

SUPPORTING THE ADULT TRAINING SCHEME

Workbook



Note: Although in some parts of the British Isles Scout Counties are known as Areas or Islands – and in one case Bailiwick – for ease of reading, this publication simply refers to County/Countries. In Scotland there is no direct equivalent to County or Area. In Scotland, Scouting is organised into Districts and Regions, each with distinct responsibilities. Some 'County' functions are the responsibility of Scottish Regions, whilst others lie with Scottish Districts. The focus of responsibility is outlined in Scottish Variations from POR.

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Supporting the Adult Training Scheme workbook

What is the purpose of this workbook?

This workbook is aimed at managers and supporters in Scouting. The purpose of this workbook is to provide the knowledge, skills and attitudes necessary to effectively support volunteers undertaking training in The Scout Association's Adult Training Scheme.

The total learning time for this resource is approximately 40 minutes.

Learning objectives

After completing this workbook, you should be able to:

- Demonstrate an understanding of and commitment to the principles, content and policies of training within The Scout Association
- Understand your role in monitoring, supporting and encouraging adults undergoing formal training
- Understand your responsibilities to support those you manage to identify their learning and development needs

How to complete this workbook

Read through this workbook for a detailed understanding of your responsibilities as a Manager and Supporter, in relation to the Adult Training Scheme. Complete the tasks in the guide to help you further establish and test your knowledge of the Scheme. If you are unsure of a task discuss this with your Training Adviser or line manager, before coming back to complete the workbook.

While using the workbook you will see the following symbol:



Task: activities, discussions or reflections for learners to undertake

Throughout this learning guide you will be undertaking practical activities, making notes and reflecting on relevant examples from your Scouting experiences. We hope that this workbook will provide you with useful knowledge to assist you in your role in Scouting.

What resources do I need to accompany this learning guide?

- **Module Matrix**
- Your role description

Associated reading

Further resources to help with this learning guide, resources relating to your responsibilities within the Adult Training Scheme and resources to support other learners going through the Adult Training Scheme are available from scouts.org.uk/training.

- **Role Descriptions (factsheets, PDF documents and web pages)**

- **Adult's Personal Files**
- **Training support documents – Adult Training Scheme**
- External recognition Information (web page)
- Ongoing learning information (web page)
- Change of Role Factsheet (FS330092)

Additional resources

- Building Effective Teams – video and learning guide
- Enabling Change – video and learning guide
- Dealing With Difficult Situations – video and learning guide
- Keeping, Developing and Managing Volunteers - video and learning guide

Understanding your role as a Manager or Supporter

A line manager is responsible for the management and support of all adults who report directly to them within Scouting. As a line manager, you will be required to:

- Agree and review an adult's role description and ensure that appropriate compulsory training for their role is completed
- Understand training processes and support those you manage through these processes
- Explain the Adult Training Scheme to new learners and the training requirements required for their appointment
- Monitor and support on-going learning
- Ensure that permits held are up to date
- Identify opportunities for learning and development

County Training Managers and equivalents, will be required to have a fuller understanding of the Adult Training Scheme and, as well as this module will be required to complete Planning a Learning Provision (33) and Managing a Learning Provision (34).

Helping to choose the right role for a new learner and agree a role description

When a new adult takes on a role in Scouting, they should be provided with a role description, which outlines the key tasks and responsibilities of the role they are looking to take on. As a line manager it is your responsibility to outline what this role description might look like. You will find a number of pre-defined role descriptions within the member resources section of scouts.org.uk, however it may be necessary to create or amend a relevant role description to suit the needs of the volunteer. Role descriptions available have space to write in 'specific' or local responsibilities. You can add or remove tasks from the role description, depending on what you agree with the learner concerned.

It is important to help new adults and to guide them in choosing the correct role that meets their needs and expectations as a volunteer. The tool '**Right Role**' is an interactive quiz, aimed to identify where a volunteers key strengths may lie and matches them with a connecting Scouting Role.

Many volunteers will already have valuable skills that they will be able to apply to their role in Scouting. The Adult Training Scheme aims to recognise these skills. By having a role description set out it helps to define which learning an adult will benefit from and which learning is not be required and can simply be validated by a Training Adviser.



Task: Role Descriptions

Based on the above information – List some tools that you could use to help you and your learner to create or amend a role description.

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Supporting new learners

All learners should be given access to a Training Adviser. However, as a Manager and Supporter, you play an important role in explaining the Adult Training Scheme to new learners, as well as the training commitment required for their appointment. Managers also have a responsibility to ensure that learners are completing their training, within the recommended timeframes. There are a number of support materials, in the Member Resources section of scouts.org.uk, to help you explain the scheme and the training requirements, to a new learner. These include:

- **Adult Training Scheme**
- **Adult's Personal Files** (For Section Leaders, Non-Wood Badge Appointments, Manager and Supporters)
- **Module Matrix**

By supporting new volunteers, you are helping to ensure that learners can successfully gain the training support that they need to feel confident in their learning. As a Manager or Supporter you could also meet up with your learner to discuss the Training scheme and share your own experiences and knowledge.

Learning and Development Opportunities

In addition to obtaining a Wood Badge, learners should be given the opportunity to complete additional learning such as to attend a skills workshop or complete a Supplementary Module. Learners can find a plethora of Supplementary Modules available to them by looking at the **Adults Personal File: Supplementary Modules** or find new learning opportunities by looking at the **Module Matrix**. Many learners benefit from additional learning in their Scouting, professional or personal lives and opportunities should be encouraged by Managers and Supporters.

Ongoing Learning:

In addition to ensuring that the required training is completed by a learner, Managers and Supporters should ensure that on-going learning is completed.

All volunteers holding appointments for which a Wood Badge is required, must participate in an average of at least five hours on-going learning each year. This is to ensure volunteers continue to acquire new skills and keep up to date with new trends and policies. On-going learning must be at least five hours per year, calculated over the length of the appointment. Therefore, if an adult went on a week-long residential course, for example, this could be counted as the on-going learning for the whole period of the appointment.

Further information about on-going learning can be found in the **Adult Training Scheme**.



Task: On-going learning: Can you think of examples of on-going learning that you have undertaken in Scouting, or, if you are new to your role list some ideas for future on-going learning opportunities?

Mandatory Ongoing Learning:

Managers and supporters should also ensure that learners completed their Mandatory on-going learning. Mandatory on-going learning are specific learning requirements, which some members must complete. Any member who holds an appointment review is required must complete **On-going Safeguarding Training** and **On-going Safety Training**.

All volunteers in Scouting holding a Leader, Manager or Supporter appointment are also required to hold a current **First Aid** certificate. While everyone is encouraged to maintain their qualification at all times, the **First Aid** certificate must be valid at the issue of the Wood Badge and for appointment renewal. This should be monitored by line managers at the point of appointment review, at least every five years. The minimum standard for First Aid Training within The Scout Association is **First Response**.

More information about Mandatory Ongoing Learning can be found these resources:

- **The Adult Training Scheme**
- **On-going Safeguarding Training**
- **On-going Safety Training**
- **First Aid Training**

Line Managers are also responsible for ensuring that any adventurous activity permits or nights away permits that are held are kept up-to-date. More information about the Permit Scheme, can be found in the members area at: **scouts.org.uk**. In addition, Commissioners are responsible for issuing any adventurous activity permit with the support of, and recommendation from, an assessor. If you are unsure of the permit scheme, then support is available to you. Your County will have a MAPS (Manager of the Activity Permit Scheme) who can support you with the scheme. Support is also available from the UK Technical Team through the Scout Information Centre.

Why is training important?

Volunteers are at the heart of Scouting, and we hope that you will get every bit as much out of it as you put in. Scouting is not only about young people, but also about the development of adults within the Movement.

Training is any learning activity that helps an individual to gain skills, knowledge or values. The most beneficial training, as far as The Scout Association is concerned, is that which helps the adult to fulfil their Scouting role more confidently and with increasing success.

A distinct benefit of The Adult Training Scheme is that it can also provide volunteers the chance to interact with other volunteers, in Scouting, that may be taking on the same role as them, when attending courses or group discussions. This provides all volunteers the opportunity to:

- Share their Scouting knowledge
- Help each other to overcome challenges
- Share their successes in Scouting
- Build a support network amongst other volunteers
- Learn together



Discuss: Training Benefits

Discuss with your Training Adviser (Managers and Supporters), or list, how The Scout Association's Training has helped you in your current role, or, if you are new to your role, which training you believe will be most helpful.

Principles of the Adult Training Scheme:

Training is built around a number of principles which have been generated by taking into account the views of Counties, the requirements of the World Scout Bureau and the needs of The Scout Association.

The scheme is modular

The Adult Training Scheme is modular. The **Module Matrix**, summarises all of the modules, independent learning units and skills courses that a learner is required to complete. The learning required depends on your role. The **Module Matrix** can be found on scouts.org.uk/training. As a Manager or Supporter you will complete Getting Started Training, Training for All Appointments and Leadership and Management Training which you will find in the blue section of the **Module Matrix**.

As well as keeping on track of your own training, it is also important that you are aware of the training that those in other roles will be required to complete. This information can be found in **Adult Training Scheme** document or in the **Module Matrix**.

Access to Learning

It is important to remember that Adult Training should be accessible to all, regardless of geography, education, personal circumstances or additional needs. Every effort should be made to allow learners to be able to access their learning in a way that is suitable for the learner. For example, if a volunteer cannot attend a training event in one County due to time restrictions, perhaps see if there is a neighbouring County that is offering some training.

Be aware that the scheme is UK-wide, so any training that is completed in one County, will be recognised in another.



Task: Discuss and list some examples of how you could help to provide better access to learning within your Group/District/County/Region:

Learning Methods

Getting Started Training and Training for All Appointments is a modular scheme, to help volunteers achieve some general skills they need for the role that they are taking on. All modules within the scheme have at least two methods in which they can be learned or taught. These methods could range from attending a course, to completing a piece of e-learning.

As a Manager or Supporter, it is important to make it clear which options are available to each new learner and allow for flexibility between learners. We all have our own preferred learning styles and time availability for training. To find out about all of the learning methods available – have a look at the **Module Matrix** or **The Adult Training Scheme**.



Task:

List where you can find information about the training requirements and methods available for individual roles:

The Adult Training Scheme uses familiar Scout methods, for example learning by doing and small group work, but these are complemented by methods such as workbooks, DVDs and e-learning.

Scout methods should be the same for adults and young people alike in Scouting. As a Manager and Supporter in Scouting, it is important to reflect on these methods, for your own training, and when you are overseeing training for other volunteers. This will ensure that everyone benefits fully from the Adult Training Scheme and the Scouting Methods.

Prior Learning:

The Adult Training Scheme recognises the prior learning, experience and existing knowledge of adults. On occasion, learning in the form of a module, skills course, or independent learning might not be required in order for a piece of training to be validated.

For example, it may not be necessary for a County Training Manager to complete Facilitating (28) or Presenting (29) if they are a Trainer by profession. In these instances, it is not necessary for adults to attend training, if they can clearly show that they are able to meet module objectives, by demonstrating their skills in their Scouting role. If module objectives can be met without the necessary learning, then that piece of learning can simply be validated.

Validation objectives can be found in the relevant Adult's Personal Files or Training Adviser's Guides under the Module pages. It is important for Training Advisers to check, and be absolutely clear that a volunteer can meet the objectives of a piece of learning before validating the learning. It may be that one element of the validation criteria for a piece of learning still needs to be met – in this instance you should discuss with the learner how they might meet this criterion, before validating the learning. Learning for every role within the scheme is designed to help a volunteer, with the skills and knowledge, to assist with all aspects of their new role. If you are unsure about whether a piece of learning can simply be validated, then it may be best for the learner to re-visit this learning.



Task: Validation:

Can you think of one example where a learner may be able to meet the learning objectives without completing the learning?

External Recognition:

The training that you, or another volunteer that you are supporting undertakes through The Scout Association, has the opportunity to be externally recognised. Many external awards can be used to prove personal or professional development and, as a Manager or Supporter in Scouting, it is beneficial for you to know which opportunities you or a new learner has available to them. The following qualifications are available to volunteers dependent on the role and training that they are completing.

Gateway Qualifications

Section Leaders have options available to them when completing their training to work towards a Gateway Qualification Certificate at the same time as completing their Wood Badge. The Gateway Qualification Certificate allows Section Leaders to demonstrate to someone outside of Scouting (such as an employer) the skills and knowledge that they have gained.

The Institute of Leadership and Management (ILM) Development Programme

Leadership and Management Training undertaken by Managers and Supporters in Scouting is externally recognised by the Institute of Leadership and Management (ILM) as a Development Programme. The ILM is one of the UK's leading providers of leadership and management qualifications and the accreditation demonstrates the quality of the training scheme to external organisations.

By signing up for the ILM Development Programme, Managers and Supporters will be able to access the ILM Learning Access Zone from the time they register. The learning zone offers a wide range of online development tools, resources, journals and magazines specifically tailored around leadership and management and created by professors from some of the world's leading universities including Cambridge, Harvard, London Business School and INSEAD.

Membership of the Institute of Leadership and Management (ILM)

Adults who have gained their Wood Badge as a Section Leader, Manager or Supporter are eligible to join the ILM at the grade of Associate Member or Member if they have other management qualifications or experience (e.g. three years further experience in Scouting). As an Associate Member you may use the letters AMInstLM after your name.

Benefits include professional recognition, lifestyle discounts, Harvard Business School resources, access to ILM's regional evening events, a free legal helpline, and Edge – the magazine that you will receive nine times a year.

More information about all of the above awards or qualifications can be found in the members area of scouts.org.uk or by e-mailing the Volunteering team on: [**adult.support@scouts.org.uk**](mailto:adult.support@scouts.org.uk)



Discuss: External recognition:

What externally accredited awards are available to learners and how could this benefit you in your learning or another volunteer in their learning?

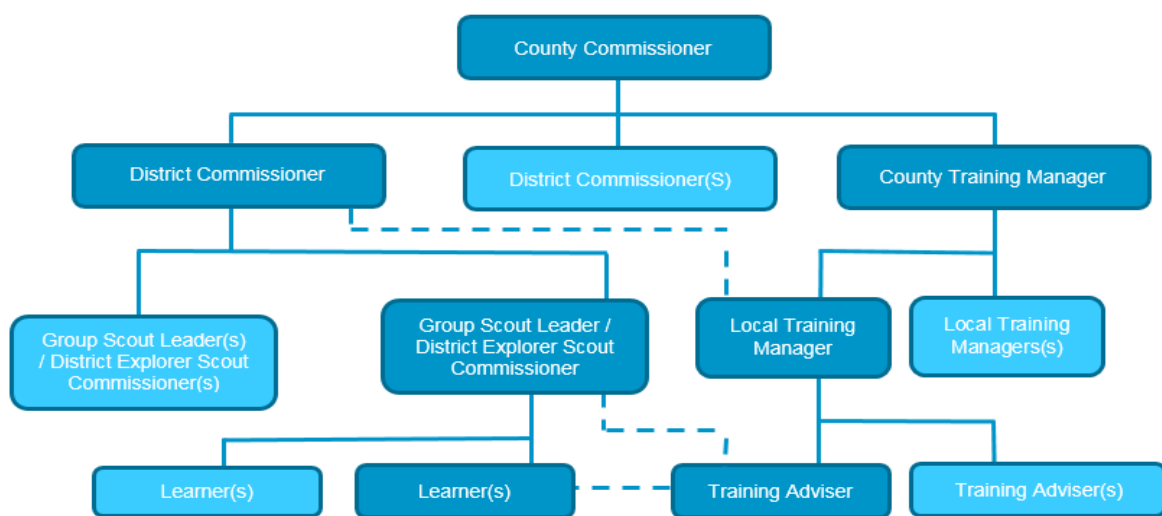
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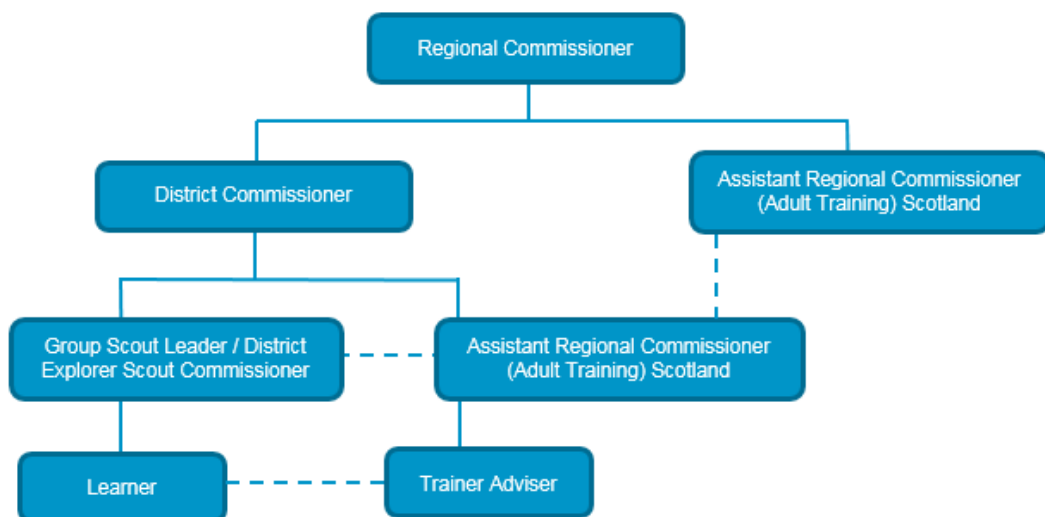
Support structures for The Adult Training Scheme

The Scout Association's Adult Training Scheme is nationally based, but the organisation and delivery of the scheme is local and there are a variety of appointments involved in the management of training provision at a local level. In England, Manager and Supporter Training is the responsibility of the Region. In Northern Ireland, Wales and Scotland Manager and Supporter Training is the responsibility of the Country.

Training for Section Leaders and Section Assistants is the responsibility of the County or the Scottish Region. For Section Leader Training below you will see the Support Structure for England, Wales and Northern Ireland:



The diagram below shows the Training Structure for Section Leader Training within a Scottish Region:



Line management is shown by the solid lines

Training support and advice is shown by the dotted lines

Detailed explanation of all Training roles can be found in the: **Adult Training Scheme** which can be found at **scouts.org.uk/training**.