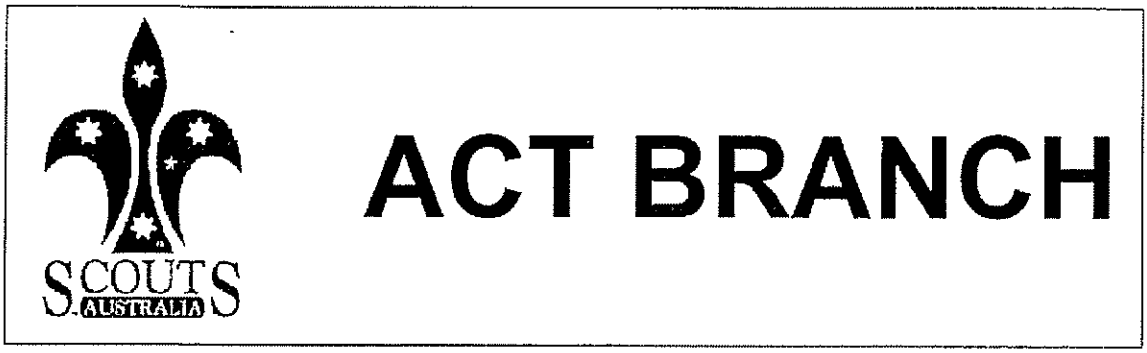

APPLICATION KIT

FOR APPOINTMENT AS ADULT MEMBER

Scouts ACT Outline of the Adult Membership and Training Process

Phase	Activity	Notes
1. Application for Adult Membership	a. Application Form b. WWVP card c. PED d. Adult Review & Development Plan (except Rovers)	• 1a to 1d are required by the Branch Office before any adult may be recorded on Extranet. • Rovers are not required to provide 1d.
	e. Referee reports (Leader) f. Training Plan (Leader)	• 1e and 1f are also required by the Branch Office, for those applying for a Leader appointment.
2. E-Learning	• E-learning letter • Training Records Workshop • E-learning commenced	• On receipt by the Office of 1a to 1d, Branch Office sends out letter outlining the training program. • Training records workshop includes advice on how to access and undertake e-learning.
3. Appointment as a Member	• Appointments Committee • Branch Executive Committee • Certificate of Adult Membership	• On receipt of 1a to 1d (plus 1e and 1f for Leader applicants), the Appointments Committee meet and consider application and make recommendation to BEC. • BEC consider recommendations and approve (as appropriate) application for membership. • Certificate is presented by Group Leader or Scouting Manager.
4. Basic Wood Badge training	• E-learning completed • Scouting Skills Day course • Basic Sectional Techniques course • Submission of Assessment Record Book/evidence • Assessment of evidence	• All e-learning must be completed before BST course. • Assessment of evidence is undertaken by Training Team. • ARB/evidence must be retained by Branch for 6 months after assessment.
5. Appointment as a Leader	• Group recommendation • Appointments Committee • Branch Executive Committee • Certificate of Adult Leadership • Certificate III	• Appointments Committee meet to ensure that all pre-appointment requirements are completed and make recommendation to BEC. • BEC considers recommendations and approves application for appointment. • CoAL is presented by Group Leader or Scouting Manager. • Certificate III is awarded if applicable.
6. Advanced Wood Badge training	• E-learning undertaken • Advanced Core Module course • Advanced Sectional Techniques course • Completion of project • Commissioner's evaluation • Submission of Assessment Record Book/evidence • Assessment of evidence • Wood Badge and Certificate IV	• E-learning may be completed at any time. • Assessment of evidence is undertaken by Training Team. • ARB/evidence must be retained by Branch for 6 months after assessment. • Wood Badge and Certificate IV is approved by Assistant Chief Commissioner, Adult Training & Development. • Wood Badge and Certificate IV are presented.

Scouts Australia – ACT Branch

89 Kitchener Street
GARRAN ACT 2605

Phone: 02 6282 5211
Fax: 02 6260 5089
Email: actscouts@actscouts.asn.au
Internet: http://www.act.scouts.asn.au
ABN 95 108 207 854

Office use only: Membership Number:	**Passport style photograph must be inserted here:**

APPLICATION FOR APPOINTMENT AS AN ADULT MEMBER

An Adult Member includes all adults over the age of 18 seeking membership of Scouts ACT.

Please tick appropriate box:

Adult Leader	Rover Scout	Scout Fellowship	Honorary Commissioner	Life Member	Adult Helper	Group Support Committee	Adult Supporter	Other: Please specify

APPOINTMENT SOUGHT

NAME OF GROUP, CREW, FORMATION etc:	**SECTION:**	**POSITION:**

DETAILS OF APPLICANT

TITLE:	**SURNAME:**	**GIVEN NAMES:**

HOME ADDRESS:	**POST CODE:**	**TELEPHONE:**	**E-MAIL:**

POSTAL ADDRESS:	**POST CODE:**

OCCUPATION:	**TELEPHONE:**	**MOBILE:**	**M/F:**	**D.O.B:**

PREVIOUS SERVICE IN SCOUTING OR GUIDING OR SERVICE IN SIMILAR ORGANISATIONS AND/OR COMMUNITY ACTIVITIES: Please include details (Branch, Group, and Section) of any previously held Adult membership or appointments and youth membership, including all dates. If insufficient space, please attach second sheet.

WORKING WITH VULNERABLE PEOPLE CARD

A photocopy of your ACT Government "Working with Vulnerable People" (WWVP) card MUST be provided before an Applicant can be accepted and registered as an Adult Member. WWVP cards are available through ACT Government Shopfronts.

I heard about Scouting from (please specify) _____

REFEREES

Applicants are required to nominate two referees to whom enquiries as to suitability as a Member can be made. Applicants should be known to their referees for more than two years. Referees may not be relatives or members of the Group or Team in which the appointment is being sought. Interstate transfer applications should include a referee report from their previous District/Region Commissioner and from their Group Leader or equivalent. Referee reports must be provided before an Applicant can be accepted and registered as an Adult Member.

Referee reports are optional for Rover Scouts, Adult Helpers, Group Support Committee members and Adult Supporters.

NAME:	**ADDRESS:**	**POSTCODE:**	**TELEPHONE:**
NAME:	**ADDRESS:**	**POSTCODE:**	**TELEPHONE:**

CONDITIONS FOR ACCEPTANCE OF ADULT MEMBERS

PART A - Release and indemnity:

I am aware that the Association is not responsible for any injuries or damage to property which may occur in circumstances where the Association has not been negligent. I am aware that it is also a condition of joining the Association and participating in its activities that I release and indemnify the Association in respect to any injury or damage in any circumstances where the Association is not indemnified by a policy of insurance.

In consideration of being permitted to:

(a) join the Association;
(b) participate in activities organised by or for the Association; and/or
(c) use the equipment and facilities provided by or for the Association;

I hereby:

(a) for myself, my heirs and assigns release and forever discharge; and
(b) agree to be liable for and to indemnify;

the Association, its officers, leaders, employees, agents and contractors, whether voluntary or paid workers (the "beneficiaries"), jointly and severally from and against any loss, damage or liability and all actions, suits: claims, costs and demands arising out of or concerning any accident, illness, injury, death, loss or damage to persons or property which occurs to me or to any other person:

- during or as a result of my participation in any activity or function connected with the Association;
- when travelling to or from any such activity.

This release and indemnity does not extend to any loss, damage, liability, action, suit claim, cost or demand to the extent that the beneficiaries may claim indemnity under any insurance policy held by the Association, and the relevant insurer has agreed or been ordered to provide indemnity.

PART B - Authority to obtain necessary medical treatment

I authorise the beneficiaries to obtain any medical assistance which in the opinion of the beneficiary I require, including hospital accommodation, in the event that I suffer any accident or illness and am unable to consent to such treatment on my own behalf.

In the event that medical expenses are incurred which the beneficiaries cannot claim under any policy of insurance, I agree to pay for those expenses.

PART C – Application

I hereby apply for appointment as an Adult Member in the Scout Association.

I agree to abide by all policies and rules now in force or which may be issued by The Scout Association of Australia, or the Australian Capital Territory Branch of the Association, and to return my Certificate of Adult Leadership, if issued, and any other Scout property when I cease to perform the functions for which the Certificate of Adult Leadership is issued, or when called upon to do so by competent authority. I acknowledge that only an Adult Leader who has been authorised through the issue of Certificate of Adult Leadership may take charge of a Section or any part of a Section or of Youth Members.

I authorise the Association to make any inquiries about my character, background and suitability for appointment as an Adult Member.

I acknowledge that I have read and understood and that I agree to the terms of the:

- Code of Conduct;
- Mutual Agreement;
- Responsibility of Adults in the Scout Movement; and the
- Release, indemnity and authority to obtain necessary medical treatment.

which form part of this application.

I agree that any photographic image taken of me at a Scouting activity may be used in any electronic or hard copy Scouting publication.

I further acknowledge that I will do my best to live by the Scout Promise and Law.

I understand that the e-mail address that I have provided will be connected to ScoutsIT for the purpose of internal Scouting communication.

_____ _____

Signature of applicant Date

Recommended by the applicable Scouting Manager (Group Leader, Crew Leader, Commissioner etc) and a Representative of the Group Support Committee (as applicable).

_____ _____ Date: _____.

AIM

The Aim of the Scout Association of Australia is to encourage the physical, intellectual, emotional, social and spiritual development of young people so that they may take a constructive place in society as responsible citizens, and as members of their local, national and international communities.

THE SCOUT PROMISE

On my honour
I promise that 1 will do my best
To do my duty to my God: and
To (the Queen of) Australia
To help other people, and
To live by the Scout Law

THE SCOUT LAW

A Scout is trustworthy
A Scout is loyal
A Scout is helpful
A Scout is friendly
A Scout is cheerful
A Scout is considerate
A Scout is thrifty
A Scout is courageous
A Scout is respectful
A Scout cares for the environment

PRINCIPLES

The Principles of Scouting, as defined by the Founder, are that *Scouts* should serve their God, act in consideration of the needs of others and develop and use their abilities to the betterment of themselves and their families, and the community in which they live. The three Principles are represented by a code of conduct which characterises all members of the Movement, and are referred to as "Duty to God", "Duty to others" and "Duty to self".

METHOD

The Scout Association of Australia achieves its Aim through a system of progressive self education, known as the Scout Method, the principal elements of which are:

- Voluntary membership of a uniformed group which, guided by adults, and is increasingly self-governing in its successive age groups.
- Commitment to a code of living as expressed in the Promise and Law, the meaning of which is expanded as the member grows towards maturity.
- The provision of a wide range of attractive, constructive and challenging activities, including opportunities for adventure and exploration both indoors and outdoors.
- The provision of opportunities for leadership and responsibility.
- Learning by doing.
- Encouragement of activity in small groups.
- An award scheme which encourages participation in its full range of activities and provides recognition of individual achievements.

CODE OF CONDUCT FOR ADULTS

This Code of Conduct is expected of all adults, members and Associates, uniformed and non-uniformed, who work within the Movement, recognising that at all times they should act responsibly and exercise a Duty of Care.

1. Adults in Scouting respect the dignity of themselves and others.
2. Adults in Scouting demonstrate a high degree of individual responsibility, recognising that at all times their words and actions are an example to other members of the Movement.
3. Adults in Scouting act at all times in accordance with Scouting Principles, thereby setting a suitable example for all.
4. Adults in Scouting do not use the Movement to promote their own beliefs, behaviours or practices where these are not compatible with Scouting Principles.
5. Adults in Scouting act with consideration and good judgement in all interpersonal relationships, both inside and outside Scouting.
6. Adults in Scouting respect everyone's right to personal privacy at all times. They take special care where sleeping, changing of clothing, bathing and ablutions are associated with any Scouting activity.
7. Adults in Scouting avoid unaccompanied and unobserved activities with youth members wherever possible.
8. Adults in Scouting, for their own protection, should avoid potentially compromising situations by ensuring, where reasonably possible, that at least two adults are in attendance whilst supervising and/or accompanying youth members. It is recognised that in certain circumstances, it may be necessary for a leader or adult, whilst acting responsibly and exercising their Duty of Care, to be alone with a youth member.
9. Adults in Scouting are committed to providing a safe environment for youth members participating in the Scout program, their parents or guardians and visitors. That safe environment must be in accordance with Scouts Australia's policy of zero tolerance toward bullying, neglect, emotional, physical or sexual abuse of any kind. Adults in Scouting recognise that abuse can take many forms and can be perpetrated through various mediums, including through technology, and will be alert to abuse in all of its manifestations.
10. Adults in Scouting must report any conduct seen or heard that does not comply with this Code of Conduct. Specifically, Adults in Scouting must report promptly any suspicion or allegation of child abuse of youth members in their care. Where mandatory reporting is required, incident reports must be made to the police or designated State/Territory Authority in accordance with State or Territory Law and the nominated Scouting person should be advised. In all other cases the incident must be reported to the nominated Scouting person who shall report any suspicion or allegation of child abuse to the appropriate authority.

In addition, Rover Scouts acknowledge:

1. A Rover Youth Helper places precedence on the Crew and Rovers before the section they are working in.

MUTUAL AGREEMENT FOR AN ADULT LEADER

As an Adult Leader and volunteer there are some things you have a right to expect from the Scout Association and its leaders. You have the right to:

- a personal interview and placement in suitable position, with consideration given to your personal preferences and abilities;
- training necessary to undertake the position and to add to your knowledge and skills;
- clearly defined lines of responsibility and communication, with sound guidance and direction from someone experienced and well informed about the Scout Movement;
- information in advance about the organisation, its policies, objectives, programs, and new developments;
- receive meaningful recognition for your service and contribution;
- be included in planning and evaluating the program in which you are involved;
- be offered a variety of leadership roles and experiences where practical;
- be heard by a person in authority if you have any queries, complaints or suggestions; and
- receive feedback on your performance.

In turn, the Scout Association expects that you will:

- accept the Scout Promise and the Scout Law, the aims, principles, methods, Code of Conduct and any other rules and policies of the Association;
- accept a duty of care for the welfare, safety, health and happiness of young people while they are your responsibility;
- allow Youth Members in your care to take responsibility for their own program according to their age and ability;
- treat Youth Members with respect and assist in their personal development as individuals;
- recognise the importance of and encourage the spiritual development of Youth Members;
- strive to have open and honest relationships with other adult Leader and Youth Members;
- seek and accept honest feedback on performance;
- serve as a goodwill ambassador for the Association in the community at large;
- accept that the Association may sometimes have to reassign duties or even ask volunteers to leave, and that the final decision in such matters rests with the Association;
- discuss any queries, complaints or suggestions with the appropriate person in authority, so that these matters can be dealt with quickly and effectively;
- adhere to the Association's policies in regard to drugs, smoking and alcohol and ensure that your duty of care to Youth Members is met in these areas;
- be prepared to meet the challenges of helping young people deal with issues such as sex education, child abuse and substance abuse and other relevant community concerns;
- undertake the training necessary for the position sought and complete training to Wood Badge level and continue to keep up-to-date with specialist training courses, refresher courses and program review courses.

RESPONSIBILITY OF ADULTS IN THE SCOUT MOVEMENT

This is primarily for Adult Leaders; however it is relevant to all Adult Members.

The primary responsibility of adults in the Scout Movement is the welfare and progress of Youth Members. The single most important function of the appointment process is to ensure as far as possible that unsuitable adults are not given authority or control over children and young persons.

Our program and our ethic requires us to provide an environment in which children and young people feel valued and secure and can grow as individuals, developing a sense of self worth, personal integrity and increasing competence through the acquisition of skills and achievements. Any adult behaviour which is not supportive of this developmental process is inappropriate.

We have a duty of care to keep Youth Members safe and protect them from physical and emotional harm. In adventurous activities this duty is exercised through sensible risk management and in our program activities this duty is exercised through a respectful, caring, empathetic and friendly relationship with young people. In the selection and evaluation of Adult Leaders their personal standards, character and ability to develop this relationship is much more important than any technical or practical skills or experience.

An Adult Leader's peers and supervisor have a duty to ensure that our code of conduct is complied with. In any situation of doubt the Youth Member's safety and protection must be the deciding factor. No suspect situation may be allowed to continue in deference to the adult's "rights".

Punishment

Adult Leaders do not have any right or authority to punish Youth Members. We do not stand in place of parents. Any physical blow or force is assault and is a criminal offence as is any physical restraint, confinement, or interference with a Youth Member's clothing.

Discipline should be maintained through positive reinforcement (rewarding good behaviour). It should be the bad behaviour which is criticised not the person. Sanctions can be by loss of privilege or exclusion for a short time from some enjoyable activity. Penalties should be avoided.

Touching

There can be good touching and bad touching just as there is good and bad language. A handshake is always acceptable, a hug often is, and a cuddle is usually unacceptable. Touch which gives offence or causes unease is not acceptable. A mature well balanced adult will have no difficulty in determining what is acceptable; young Leaders may need some guidance.

Relationships

The Scout Association affirms a duty to its Youth Members for their welfare and development. Adult Leaders accept a responsibility to the Association to care for Youth Members and deliver the program. Adult Leaders do enjoy Scouting and they do benefit from the training and experience it brings, but they stand on the other side of a dividing line where on one side Youth Members are entitled to benefits and protection and on the other, adults are part of the delivery process. The correct relationship between an Adult Leader and a Youth Member is that of instructor, guide, dispassionate friend and protector, very much like a teacher/pupil relationship. It is a position of integrity, trust and maturity. Circumstances do arise where there is little age difference between a young Adult Leader and a senior Youth Member and a quite natural amorous relationship can develop. In such a circumstance the Adult Leader concerned should withdraw from the Section because the proper adult to youth relationship cannot be maintained.

Language

The Scouting ethic requires that we do not use bad language in our association with any members. There is nothing "adult" about frightening a Cub by swearing at him/her or trying to be "one of the boys" by using foul expletives with Venturers or Rovers. Language should be acceptable to the reasonable onlooker and appropriate to the development of good citizenship.

Cultural

Scouting is a world wide, multicultural movement. We welcome people to membership irrespective of race, culture, creed or wealth. Youth Members are strongly influenced by the behaviour of Adult Leaders. We need to be sensitive to the traditions and beliefs of various cultures and avoid words or actions which "put down" any culture or peoples.

Harassment

Harassment is ongoing niggling, disparagement or belittling of individuals and, for instance, includes a group of Youth Members excluding one from an activity or game. At its least extreme it breaks down the positive and protective environment we seek to develop and at its worst it is emotionally harmful. It is contrary to our objective of individual growth and development.

General Conduct - Adult Leaders should not:

- Sleep in the same tent or confined quarters as Youth Members.
- Show favouritism for particular Youth Members.
- Invite one Youth Member alone to your home.
- Have private talks with individual Youth Members away from the presence of other Scouts or adults.
- Go on a hike or activity with one Youth Member alone.
- Demonstrate first aid on a Youth Member.
- Assist Youth Members with personal hygiene or dressing except where health or disability requires it and then only in the presence of another adult.

General Duty

Each Adult Leader's responsibility goes beyond the confines of his or her specific appointment or their own Youth Members. Situations of inappropriate adult conduct or abuse can only be terminated by the intervention of another adult.

.....

SCOUTS AUSTRALIA (ACT)

PROHIBITED EMPLOYMENT DECLARATION

A requirement of the NSW Government under the
Child Protection (Prohibited Employment) Act 1998

With the exception of cases where an order from the Industrial Relations Commission or the Administrative Decisions Tribunal declares that the Act does not apply to a particular person, the Child Protection (Prohibited Employment) Act 1998 makes it an offence for a person convicted of a serious sex offence (a prohibited person) to apply for, undertake or remain in, child-related employment whether paid or unpaid (this includes volunteers, who for the purposes of the Act are classed as unpaid employees).

Section 5 of the Child Protection (Prohibited Employment) Act 1998 defines a serious sex offence as an offence involving sexual activity or acts of indecency that was committed in NSW and that was punishable by penal servitude or imprisonment for 12 months or more, or, an offence involving sexual activity or acts of indecency that was committed elsewhere and that would have been an offence punishable by penal servitude or imprisonment for 12 months or more if it had been committed in NSW.

Child-related employment means any employment that primarily involves direct contact with children where that contact is not directly supervised. Section 1 of the Child Protection (Prohibited Employment) Act 1998 specifies that child-related employment is employment (including volunteers):

- **in clubs, associations or movements (including those of a cultural, recreational or sporting nature) having a significant child membership**
- **at overnight camps for children**
- involving the provision of child protection services
- in pre-schools, kindergartens and child care centres (including residential child care centres)
- in schools or other educational institutions (not including universities)
- in detention centres (within the meaning of the Children (Detention Centres) Act 1987)
- in refuges used by children
- in any religious organisation
- in wards of public or private hospitals in which children are patients
- in any entertainment venues where the clientele is primarily children
- as a babysitter or childminder that is arranged by a commercial agency
- involving fostering or other childcare
- involving regular provision of taxi services for the transport of children with a disability
- involving the private tuition of children
- involving the direct provision of health services
- involving the provision of counselling or other support services for children
- on school buses

Under this Act:

- it is an offence for a prohibited person to apply for, undertake or remain in child-related employment
- employers must ask existing employees, both paid and unpaid, and preferred applicants for employment to declare whether they are a prohibited person or not.
- all child-related employees must inform their employers if they are a "prohibited person" (someone who has been convicted of a serious sex offence) or remove themselves from child-related employment
- penalties are imposed for non-compliance.

I am aware that I am ineligible to apply for, undertake or remain in child-related employment, either paid and unpaid, if I have been convicted of a "serious sex offence" as defined in the Child Protection (Prohibited Employment) Act 1998. I have read and understood the above information in relation to the Child Protection (Prohibited Employment) Act 1998 and understand my responsibilities and obligations under this Act.

I declare that I am not a person prohibited by the Act from seeking, undertaking, or remaining in child related employment.

Full name: _____ Membership number: _____
(block letters) (current Scouting Members)

Signature: _____ Date: _____

Seek legal advice if you are unsure of your status as a prohibited person

2.5 – REVIEW AND DEVELOPMENT OF LEADER APPOINTMENTS

Background

1. The World, National and ACT Branch policies call for a review of all Adult Leader appointments in Scouting. The review is to be undertaken to ensure that the needs of: the individual Leader, the Team the Leader is a part of, and ultimately that of the Branch, are being met. Every three years the Leader's current appointment is to be reviewed with the aim to renew, retire or reassign the Leader's appointment..

2. In accordance with National Policy & Rules, Policy 5.1 (Personnel Management – Review and Evaluation), a review of the Leader's position in the team is to take place three years after a Leader's appointment and then every successive third year (triennial).

3. It is appropriate that part of the Scouting ethos is that all Leaders are provided with support and guidance to assist in their ongoing development. The Scouts ACT Adult Review and Development Plan (AR&DP) is a practical application of the Movement's commitment to all Adult Leaders in providing role and personal support as they develop as a Leader. It ensures that all Leaders have an opportunity to talk to their Scouting Manager, about their role and what they see as some achievable goals for the next three years.

4. Therefore the AR&DP should form part of an ongoing dialog between the Leader and their Scouting Manager (i.e. Group Leader or Commissioner). An AR&DP may be undertaken more frequently, should the need arise.

Purpose

5. The AR&DP focuses on both the Scout leadership role and a plan for the Leader's personal development as an adult in scouting. By looking at both aspects, it has direct benefits in helping the Leader to assist young people to develop physically, spiritually, emotionally, intellectually and socially. This directly contributes to the Team and Branch performance in delivering the Scout program.

6. The AR&DP should be considered an adjunct to assist the Scouting Manager's ongoing management and development of their team.

7. The AR&DP should form the basis of any recommendation for change in a Leader's appointment status.

Guidance

8. The attached Guidelines for development of the AR&DP may be amended by the Chief Commissioner as necessary.

AUTHORITY

9. This policy statement was approved by the Branch Executive Committee on 26 November 1997 and amended on 26 July 2000, 22 February 2012 and 24 May 2013.

2.5 – GUIDELINES FOR ADULT REVIEW AND DEVELOPMENT PLAN

Background

1. These Guidelines for the development of the Adult Review and Development Plan (AR&DP) are to be read in conjunction with Policy 2.5 (Review and Development of Leader Appointments).

2. These Guidelines may be amended by the Chief Commissioner as appropriate.

How this form is used

3. The AR&DP is a formal record of the triennial review which gives the individual Leader a chance to highlight the positive outcomes and flag areas of concern; to highlight their evolving view of their membership of Scouts ACT and to highlight goals, training needs, personal development aspirations or requirements, and any other factor that impacts on the Leader's ability to be part of a team delivering the Scouting Program to our youth members.

4. This form records the discussions between the Leader and their Scouting Manager. It records the Leader's views and provides structure for their meeting. Should there be a development issue that the Leader is unhappy with or that is not being dealt with at the Team level, the form provides the basis for further/ongoing discussions at the next management level. A copy of the form should be retained by the Leader. The distribution of the completed AR&DP is shown in paragraph 12.

How to complete the form

5. Enter your name and section details
   Also please take the time to review the information on your Branch Extranet extract (to be provided by your Scouting Manager). Check the details and mark up your copy of the extranet printout with any information that has changed or needs to be added and is not currently recorded. Are the contact details correct? Are you still in the appointment shown? Any changes need to be passed through the Scouting Manager back to Branch for updating. Insert the dates for the three year Plan.

6. Self-Review
   Put a tick ✓ as appropriate in the category where you rate yourself as a Leader in each area.

7. Progress and Achievement Review
   Complete the boxes: "What have you achieved in your role?"; "What do you believe you still need to do?"; "What personal development did you complete in the past 3 years (eg Scouting and non-Scouting development/courses/training)?; "Comment on your satisfaction with your current role including the support you have received". As an indicator of personal development, which Elective Modules or additional training did you complete during the year? It doesn't have to be just Scout courses (Certified copies of qualifications, awards, etc, should be provided to make sure you are appropriately recognised).

8. Plan for the Future
   What are you going to achieve in the next 3 years? What are your achievable Goals and how can Scouts help?

9. Personal Action Plan
   This is your chance to indicate to Scouts ACT any area of endeavour that you may be interested in. If you need further information, your Scout Manager will assist in getting that information. What are your training needs/aspirations for the next 3 years: e.g. a specialist course, advanced Wood Badge training, first aid, adventurous activity training etc?

Your Scouting Manager can use this information to identify where Scouts ACT may not be meeting Leaders' requirements for information dissemination, training and evolving leadership support needs.

10. Scouting Manager's comments and recommendation–
After you have discussed the AR&DP and your Scouting Manager has added their comments to the form, you should indicate your acceptance or not, of the Scouting Manager's comments and sign and date the form. The Scouting Manager will likewise sign the AR&DP and send it to the appropriate Region Commissioner or Assistant Commissioner along with the amended Extranet extract if required.

If there is a dispute the Scouting Manager will refer the matter to the appropriate authority under either Policy 2.6 (Conflict Resolution) or 2.14 (Grievances).

Confidentiality

11. This report will be treated in a confidential manner.

12. The AR&DP will have a very limited distribution (you, your Scouting Manager, the appropriate Region Commissioner or Assistant Chief Commissioner, Chief Commissioner and Appointments Committee) in accordance with the Scouts ACT Privacy Policy. It will be placed on your personal file and retained in locked containers at the Branch Office.

Staff in Confidence *with first entry*

Adult Review and Development Plan

Member's Name:	**Appointment:**
Contact Phone:	**Section:**
Scouting Manager:	**Formation:**
Records Check:	I have reviewed my Extranet printout and there are/ are not amendments indicated on attached sheet.

Purpose of Plan

Review of Appointment	Change or new appointment	Change in Duties

Plan Period: From _____ **to** _____

Parts 1 & 2 (only) are optional for all new Members

1. Self review – Place a ☑ where you rate yourself

Development area	Excellent	Very Good	Good	Fair	Scout manager assessment
Personal Example (Duty to God, Promise & Law, Uniform	☐	☐	☐	☐	☐
Team Work (working with Team members in your Formation and other Scouting Teams)	☐	☐	☐	☐	☐
Leadership (eg working with others, style, delegation to youth members etc)	☐	☐	☐	☐	☐
Relationships (eg with other leaders, parents, community, youth members etc)	☐	☐	☐	☐	☐
Personal Development (eg development of knowledge skills associated with role)	☐	☐	☐	☐	☐
Organisational skills (eg activities have *you* arranged: camps, outings, special program nights)	☐	☐	☐	☐	☐

2. Progress and Achievement Review

What have you achieved in your role?
What do you believe you still need to do?
What personal development did you complete in the past 3 years (Scouting and non Scouting)?
Comment on your satisfaction with your current role including the support you have received.

3. Plan for the Future

What are you going to achieve in your role in the next 12 months?

Goal 1
Goal 2
Goal 3

4. Personal Action Plan

What is it you would like to do for your own personal development and how can the Movement assist you to meet these needs?

I would like to do (including if change of role is requested):

The Movement can assist me by:

5. Scouting Manager's comments and recommendation (Renewal, Reassignment or Retirement):

If Re assignment or Retirement is recommended, detailed justification is required.

Member's comments if AR&DP is not accepted

Signature of Member:

Signature of Scouting Manager:

Date AR&DP completed:

Signature of Region Commissioner or Assistant Chief Commissioner as appropriate:

Appointments Committee use only	**Date received**
Closure – AR&DP placed on Member's personal file	

Scouts Australia – ACT Branch

89 Kitchener Street
GARRAN ACT 2605

Phone: 02 6282 5211
Fax: 02 6260 5089
Email: actscouts@actscouts.asn.au
Internet: http://www.act.scouts.asn.au

Be Prepared...
for new adventure!

Application for Adult Membership - Referee Report

Applicant's Name:

This Referee Report must be completed personally by the Referee who shall not be a relative or a member of the Applicant's Scout Group or Team.

1. Relationship to Applicant (e.g. friend, mentor work colleague etc):		
2. How long have you known the Applicant (2 year minimum is mandatory):		
3. Is the Applicant able to positively relate to other adults? **If No why:**	**Yes**	**No**
4. Is the Applicant able to positively relate to young people under the age of 18? **If No why:**	**Yes**	**No**
5. Is the Applicant able to work as a member of a small team? **If No why:**	**Yes**	**No**
6. If you have children, would you be prepared to leave them in the sole care of the Applicant? **If No why:**	**Yes**	**No**
7. Do you know of any reason why the Applicant would not be a suitable Leader? **If Yes, why:**	**Yes**	**No**
8. Briefly comment on the Applicant's overall character:		

Referee's signature Phone Number	Print Name	Date

Scouts Australia – ACT Branch

89 Kitchener Street
GARRAN ACT 2605

Phone: 02 6282 5211
Fax: 02 6260 5089
Email: actscouts@actscouts.asn.au
Internet: http://www.act.scouts.asn.au

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for new adventure!

Application for Adult Membership - Referee Report

Applicant's Name:

This Referee Report must be completed personally by the Referee who shall not be a relative or a member of the Applicant's Scout Group or Team.

1. Relationship to Applicant (e.g. friend, mentor work colleague etc):		
2. How long have you known the Applicant (2 year minimum is mandatory):		
3. Is the Applicant able to positively relate to other adults? **If No why:**	**Yes**	**No**
4. Is the Applicant able to positively relate to young people under the age of 18? **If No why:**	**Yes**	**No**
5. Is the Applicant able to work as a member of a small team? **If No why:**	**Yes**	**No**
6. If you have children, would you be prepared to leave them in the sole care of the Applicant? **If No why:**	**Yes**	**No**
7. Do you know of any reason why the Applicant would not be a suitable Leader? **If Yes, why:**	**Yes**	**No**
8. Briefly comment on the Applicant's overall character:		

Referee's signature Phone Number	Print Name	Date

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ABN 95 108 207 854

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Training Plan

Applicant:	Section:
Group:	Position:

Agreed Dates for:

e-learning training, including Basic Core and Basic Sectional Techniques theory, to be completed by .....

Scouting Skills Day, held at Camp Cottermouth .....

Basic Sectional Techniques, held at Camp Cottermouth .....

Assessment Manual, for Appointment as an Adult Leader, will be completed by .....

The applicant's Personal Leader Adviser (PLA) is normally the Group Leader or will be:

Name: ..... **Meeting Night:** .....

Group: ..... **Phone No:** .....

I understand the training requirements that I will need to undertake. I will submit Training Application forms for the Scouting Skills Day and Basic Sectional Techniques - Practical, and will complete training as agreed to in this Training Plan.

....
Applicant's Signature Date

I agree with the Training Plan and will ensure that the applicant is supported to achieve these training outcomes. I have contacted the applicant's PLA and the PLA's GL and they have agreed to undertake this role.

....
Group Leader's Signature Date

I agree with the Training Plan and will ensure that the applicant is supported to achieve these outcomes.

....
Commissioner's Signature Date

Scouts Australia - ACT Branch

The Scout Association of Australia
Australian Capital Territory Branch
Incorporated

89 Kitchener Street, Garran ACT 2605
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Scouts Australia Institute of Training
TRAINING COURSE APPLICATION

Name of Course:

Date/s of Course:

Section (please circle one): **Joey Scout – Cub Scout – Scout – Venturer Scout – Rover – Leader of Adults - Other**

Name:	**Membership Number:**
Address:	
Telephone (H):	**Mobile:**
Date of Birth:	**Email:**

Scout Group:

Special needs: (Dietary, disability access, medical or other)

I confirm that I have completed the prerequisites for this training course. For example, to attend Scouting Skills Day, I have completed the online Intro to Basic Leadership Training and the Basic Scout Safe module; to attend Basic Sectional Techniques, I have completed 8 Basic Core modules and the section specific e-learning modules AND I have completed In-Service training. **Applicant's Signature:** **Date:**

Group (or other relevant) approval for attendance and confirmation of completion of prerequisites: **Print name of approver:**_____ **Signature:** **Appointment held:**_____ **Date:** (approving this application authorises the course fee to be charged against the Group Account)

Payment Received: **Date:**

The GL (or other approving person) is to hand deliver, fax or e-mail this application to the Branch Office prior to the closing date for course applications.
Details on this application form will be handled in accordance with the Privacy Act 1998.