



# Individual Adult Volunteer Plan

## Phase 1B Transitioning Program Support Leader

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The Individual Adult Volunteer Plan Phase 1 should accompany the A2 and be completed for an adult member changing roles.

The expectation is that this Phase will be achieved no later than 12 months after assuming a new role within the Movement.

If unable to tick each box, and your Team leader is unable to assist, refer to your next level up Team Leader or Branch Office for assistance.

I have received;

a copy of my role description

the Code of Ethics and Code of Conduct (Policy & Rules P5.2) *(in application)*

I have discussed what I would like to achieve in Scouting with my Team Leader

I have identified and agreed current proficiencies<sup>1</sup> relevant to the role with my Team Leader

I understand my rights and responsibilities as listed in the Mutual Agreement (Policy & Rules P5.3.5) *(in application)*

I commit to completing the requirements of the Certificate of Proficiency relevant to my role by

\_\_\_\_\_ <sup>2</sup> Refer Training Plan overleaf

I am aware who will provide me with support towards achieving a Certificate of Proficiency, that person being

I understand that should I not complete the requirements of the Certificate of Proficiency I will participate in an Adult Volunteer Performance Plan with my Team Leader.

Trainee Name:

Team Leader Name:

Membership Number:

Membership Number:

Signature:

Signature:

Date:

Date:

<sup>1</sup> These are to be mapped to requirements of the Certificate of Proficiency and agreed by Branch Commissioner Adult Training and Development (or equivalent)

<sup>2</sup> This is expected to occur within 6 months of joining subject to course availability within the Branch but must be no later than 12 months from joining.

# Training Plan

## CHANGING ROLES: PROGRAM SUPPORT LEADER

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| <p>This annotated Program Support Leader training plan is a guide for any Leader who has previously completed at least Basic training (achieved the Gilwell Woggle) in any role and is now transitioning to any Program Support Leader role. This includes moving from a Youth Program Leader role to a Program Support Leader role. It also includes those moving between Program Support Leader roles or those returning to a Program Support Leader from another role.</p>                           |   |
| <p>The On-Demand Scouting Preliminary and Scouting Essentials modules must be completed before applying to attend the Scouting Essentials Course.</p>   | <p><b>Guidance for Leaders transitioning from any role to a Youth Program Leader role</b></p>   |
| <p><b>Scouting Preliminary: On-Demand Modules*</b></p> <ul style="list-style-type: none"> <li>Child Safe Scouting</li> <li>WHS and Scouting</li> <li>I'm an Adult Leader</li> <li>Preliminary Scout Safe</li> <li>Educational Objectives and SPICES</li> <li>The Scout Method</li> <li>Youth Leading Adult Supporting</li> </ul>  | <p><i>Complete any modules not already completed (or you need a refresher on). Use the pre- and post-module quizzes as a knowledge check instead of completing all the activities if you are already confident with the material</i></p>  |
| <p><b>Scouting Essentials: On-Demand Modules</b></p> <ul style="list-style-type: none"> <li>I'm a Scout</li> <li>Thank you B-P</li> <li>Plan&gt;Do&gt;Review&gt;</li> <li>Youth Led Programming</li> <li>Achievement Pathways</li> <li>Building Resilience</li> <li>Youth Empowerment</li> <li>Being Inclusive</li> <li>Managing Behaviours</li> <li>The Patrol System for One Program</li> </ul>   | <p><i>Complete any modules not already completed (or you need a refresher on). Use the pre- and post-module quizzes as a knowledge check instead of completing all the activities if you are already confident with the material</i></p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>Did you know?</b> All of the Preliminary and Essentials modules have quizzes to see if you're already confident with the material and don't have to complete the full module.</p> </div>  |
| <p><b>Scouting Essentials Course</b></p> <p>These are fun, engaging training courses held at some great Scouting campsites or at Scout Halls near you. Check the course calendar and apply at <a href="https://scoutsvictoria.com.au/age-sections-adults/training/">https://scoutsvictoria.com.au/age-sections-adults/training/</a></p>   | <p><i>Complete this course only if you haven't historically completed a sectional Basic Practical or Basic Sectional Techniques</i></p>   |
| <p><b>Scouting Management: On-Demand Module*</b></p> <p>Basic Leader of Adults - BLOA</p>   | <p><i>Complete this module if not already completed.</i></p>  |
| <p><b>Scouting Management: Course</b></p> <p>These are fun, engaging training courses held at some great Scouting campsites or at Scout Halls near you. Check the course calendar and apply at <a href="https://scoutsvictoria.com.au/age-sections-adults/training/">https://scoutsvictoria.com.au/age-sections-adults/training/</a></p> <p>The Scouting Essentials Course and the On-Demand Scouting Management module must be completed before applying to attend the Scouting Management Course.</p> | <p><i>Complete this course only if you haven't historically completed Group Leader or District Leader/Commissioner Basic Practical or Basic Leader of Adults Practical course</i></p>   |
| <p><b>On The Job Training – Program Support Leader</b></p>  | <p>Once the On the Job – Program Support Leader phase is completed, it is submitted to your Team Leader online. Once verified by your Team Leader (they will get an email) this will automatically be recorded on your membership record on Extranet the next day.</p> <p><i>Complete this checklist with your Team Leader as a proficiency check, if not already completed for a previous role. Your previous completion of Tech Skills and In-Service can contribute to this, but make sure you've covered off newer program elements and other skills included in the new checklist. Some of the 'I' Statements are the same as for Youth Program Leaders and don't have to be repeated.</i></p> |

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| <b>Certificate of Proficiency Awarded</b> | Your training up to this point is recognised with the Certificate of Proficiency (COP), represented through the 'Gilwell Woggle'. The COP is the training qualification that allows you to be appointed as a provisional program support leader, rather than a trainee. | <b><i>Congratulations. Your existing Certificate of Adult Leadership gets bridged to the new Certificate of Proficiency for Program Support Leaders!</i></b> |
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## Checking a leader's role pre-requisites

There's an extranet tool that tells you what training is required for a Leader's role. The easiest way is to click the 'check pre-requisite' link on a member's record and then click 'show/hide more options' in the pop-up to see all the options.

There is an option for new Leaders with no level of training under the previous training system. For Leaders who trained previously, do a word search (Ctrl+F) for 'RETROSPECTIVE' and find the option that includes the Leader's highest level of previous training. This option is likely to require less additional training. It should work out to be consistent with the guidance in this pack.

### The system says I need a Certificate of Proficiency?

All of the role options will require a **Certificate of Proficiency** – the guidance in the pages above explains how to bridge their current level of training to a new Certificate of Proficiency.

## Did you know?

Unlike Youth Program Leaders changing roles, Program Support Leaders need to have completed a Scouting Leadership course, ***even*** if they've historically completed a sectional Advanced Practical course. That's because this course now includes people management elements that are important for all Leaders but ***critical*** for Program Support Leaders

# Training Plan

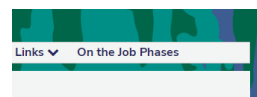
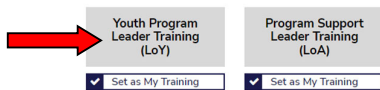
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| <p>You must have achieved a Certificate of Proficiency (including the On The Job – Program Support Leader) and the currently available Scouting Leadership On-Demand Modules to apply for your Scouting Leadership course.</p> |  |  |
| <b>Scouting Leadership modules</b>   | Growing Scouting   | <i>Complete these modules if not already completed</i>   |
|  | Spirituality and Scouting  |  |
|  | World Scouting #   | <i>These modules are not yet available or included in our role pre-requisites.</i>   |
|  | Mentoring and Personal Progression #   |  |
|  | Leading Operational Tasks #  |  |
|  | Leading Effective Volunteer Teams #  |  |
|  | Sustainable Development and Scouting #   |  |
|  | Emotional Intelligence and Leadership #  |  |
| <b>Scouting Leadership Course</b>  | <p>These are fun, engaging training courses held at some great Scouting campsites or at Scout Halls near you. Check the course calendar and apply at <a href="https://scoutsvictoria.com.au/age-sections-adults/training/">https://scoutsvictoria.com.au/age-sections-adults/training/</a></p> <p>During this course your Wood Badge project will be approved by the Course Leader based on ideas that you bring and a scoping discussion.</p>   | <i>Complete this course only if you haven't historically completed a Scouting Leadership course or Leader of Adults Advanced course.</i>   |
| <b>On The Job Training – Scouting Leadership</b>   | <p>This phase's checklist includes:</p> <ul style="list-style-type: none"> <li>A final list of <b>skills</b> to verify</li> <li>the completion of your <b>Wood Badge Project</b>. Your project will be scoped on the Scouting Leadership course. It should give you an opportunity to develop yourself in something related to your role while exploring the Fundamentals of Scouting.</li> <li>an evaluation of your work on the ground called the <b>Wood Badge Evaluation</b>. After the Scouting Leadership Course there is a four-month Wood Badge evaluation period. This period involves observation and support for your skills in action to ensure that an advanced level of proficiency has been reached. During this time regular contact and discussion should be maintained with your Team Leader and/or Training Mentor. The verifier may recommend that the evaluation period be extended, with further support provided to the trainee.</li> </ul> <p>This phase is completed with your 'Team Leader's Team Leader' which for most Youth Program Leaders will be the District Commissioner or their delegate. You can submit this to the verifier online once the checklist's completed. Once verified, this will automatically be recorded on your membership record.</p> | <p><i>Complete this checklist with your 'Team Leader's Team Leader'</i></p> <p><i>If you've completed a Wood Badge Project for a previous role and this has been recorded on your Extranet record, you now do not need to complete another one. Make a note of your previous Project completion when filling in the checklist so that the verifier can confirm this.</i></p> |
| <b>Wood Badge Awarded</b>  | <p>Having completed the training program for your role, you will be awarded the Wood Badge, with a Certificate of Advanced Adult Leadership (CAAL) relevant to your role as a Program Support Leader. The Wood Badge is awarded only once, while the CAAL represents that you have completed Wood Badge-level training for any subsequent role you undertake.</p>  | <p><i>Congratulations! If you've previously been awarded the Wood Badge, you don't get awarded this again, but your Team Leader will be sent your new Certificate of Advanced Adult Leadership for a special presentation to you</i></p>   |

# = These modules are not yet available. Once available, they will be introduced to the training pathway.

**Where to find the On-Demand Modules:**

On-Demand Learning platform (<https://training.scouts.com.au/curriculum/index>). You will probably want to set this as 'My Training'.

You can also find the Training page using the 'Curriculum' menu up the top of the page.



**Where to find the On The Job Phases:**

These are also on the On-Demand Platform (<https://training.scouts.com.au/>) using the menu up the top