

Appointments & Training for New adults & for those changing their roles

When an adult takes on a role with scouting or when an existing adult takes on a new role it is important to make sure that they have the knowledge and skills they require to take on this role. When this happens each person is required to meet with the AAC (Appointments Advisory Committee) when they completed this process they then **MUST** meet with the District LTM (Local Training Manager) or a Designated Member of the District training team.

Prior to Meeting with the AAC all new members should have at least the basics understanding of adult training explained to them by an experienced member of their group or line manager most likely the GSL. Before attending the AAC it is a good idea to have to have started the “Getting Started” modules.

The Appointments Process and your Role’s status

Appointment	An adult role in Scouting which requires the adult appointment process as laid out in this document to be followed.
Pre-provisional Appointment	A new role starts with a Pre-Provisional Appointment status and is complete when the Appointments process is complete.
Provisional Appointment	This status reflects that completion of the Getting Started training requirements is a requirement for a role. If the Getting Started training requirements are not complete by the time that the Appointments process is complete, then the role status will change from pre-Provisional to a Provisional Appointment.
Full Appointment	An adult role in Scouting for which the holder has satisfactorily completed the adult appointment process and the associated Getting Started training requirements as laid out in this document.

All new roles will be required to meet with a Member of the District Training team.

- Discuss and agree a PLP (Personal Learning Plan)
- Be assigned a TA
- Receive a Personal Learning Folder

There will be three categories of learners

- Non Wood Badge
- Leaders, Wood Badge
- Managers and Supporter

All appointed adults must undertake the training “Getting Started” and (recorded on Compass) before an appointment can move to Full status.

For more information contact the District training team:

training@leatherheaddistrictscouts.org.uk

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For those appointed adults that must complete a Wood Badge, if it is not completed within three years of the role start date recorded on Compass, the appointment should be ended by the relevant DC (District Commissioner) acting together with the AAC. Where the AAC and the relevant DC agree that there are genuine extenuating circumstances that have prevented completion of the Wood Badge, further periods to total no more than two years may be allowed for the completion of the Wood Badge.

For the Wood Badge to be awarded, an up to date first aid certificate (a minimum of First Response).

All role holders in roles requiring Module 1 or Module 1EX must also complete GDPR training within 5 months of their role start date.

Obligations for on-going training:

- Safeguarding.
- Safety.
- First Aid.
- GDPR.

All role holders in roles requiring Module 1 or Module 1EX must also have completed GDPR training within 5 months of their role start date.

Note that all adults in roles (other than Trustee roles) which require an Appointment Review are encouraged to gain a first aid certificate (minimum of First Response) and then to renew it every three years.

WOOD BADGE TRAINING

SECTION LEADERSHIP TEAM ROLES

A Colony, Pack, Troop or Unit will have a Section Leadership Team comprising:

Section Leader	An adult responsible for the supervision, planning and delivery of the programme for the Colony, Pack, Troop or Unit and the management of the Section. It is possible for this to be a role shared between two or more volunteers.
Assistant Section Leaders	One or more adults appointed to assist the Section Leader in all aspects of the role. It is good practice, but not necessary, to have one or more Assistant Section Leaders.

MANAGER TRAINING

A Group, District or County will be led and managed by a team comprising:

Managers	An adult appointed in the Movement who is the line manager for adults within the Movement and does not normally directly deliver programmes to young people, as defined by the role description. The roles include Group Scout Leader, District Commissioner, District Explorer Scout Commissioner, District Scout Network Commissioner, County Training Manager, Scout Active Support Manager, Regional Commissioner, County/Area Commissioner).
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NON WOOD BADGE TRAINING

SECTION TEAM ROLES

Additionally, a Colony, Pack, Troop or Unit may use Helpers to assist in the delivery of the Section's programme:

SA Section Assistants	One or more adults who assist the Section Leader in planning and delivering programmes to young people in the Movement.
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Other Group/sectional support: such as parents or those that help a section on an occasional basis

OH Occasional Helpers	Additional adults (for example parents or subject experts from the community) may be used on a regular or occasional basis to support the delivery of programme. The Personal Enquiry and criminal records disclosures checks requirements detailed in POR must apply wherever applicable for these adults. A person who requires a Personal Enquiry (including where relevant a criminal records disclosure check) and who does not have an active role on Compass that includes a criminal records check must be registered on Compass as an Occasional Helper SV. This Occasional Helper role on Compass is not otherwise part of the Appointment Process, carries no membership status and is only provided to enable the Personal Enquiry and criminal records disclosure checks to be conducted if required by POR
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SUPPORT ROLES

Delivery of Scouting is supported by adults with a variety of roles:

Administrator	An adult appointed in the Movement to carry out administrative functions within Scouting.
Adviser	An adult appointed in the Movement to provide advice on a particular subject.
Assessor	An adult appointed in the Movement to assess a particular aspect of Scouting.
Co-ordinator	An adult appointed in the Movement who coordinates activities on behalf of the line manager.
Instructor	An adult appointed in the Movement to provide instruction in a particular skill area.
Scout Active Support Member	An adult appointed in the Movement to provide active support to Scouting with no responsibility for other adults or young people.
Supporter	An adult appointed in the Movement who works to develop Scouting without having management responsibility for people, as defined by the role description (e.g. Assistant District Commissioner, Assistant County Commissioner, District Scouter and County Scouter, Assistant Regional Commissioner). District Scouters and District Leaders may be appointed to support one or more Assistant District/County Commissioners, or the District Explorer Scout Commissioner, in the execution of their role.

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