

Scouts ACT Outline of the Adult Membership and Training Process

Phase	Activity	Notes
1. Application for Adult Membership	<ul style="list-style-type: none"> a. Application Form b. WWVP card c. PED d. Adult Review & Development Plan (except Rovers) 	<ul style="list-style-type: none"> • 1a to 1d are required by the Branch Office before any adult may be recorded on Extranet. • Rovers are not required to provide 1d.
	<ul style="list-style-type: none"> e. Referee reports (Leader) f. Training Plan (Leader) 	<ul style="list-style-type: none"> • 1e and 1f are also required by the Branch Office, for those applying for a Leader appointment.
2. E-Learning	<ul style="list-style-type: none"> • E-learning letter • Training Records Workshop • E-learning commenced 	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Appointments Committee • Branch Executive Committee • Certificate of Adult Membership 	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • E-learning completed • Scouting Skills Day course • Basic Sectional Techniques course • Submission of Assessment Record Book/evidence • Assessment of evidence 	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Group recommendation • Appointments Committee • Branch Executive Committee • Certificate of Adult Leadership • Certificate III 	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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.