

Leader Application Kit

Congratulations on your decision to become a trainee Scout Leader! Your journey will take you on many new adventures, with many new Scouting friends. You are helping develop our nations youth and giving back to your community.

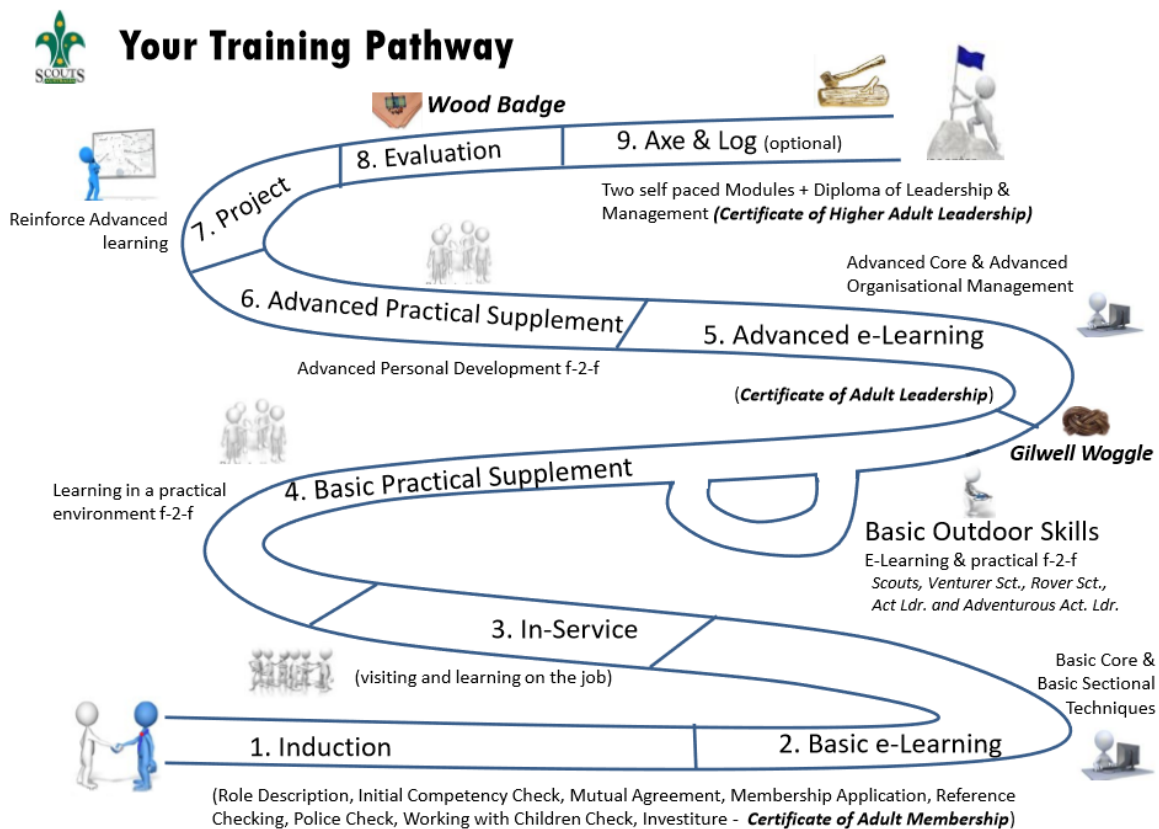
Before you can start your training you will need to complete some forms and do a Working With Vulnerable People check. Below are links to these forms,

Trainee Scout Leader:

FORM	LINK	YOUR PROGRESS
Adult Application	http://tinyurl.com/AdultMembership	
Adult Review and Development Plan	http://tinyurl.com/ScoutsARDP	
Working with Vulnerable People Card application	https://form.act.gov.au/smartforms/landing.htm?formCode=1318	

Once you have completed the above forms, your Group Leader will complete the below forms on your behalf and send you a link to review and sign it.

Training Plan	http://tinyurl.com/scoutstrainingplan	
Referee Report (two required)	http://tinyurl.com/ScoutsRefereeReport	



	Check List – Adult Member	Received
1	Application for Appointment as an Adult Member (All Adult members)	
2	Working with Vulnerable People Card (All Adult members)	
3	Two Referee Reports (All Adult members)	
4	Completion of BCORE CHILD & BCORE WHS (All Adult members)	
5	Adult Review & Development Plan (Adult Leaders only)	
7	Training Plan (Adult Leaders only)	
8	Appointments Committee recommend appointment as an Adult Member to BEC (All Adult members)	
	Appointment - Adult Leader	
9	Assessment Record Book – assessed as proficient	
10	Group recommendation	
11	Appointments Committee recommend appointment as an Adult Leader (Certificate of Adult Appointment) to BEC	

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

Primary Appointment

Phase	Activity	Notes
1. Application for Adult Membership (includes; Trainee Leaders, Rovers, Venturers over the age of 18 years, Adult Helpers, Adult Supporters, Scout Fellowship etc)	a. Application Form b. WWVP card c. Referee reports	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. Training Plan (Leader)	ii. 1d to 1e 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.

5. Basic Wood Badge training	<ul style="list-style-type: none"> a. E-Learning completed b. Scouting Skills Day course (SSD) c. Basic Practical Supplement (BPS) course d. Submission of Basic Training workbook e. Assessment of Basic Training workbook 	<ul style="list-style-type: none"> i. All e-Learning must be completed before applying for the BPS course. ii. Assessment of evidence is undertaken by Training Team.
6. Appointment as a Leader	<ul style="list-style-type: none"> a. Group recommendation b. Appointments Committee c. Branch Executive Committee d. Certificate of Adult Leadership (CoAL) e. Certificate of Adult Appointment (CoAA) 	<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. CoAL and CoAA are presented by Group Leader or Scouting Manager.
7. VET Qualification (if desired)	<ul style="list-style-type: none"> a. Candidate submits SAIT Enrolment Form to Branch Office b. Branch Office enters details into aXcelerate (LMS) c. SAIT RPL assessment d. Certificate III 	<ul style="list-style-type: none"> i. Enrolment Form and Information Guide provided by Branch Office/Assessor. ii. SAIT Assessor reviews Basic Training workbook and undertakes RPL with Candidate. iii. RPL documents and assessment summaries stored in aXcelerate (LMS).. iv. Certificate III in Business is awarded.
8. Advanced Wood Badge training	<ul style="list-style-type: none"> 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 Advanced Training workbook g. Assessment of Advanced Training workbook 	<ul style="list-style-type: none"> i. E-Learning may be completed at any time. ii. Assessment of evidence is undertaken by Training Team. iii. Wood Badge is approved by Assistant Chief Commissioner, Adult Training & Development. iv. Wood Badge is presented.
9. VET Qualification (if desired)	<ul style="list-style-type: none"> a. Candidate submits SAIT Enrolment Form to Branch Office b. Branch Office enters details into aXcelerate (LMS) c. SAIT RPL assessment d. Certificate IV 	<ul style="list-style-type: none"> i. Enrolment Form and Information Guide provided by Branch Office/Assessor. ii. SAIT Assessor reviews Advanced Training workbook and other materials and undertakes RPL with Candidate. iii. RPL documents and assessment summaries stored in aXcelerate (LMS). iv. Certificate IV in Business or Leadership & Management.

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. e-Learning completed b. Basic Practical Supplement (BPS) course or equivalent c. Submission of Basic Training workbook d. Assessment of Basic Training workbook 	<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.
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.

Note: Another form of secondary appointment relates to Adventurous Activity technical roles. Such secondary appointments require defined Scout and VET units as per the Adventurous Activities Information Handbook. Such appointments will be as Scout Appointed Guides or as a National Instructor.

Basic Training requirements for Leader of Youth Appointment

1. In-Service Training recorded in your Basic Training Workbook – *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 Basic Outdoor Skills 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 Basic Training Workbook – 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 Basic Training Workbook – 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 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 Basic Outdoor Skills 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 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 Training workbook 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 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 Training workbook to the Branch Office for assessment.