invite his neighbouring Counties and those from further a field, to feel free to attend any of the courses offered by his County. By opening up training between Counties it allows greater flexibility for learners, as well as the benefit of sharing resources between Counties. Modules that are offered less often, for example the Supplementary Modules, can then draw from a wider pool of learners and offer greater flexibility. Dorset is offering Module 29 *Presenting* on the 3<sup>rd</sup> & 4<sup>th</sup> June. For further details for this training as well as other courses offered by Dorset, please contact Jackie Gregory on 01202 523 909 or [jackie.gregory101@btinternet.com](mailto:jackie.gregory101@btinternet.com)

### Something to share . . . . .



Oxfordshire have produced a workshop on Personal Learning Plans. The idea is that rather than the Training Advisor meeting up with the individual learner to create their PLP, it

enables a larger group of learners to attend a 90-minute session where they will draw up their PLP under the supervision and advise of the LTM. Oxfordshire have also created PLP templates for Section Leaders and Managers, this again has proved beneficial for the learner. This method has worked for Oxfordshire, however we recognise that it may not work for every County/Area/Region. If you would like more information on the Workshop and the PLPs, then please contact Colin Davidson [oxonctm@btopenworld.com](mailto:oxonctm@btopenworld.com). Also if you have 'something to share' please get in touch with the Adult Training Office.

## The Module Review

We endeavour to keep all of our training materials up-to-date and are committed to reviewing each module every three years. We are always looking for people to join review groups, so please email Melissa Green if you would be interested in reviewing a particular module.

## Protocol changes in First Aid



Changes to the protocols for CPR have recently been released. Organisations such as the British Red Cross (BRC) are planning on having all their trainers ready to implement these changes by 31<sup>st</sup> July 2006. Those who are members of the Scout Association and train on behalf of the British Red Cross will need to attend a workshop to be trained in these new procedures. This can be attended at a local branch or we are hoping to organise a day here at Gilwell Park. The training should last no longer than three hours. The advice from the BRC is that the trainer should continue to train to the standard they were trained to until they have received refresher training on new protocols. Consequently, these new protocols have made it necessary to review the training materials for First Response. We will be working closely with GirlguidingUK and First Aid organisations to ensure we appropriately update the training material and implement it in the most effective way. Until the updated material is produced the training in the current First Response material is still to be used. If you have any questions please contact Claire Welch.

## Expedition First Aid

In partnership with the British Red Cross we are able to offer Outdoor Activity and Expedition First Aid, a basic general outdoor activity course. The aim of the course is to train persons undertaking outdoor activities in the basic elements of first aid. The course is particularly useful for those who are likely to take young people on expeditions. A basic level of first aid knowledge is needed and the ability to be active outdoors. Date: 26<sup>th</sup>-28<sup>th</sup> May, Venue: Hawse End Cottage at Cumbria Outdoors Centre. Price £130. Places on this course are limited, for further information please contact Claire Welch.

## Gilwell Courses

You should have received your 2006 calendar detailing the courses that are due to run at Gilwell Park this year. For further information please contact Jackie Johnson or visit <http://www.scoutbase.org.uk/support/training/gilwell/>

## Don't forget!

We need to have your email address to send you the next *Adult Training in Communication*. Log on to the

Membership Database at [www.scout.org.uk](http://www.scout.org.uk) and check your record to make sure it is up to date. Alternatively phone the Information Centre on 0845 300 18 18 and they will be able to check your record for you.

## Resources

### New out:

- You should have received your copy of Module 4 *Tools for the Job (Managers)* e learning.

### Updated:

- Scoutbase. The Adult Training pages have been updated and this communication will also be available to download.

### Soon to come:

- Module 5 *The Fundamental Values of Scouting* e learning
- Module 7 *Valuing Diversity* Video

### Still to come:

- Module 21 *Growing the Movement (Managers)* Workbook. This workbook is currently being written but a due date has not yet been issued
- Module 11 *Administration (Section Leaders)* is still planned to be written, however we have held back this resource to include additional information on the Membership Services Database and its impact on administration.

## . . . And Finally

The Adult Training Department is here to support you. If you have any queries or need advice please do not hesitate to contact us.