

## **9.1 - TRAINING TEAM APPOINTMENTS**

### Preamble

1. Trainers of Adults in Scouting emerge for a variety of reasons and from differing backgrounds. Excellent leaders of young people are not always excellent trainers of adults. The process of introducing leaders to the role of training other adults must be well planned and, for most trainers, is a long term process.
2. National Training Team development is based on the personal experiences of Team members and those of their peers. Since the Team must accept responsibility for its own growth and development, it must have the broadest possible base on which to build. It must be balanced in terms of age, gender and experience so that its members can contribute to the learning process from their own knowledge, skills and attitudes, supplemented by the involvement of trainers from outside the Movement so that our training methods reflect the current concepts in adult learning.
3. To ensure that the Leader Training Team remains viable and vital, appointments will be reviewed at regular intervals and workloads monitored to ensure that there are sufficient Leaders to deal with the tasks required.

### Guidelines

4. These guidelines are in addition to the requirements laid down in the Scouts Australia Institute of Training AQTF Quality Manual.
  - a. Appointments to the Leader Training Team are by nomination and invitation, not by application.
  - b. Appointees to the Team are made Leader Trainers or Assistant Leader Trainers of the National Training Team and are appointed as Training Commissioners or Assistant Training Commissioners at Branch level. Training Team members are responsible to the ACT Assistant Chief Commissioner for Adult Training and Development.
  - c. To ensure adequate assessment of Team members, new appointments and renewals are to be referred to a Training Team Appointments Committee. The Committee consists of:
    - i. Assistant Chief Commissioner for Adult Training and Development who is the Chair;
    - ii. two Commissioners appointed by the Chief Commissioner; and
    - iii. a leader with experience in adult training, but not a current member of the Team, appointed by the Chief Commissioner.
  - d. The number of appointments to the Team within the Branch is regulated so that:
    - i. there is a sufficient number of trainers for the workload;
    - ii. every trainer is continuing to make a worthwhile contribution to Leader training; and
    - iii. the ratio of Leader Trainers to Assistant Leader Trainers, under WOSM guidelines is approximately 1:4.

- e. The Assistant Chief Commissioner for Adult Training and Development is responsible for the establishment and maintenance of the Team.
- f. The general requirements for appointment to the Team are:
- i. hold the appropriate Industry qualification training and assessment;
  - ii. hold a Wood Badge and have five years experience as an adult Leader;
  - iii. demonstrate willing acceptance of the aims, principles, methods and policies of The Scout Association of Australia;
  - iv. be of character and demeanour as to reflect the values and ideals of the Scout Association;
  - v. possess initiative and administrative ability commensurate with that required to organise and conduct adult training courses;
  - vi. have understanding and acceptance of the current principles of adult education;
  - vii. have completed a suitable induction period in Leader training;
  - viii. have demonstrated possession of the following attributes in leader training situations:
    - ability to communicate effectively with adults and to motivate/stimulate them;
    - adaptable and flexible approach to training;
    - appreciation of individual differences and different abilities;
    - ability to be innovative;
    - knowledge/experience/expertise of subjects presented; and
    - patience, responsibility, sense of humour and tact.
  - ix. be an effective Leader in their present appointment.
- g. Appointees to the National Training Team are required to accept the following conditions:
- i. apply the current principles of effective adult education to the conduct of Leader training;
  - ii. be willing to work as a member of a team in the implementation of the Leader training scheme;
  - iii. continue to develop and improve themselves as trainers by available methods, such as:
    - attending relevant training courses and conferences conducted by The Scout Association and by other organisations;
    - personal study; and
    - contribute 6 weekends (or equivalent) per year to adult training and development. This includes course and session development, delivery of training, assessment of trainees, attendance at Training Team meetings and conferences and providing one-on-one training advice to Leaders.
  - iv. contribute to leader training on the basis of:

- Assistant Leader Trainers will be required to manage and/or lead in conducting Basic training courses and to assist in conducting Advanced training courses, and if qualified, Specialised Activities training courses;
  - Leader Trainers will be required to manage and/or lead in conducting Basic and Advanced training courses;
  - manage and assist other training courses, seminars and workshops as necessary;
  - the development, preparation and revision of training material, sessions and courses; and
  - participation in and contribution to Training Team Conferences;
- v. conduct and carry out the administrative duties for Leader training courses allocated by and in consultation with the Assistant Chief Commissioner for Adult Training and Development; and
- vi. during each period of appointment be actively involved for a period of at least three months (which need not be consecutive) with a youth training Section to ensure that Leader training remains relevant to the Leader's role.

### Procedure

5. The following procedures apply to the appointment or re-appointment of members of the National Training Team.

- a. Leaders who may be considered for appointment to the National Training Team will be invited to regularly assist in the delivery of Basic and Advanced training sessions. These Leaders are called Training Team Assistants.
- b. Following a period as a Training Team Assistant and completing all of the general requirements for appointment, they will be assessed by the ACT Training Team Appointments Committee.
- c. Nominations for appointment or re-appointment as an Assistant Leader Trainer or Leader Trainer will be initiated by the Assistant Chief Commissioner for Adult Training and Development in consultation with the ACT Training Team Appointments Committee. The Assistant Chief Commissioner for Adult Training and Development will prepare the necessary nomination for consideration and endorsement by the Branch Chief Commissioner. Following endorsement, the nomination will be forwarded to the National Commissioner for Adult Training and Development for approval by the Chief Commissioner of Australia.
- d. In addition to the 3 yearly review of appointment process, each Trainer's performance is subject to re-assessment by the ACT Training Team Appointments Committee who may make a recommendation to the Chief Commissioner. The Committee shall have access to all relevant documents such as the Trainer's Scouting record, course assessments etc and other material on which to consider and make a recommendation.
- e. All appointments to the National Training Team are for a period of three years. The Trainer will be appointed within the Branch as either a Training Commissioner or Assistant Training Commissioner and that appointment will expire on the same date as the appointment to the National Training team.

### AUTHORITY

6. This Policy statement was approved by the Branch Executive Committee on 28 August 1991, 28 May 1997 and 25 May 2011.