

Scouts ACT Outline of the Adult Membership, Appointment and Training Process

Primary Appointment

Phase	Activity	Notes
1. Application for Adult Membership	a. Application Form b. WWVP card c. PED	i. 1a to 1c are required by the Branch Office before any adult may be recorded on Extranet and a Membership No allocated.
	d. Adult Review & Development Plan (Leader) e. Referee reports (Leader) f. Training Plan (Leader)	ii. 1d to 1f are also required by the Branch Office, for those applying for a Leader appointment.
2. Uniform	a. Wearing of uniform	i. Leaders in-training are to wear a White Scarf and a Leader in-Training badge when invested by the Formation (e.g. Group). ii. They are not to wear the official Scout uniform shirt or one of a similar colour or style until they are presented with their Certificate of Adult Appointment (CoAA), see 6e below.
3. e-Learning	a. e-Learning letter b. Training Records Workshop (optional for non-Leader applicants) c. e-Learning commenced d. Completion of BCORE CHILD and BCORE WHS (e-Learning modules)	i. On receipt by the Office of 1a to 1c, an Extranet automated e-mail is sent out advising of Membership No and outlining the training program. ii. Training records workshop includes advice on how to access and undertake e-Learning. iii. BCORE CHILD and BCORE WHS (e-Learning modules) MUST be completed by all Adults before the Appointments Committee and BEC consider appointment as a Member.
4. Appointment as a Member	a. Appointments Committee b. Branch Executive Committee c. Certificate of Adult Membership (CoAM)	i. On receipt of 1a to 1c (and 1d to 1f for Leader applicants) plus 3d, the Appointments Committee meet and consider application and make recommendation to BEC. ii. BEC consider recommendations and approve (as appropriate) application for membership. iii. CoAM is presented by Group Leader or Scouting Manager.

<p>5. Basic Wood Badge training</p>	<p>a. E-Learning completed b. Scouting Skills Day course (SSD) c. Basic Practical Supplement (BPS) course d. Submission of Assessment Record Book (ARB) & evidence e. Assessment of evidence</p>	<p>i. All e-Learning must be completed before applying for the BPS course. ii. Assessment of evidence is undertaken by Training Team. iii. ARB & evidence must be retained by Branch for 6 months after assessment.</p>
<p>6. Appointment as a Leader</p>	<p>a. Group recommendation b. Appointments Committee c. Branch Executive Committee d. Certificate of Adult Leadership (CoAL) e. Certificate of Adult Appointment (CoAA)</p>	<p>i. Appointments Committee meet to ensure that all pre-appointment requirements are completed and make recommendation to BEC. ii. BEC considers recommendations and approves application for appointment. iii. CoAL and CoAA are presented by Group Leader or Scouting Manager.</p>
<p>7. VET Qualification</p>	<p>a. Candidate submits SAIT Enrolment Form to Branch Office b. Branch Office enters details into aXcelerate (LMS) c. SAIT RPL assessment d. Certificate III</p>	<p>i. Enrolment Form and Information Guide provided by Branch Office/Assessor. ii. SAIT Assessor reviews Basic Wood Badge ARB and undertakes RPL with Candidate. iii. RPL documents must be retained for 6 months after assessment. iv. Certificate III in Business is awarded.</p>
<p>8. Advanced Wood Badge training</p>	<p>a. E-Learning undertaken b. Advanced Core Module course c. Advanced Practical Supplement (APS) course d. Completion of project e. Commissioner's evaluation f. Submission of Assessment Record Book/evidence g. Assessment of evidence h. Wood Badge</p>	<p>i. E-Learning may be completed at any time. ii. Assessment of evidence is undertaken by Training Team. iii. ARB/evidence must be retained by Branch for 6 months after assessment. iv. Wood Badge is approved by Assistant Chief Commissioner, Adult Training & Development. v. Wood Badge is presented.</p>
<p>9. VET Qualification</p>	<p>a. Candidate submits SAIT Enrolment Form to Branch Office b. Branch Office enters details into aXcelerate (LMS) c. SAIT RPL assessment d. Certificate IV</p>	<p>i. Enrolment Form and Information Guide provided by Branch Office/Assessor. ii. SAIT Assessor reviews Advanced Wood Badge ARB and undertakes RPL with Candidate. iii. RPL documents must be retained for 6 months after assessment. iv. Certificate IV in Front Line Management.</p>

Secondary Appointment

Phase	Activity	Notes
1. Application	<ul style="list-style-type: none"> a. Application for Secondary Appointment b. Adult Review & Development Plan c. Training Plan d. Appointments Committee e. BEC 	<ul style="list-style-type: none"> i. Appointments Committee meet and consider application and make recommendation to BEC. ii. BEC considers recommendation and approves (as appropriate) Authority to Act in the Secondary appointment. iii. Authority to Act is presented by Group Leader or Scouting Manager. iv. Leader's profile on Extranet is amended to reflect primary and secondary appointments.
2. Training	<ul style="list-style-type: none"> a. Training Records Workshop b. E-learning completed c. Basic Practical Supplement (BPS) course or equivalent d. Submission of Assessment Record Book/evidence e. Assessment of evidence 	<ul style="list-style-type: none"> i. All e-learning must be completed before BPS or equivalent course. ii. Complete only those Attachments relevant to "Transfer of Appointment". iii. Assessment of evidence is undertaken by Training Team. iv. ARB/evidence must be retained by Branch for 6 months after assessment.
3. Secondary Appointment	<ul style="list-style-type: none"> a. Group/Scouting Manager recommendation b. Appointments Committee c. BEC d. Certificate of Adult Appointment (CoAA) is annotated with primary or secondary appointment (whichever is relevant) 	<ul style="list-style-type: none"> i. Appointments Committee meet to ensure that all pre-appointment requirements are completed and make recommendation to BEC. ii. BEC considers recommendations and approves application for appointment. iii. CoAA is presented by Group Leader or Scouting Manager.

Basic Training requirements for Leader of Youth Appointment

1. In-Service Training recorded in your Leader Assessment Manual – *to be submitted to Branch Office on completion of basic training requirements.*
2. Basic Core e-learning Modules (11 modules):
 - i. Intro to Basic Leadership Training;
 - ii. Basic ScoutSafe;
 - iii. How Scouting Began;
 - iv. Basic Scouting Fundamentals;
 - v. The USP of Scouting;
 - vi. Basic Leadership;
 - vii. Personal skill development;
 - viii. Introduction to the patrol system;
 - ix. WHS for Scouting;
 - x. Child Safe Scouting; and
 - xi. Elementary Navigation.
3. Basic Sectional Techniques e-learning modules (4 modules):
 - i. Basic Sectional Knowledge for (your section) Scouts;
 - ii. Basic Programming for (your section) Scouts;
 - iii. Basic Outdoors and the Environment for (your section) Scouts; and
 - iv. Basic Organisational management for (your section) Scouts.
4. Scouting Skills Day - Training application required at least 2 weeks prior to course. **Note: 2 i and 2ii above are prerequisites for this course.**
5. Basic Practical Supplement (previously called Basic Sectional Techniques) in your section - Training application required at least 2 weeks prior to course. **Note: all e-learning modules above are prerequisites for this course.**
6. 2nd weekend: Scout Bushwalking (Level 1) Course is mandatory for leader appointment in the Scout, Venturer and Rover sections. The following Bushwalking e-learning modules (5 modules) must be completed prior to the Course:
 - i. Demonstrate Navigation Skills in a Controlled Environment;
 - ii. Operate Communication Systems and Equipment;
 - iii. Use and Maintain a Temporary or Overnight Site;
 - iv. Equipment for Lightweight Activities; and
 - v. Demonstrate Bushwalking Skills in a Controlled Environment.

Please ask for Advanced training details when you are ready – 6 to 12 months following your Leader appointment is suggested.

Basic Training requirements for Leader of Adults Appointment

1. In-Service Training recorded in your Leader Assessment Manual – to be submitted to Branch Office on *completion of basic training requirements*.
2. Basic Core e-learning Modules (11 modules):
 - i. Intro to Basic Leadership Training;
 - ii. Basic ScoutSafe;
 - iii. How Scouting Began;
 - iv. Basic Scouting Fundamentals;
 - v. The USP of Scouting;
 - vi. Basic Leadership;
 - vii. Personal skill development;
 - viii. Introduction to the patrol system;
 - ix. WHS for Scouting;
 - x. Child Safe Scouting; and
 - xi. Elementary Navigation.
3. Basic Leaders of Adults e-learning module (1 module).
4. Scouting Skills Day - Training application required at least 2 weeks prior to course. Note: 2 i and 2ii above are prerequisites for this course.
5. Basic Practical Supplement LoA - Training application required at least 2 weeks prior to course.

Please ask for advanced training details when you are ready – 6 to 12 months following your Leader appointment is suggested.

Basic Training requirements for Transfer between Sections

1. In-Service Training recorded in your Leader Assessment Manual – Transfer attachments only (see index at front of manual) - to be submitted to Branch Office on completion of basic training requirements.

2. Basic Sectional Techniques modules (4 modules):
 - i. Basic Sectional Knowledge for (new section) Scouts;
 - ii. Basic Programming for [new section] Scouts;
 - iii. Basic Outdoors and the Environment for (new section) Scouts; and
 - iv. Basic Organisational management for (new section) Scouts.

3. Basic Practical Supplement (previously called Basic Sectional Techniques) in your new section. Training application required at least 2 weeks prior to course. **Note: all e-learning modules above are prerequisites for this course.**

7. 2nd weekend: Scout Bushwalking (Level 1) Course is mandatory for leader appointment in the Scout, Venturer and Rover sections. The following Bushwalking e-learning modules (5 modules) must be completed prior to the Course:
 - i. Demonstrate Navigation Skills in a Controlled Environment;
 - ii. Operate Communication Systems and Equipment;
 - iii. Use and Maintain a Temporary or Overnight Site;
 - iv. Equipment for Lightweight Activities; and
 - v. Demonstrate Bushwalking Skills in a Controlled Environment.

Please ask for advanced training details when you are ready – 6 to 12 months following your leader appointment is suggested.

Advanced Training requirements for Leader of Youth Wood Badge

1. Advanced Core e-learning Modules (7 modules):
 - i. Intro to Advanced Leadership Training;
 - ii. Advanced Scouting Fundamentals;
 - iii. Advanced Personal Skill Development;
 - iv. Programming for Personal Growth;
 - v. Advanced ScoutSafe;
 - vi. World Scouting & Cultural Diversity; and
 - vii. Growing your Group.

2. Advanced Sectional Techniques e-learning modules (1 module):
 - i. Advanced Organisational Management for (your section) Scouts.

3. Advanced Core Module Course - Training application required at least 2 weeks prior to course.

4. Advanced Wood Badge Project

5. Advanced Practical Supplement (previously called Advanced Sectional Techniques) in your section - Training application required at least 2 weeks prior to course. Note: all e-learning modules above are prerequisites for this course.

6. Plus two additional Elective Modules not otherwise included. Can be either e-Learning or Practical.

7. Commissioner's Advanced Training Evaluation.

8. Submit Advanced Leader Assessment Manual to the Branch Office for assessment.

Advanced Training requirements for Leader of Adults Wood Badge

1. Advanced Core e-learning Modules (7 modules):
 - i. Intro to Advanced Leadership Training;
 - ii. Advanced Scouting Fundamentals;
 - iii. Advanced Personal Skill Development;
 - iv. Programming for Personal Growth;
 - v. Advanced ScoutSafe;
 - vi. World Scouting & Cultural Diversity; and
 - vii. Growing your Group.

2. Advanced Leaders of Adults e-learning module (3 modules):
 - i. Educational Method of Scouting;
 - ii. The Fundamentals of Scouting and the Leader of Adults role; and
 - iii. Advanced Leader of Adults.

3. Advanced Core Module Course - Training application required at least 2 weeks prior to course.

4. Advanced Wood Badge Project

5. Advanced Practical Supplement (previously called Advanced Sectional Techniques) in your section - Training application required at least 2 weeks prior to course. Note: all e-learning modules above are prerequisites for this course.

6. Plus two additional Elective Modules not otherwise included. Can be either e-Learning or Practical.

7. Commissioner's Advanced Training Evaluation.

8. Submit Advanced Leader Assessment Manual to the Branch Office for assessment.