

On The Job training

Fact sheet for learners and their supporters

Introducing the On The Job training

On The Job training refers to the skills we hone and demonstrate 'in the field' as Scout Leaders. It's one component of our adult training program - we learn knowledge through **(1) On Demand Learning modules**; we learn skills at **(2) training courses**; and then we apply these skills through **(3) On The Job training**. Our On The Job Phase checklists are the tool for recording this learning and demonstrating that a Leader is proficient at what they do.

What's changed recently?

In 2022, we've shifted to an entirely paperless/'PDFless' system so that recording and verifying your On The Job training all occurs online on the [On Demand platform](#). There have also been minor updates to the content of the On The Job training and a more significant restructuring of the checklists into:



On The Job - Youth Program Leader checklist (for Youth Program Leaders or 'Leaders of Youth')



On The Job - Program Support Leader checklist (for Program Support Leaders or 'Leaders of Adults')



On The Job - Scouting Leadership checklist (for all Leaders)

Access the checklists on the [On Demand platform](#), and see your [training plan](#) to understand what checklist to work through and when.

How to complete On The Job training

Accessing the On The Job checklists

The checklists are accessed on the On Demand platform - the same platform that you use for your On Demand modules. To sign in for the first time, go to the Scouts Australia training site www.training.scouts.com.au, and enter login details:

- **Branch:** Victoria
- **Member Number:** (Get this from your Team Leader)
- **Password:** Your password is your date of birth (ddmmyyyy). When you login for the first time you will be asked to choose a password

Once you've logged in, click on the On The Job phases tab at the top-right of the screen.



Curriculums ▾ Adult Training and Development Qualifications and SAIT On the Job Help Quick Links ▾ **On the Job Phases**

Making it happen!

1. First and foremost, you complete On The Job training by **doing the job!** As a Youth Program Leader in an active Unit running the current youth program, you should get lots of opportunities to demonstrate your growing skills, particularly as you come back to the Unit after your training courses. For Program Support Leaders, you will also tick off the skills on the job, but may need to spend some more time with Units to really get a feel for the program you're supporting.
2. Secondly, you should be **speaking regularly with your Team Leader** about your On The Job training. They are there to support you and clear the way, including helping you to visit other Unit Councils and other meetings of adults. Have a conversation about your [training plan](#).

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3. Third comes the actual **recording** of your On The Job training. The [On Demand platform](#) provides a place for you to tick off and write notes against each of the 'I Statement' skills as you go. It's totally okay for a proficient youth member to verify individual skills - just make a note of who witnessed you demonstrate the skill. Once you've completed the checklist, you submit this for verification by your Team Leader - the system sends them an email.

Top tips for learners

1. Plan ahead for some of the 'meatier' tasks to tick off, such as visiting other sections, visiting other Unit Councils, and attending adult meetings. Your Team Leader can help make introductions.
2. Recording your progress in the [On Demand](#) system is not a massive writing task. You're writing a few notes to keep track of your own progress and also to help remind your Team Leader what you've done so that they can confidently verify your skills.
3. You can start the relevant checklist at any time, but don't submit these until you've completed the relevant courses.
 - a. **On the Job Training- Youth Program Leader** is submitted **after** a Leader has completed Scouting Essential and Scouting Adventure Courses
 - b. **On the Job training – Program Support Leader** is submitted **after** Scouting Essentials and Scouting Management Courses.
 - c. **On the Job Training- Scouting Leadership** is submitted **after** the Leader has completed Scouting Leadership Course and includes completion of the Wood Badge Project.
4. Don't complete a checklist that's not part of your training pathway. If you're a Youth Program Leader, don't complete the Program Support Leader checklist, and vice versa.

How to verify a learner's On The Job training

As a Team Leader, Next Level Up Team Leader, or other training mentor:

1. Talk the learner through their [training plan](#).
2. Familiarise yourself with the [On Demand platform](#) so that you know what learners are seeing.
3. Provide lots of opportunities for the learner to demonstrate skills on the job, even if this means you or other experienced Leaders stepping back a bit.
4. Once the learner submits their checklist, you will receive an email asking you to login to the On Demand system. You can approve the checklist, or reject it with comments.
5. Once approved, completion of the checklist will be recorded on the learner's Extranet record overnight.

Top tips for verifiers (based on some common pitfalls to avoid)

1. Don't verify a checklist that is not part of the learner's training pathway (e.g. if they submit the Program Support Leader checklist but they're a Youth Program Leader).
2. Don't verify all the checklists in one go. If a learner submits all checklists in one day, this is probably an indication that the task hasn't been completed sincerely.
3. Don't verify checklists until the learner has completed the relevant course where the skills are covered (e.g. the Youth Program Leader checklist prior to the Scouting Adventure course)

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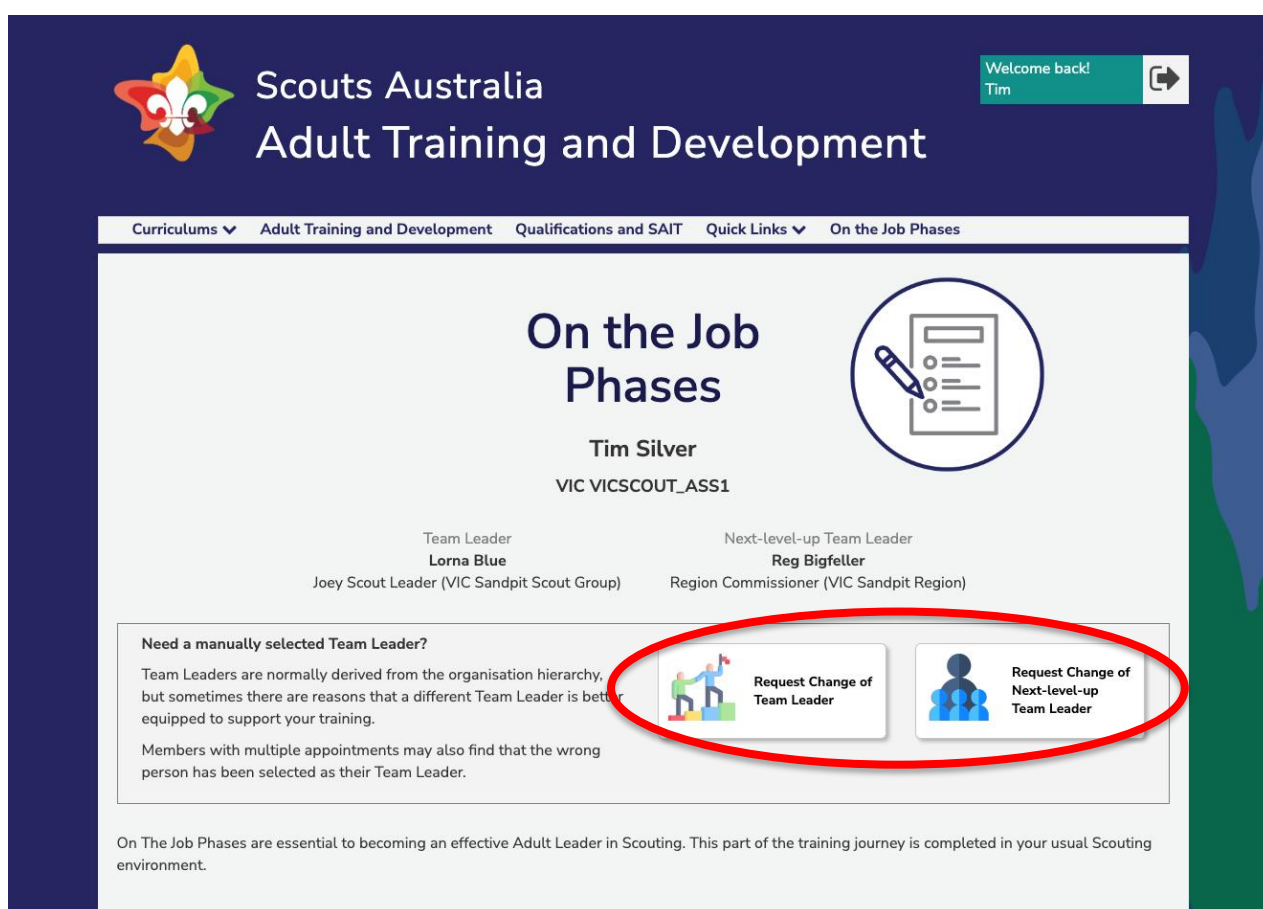
Frequently asked questions

Frequently asked questions from learners

The Team Leader allocated doesn't look right. Can I change it?

Team Leaders and 'Next Level Up Team Leaders' have been allocated based on the Branch's organisational structure. This can produce unexpected results where a Leader has multiple roles. You may also want to change Team Leaders if your Group Leader wants to delegate the main job of supporting you to another Leader (e.g. an Assistant Group Leader or the leader in charge of a section).

You can request a change of Team Leader through the Request Change of Team Leader button in your On The Job checklist. This will generate a request to the Victorian Scout Centre for action.



The screenshot shows the 'On the Job Phases' page in the Scouts Australia Adult Training and Development system. The page header includes the Scouts Australia logo and the text 'Scouts Australia Adult Training and Development'. A navigation bar contains links for 'Curriculums', 'Adult Training and Development', 'Qualifications and SAIT', 'Quick Links', and 'On the Job Phases'. The main content area displays the user's name 'Tim Silver' and role 'VIC VICSCOUT_ASS1'. Below this, it lists the 'Team Leader' as Lorna Blue (Joey Scout Leader) and the 'Next-level-up Team Leader' as Reg Bigfeller (Region Commissioner). A section titled 'Need a manually selected Team Leader?' provides information about manual selection. Two buttons are circled in red: 'Request Change of Team Leader' and 'Request Change of Next-Level-up Team Leader'. The page footer contains a note about the importance of On The Job Phases.

What if I started my training under the previous system?

If you completed the old 'Plan' and 'Do' milestones, you should have automatically been credited with the new On The Job Youth Program Leader checklist. If you partially completed 'Plan' and 'Do' and recorded your progress online, these ticks will have transferred across to the new checklist.

If you've completed training before 2020 and now want to continue on to the Wood Badge or want to transition roles, you'll need to complete the new checklists making sure that you've covered off aspects that are relevant to the current program (e.g. supporting youth members with the current achievement pathways). Use the [training plan](#) for transitioning Leaders as your more detailed guide. It's not hard if you're supporting a Unit running the current program.

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I'm a Rover: which checklists do I complete?

As a Rover completing the Wood Badge training, in Victoria you can choose whether you want to pursue the Youth Program Leader training pathway or the Program Support Leader pathway. The Rover section provides great experiences relevant to both pathways. Once you've made your choice, refer to the relevant [training plan](#).

How will I know when my On The Job checklist has been verified?

Once your Team Leader has verified your On The Job checklist, you will be sent an email advising this has occurred. Similarly, if your Team Leader needs to reject your verification request you will receive an email to that effect including the reason provided by your Team Leader.

I've submitted my checklist for verification but not had a response. What can I do?

Your Team leader is asked to verify (or reject) your On The Job checklist within 14 days. If, after 14 days you have not received an outcome you can log back in to your On The Job checklist and send a reminder to them. This reminder will also go to your next level up Team Leader so they can follow up as well. If you still don't get an outcome contact the [Victorian Scout Centre](#). Note that you are unable to send a reminder through the system until after 14 days.

If I change roles in Scouting will I need to complete On The Job training again?

If you are moving from a Youth Program Role to a Program Support Role then you will need to complete the On The Job Program Support Leader checklist and vice versa if moving from a Program Support Role to a Youth Program Leader role.

You won't need to complete a checklist again if changing from one section to another, or from on Program Support Leader role to another. Instead, complete an Individual Adult Volunteer Plan with your Team Leader and consider what professional development will best support you.

Note that this is different to our previous arrangements where we were using a repeat of On The Job training to support transitioning between sections. The [training plans](#) for transitioning leaders explain more about the training now required.

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Frequently asked questions from Team Leaders and other training supporters

Who verifies that a learner has completed On The Job training?

The On The Job Youth Program Leader checklist and On The Job Program Support Leader checklist are verified by the learner's **Team Leader** who has themselves been awarded a Gilwell Woggle (current Certificate of Proficiency or historical Certificate of Adult Leadership).

For Leaders in a Unit, this will mean their Group Leader or the Leader In Charge of their Group. This Leader can delegate if there's an experienced section Leader, or an experienced Assistant Group Leader, or if the Group Leader themselves is still a trainee and doesn't yet have a Certificate of Proficiency. For Group Leaders or District Leaders, the Team Leader will usually be the District Commissioner.

The **Scouting Leadership checklist** is verified by the '**Next Level Up Team Leader**' who has been awarded a Wood Badge. This is the Team Leader of the learner's Team Leader. This allows a level of independence and consistency to be applied prior to awarding the Wood Badge. For most Leaders in a Unit, this will be your District Commissioner. They may delegate this task to a District Leader but ideally not the Group Leader.

As a Next Level Up Team Leader, how do I verify the Scouting Leadership checklist? (Also, what happened to the District Evaluation?)

The Scouting Leadership checklist is a combination of the previous 'Review' checklist, the Wood Badge project completion (which is ticked off by the Team Leader) and the 'District Evaluation' or 'Wood Badge Assessment'.

There is no longer a separate form for the Wood Badge Assessment. Instead, we are asking you to make your verification of the learner's proficiency at the Scouting Leadership checklist / *Statements* through:

- Conversation with the Team Leader, and others as necessary
- Direct observation over multiple occasions in the months following the learner's Scouting Leadership course (and prior)
- A reflection conversation with the learner, which could result in you approving the checklist, or could result in the learner revisiting some / *Statements* with additional support.

If your professional judgement as an experienced Leader tells you that the learner is not yet operating at a Wood Badged level, this probably means that an / *Statement* has not been met. Focus your conversation around supporting the learner to improve their proficiency at that skill

What if a Leader completed a Wood Badge project as part of their previous training

We no longer require a Leader to repeat the Wood Badge project, regardless of whether they're changing role or updating their training. In the Scouting Leadership checklist, learners can simply write 'completed historically' and this can be verified by the Next Level Up Team Leader by looking at their Extranet record.

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As a Team Leader or Next Level Up Team Leader can I delegate so that someone else verifies a learner's checklist?

Yes, this can be done by selecting the Request Change of Team Leader button in On Demand Learning when you receive a verification request from a learner. When this is done the learner will receive email advice of the change.

For the Scouting Leadership checklist, District Commissioners who wish to delegate this verification are encouraged to draw on relevant District Leaders, rather than the relevant Group Leader. The 'next level up' process is designed to introduce another set of eyes on a learner's proficiency.

What standard should be applied when verifying the training?

You are verifying that the Leader is proficient at the *I Statement* in the context that they're reasonably expected to work. Don't verify a checklist if you're not confident about a Leader's proficiency. But also, don't apply 'local rules' that demand a higher level of skill than the *I Statement* indicates.

Outdoor Adventure Skills-related *I Statements* are generally about supporting youth members in the core OAS areas up to stage 3. 'Supporting youth members' doesn't have to mean 'advanced practitioner' - it can also mean being able to identify and draw on specialist expertise.

Most *I Statements* are reasonably objective, but if you're having trouble interpreting what's required, that's a good reason to have a chat with the relevant section District Leader of the District Leader Adult Support.

What emails will I receive as a Team Leader?

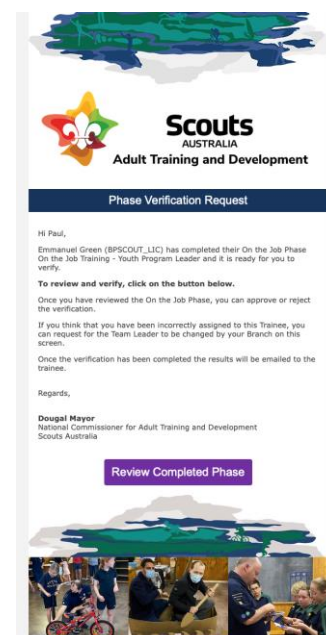
The only email you should receive as a Team Leader is one when a learner in your team completes an On The Job checklist. When you receive it, simply click through to log in to training.scouts.com.au so that you can verify or reject (with a suitable guidance note for the learner). We ask that you verify or reject within 14 days. You may receive reminder emails prompted by the learner after this time.

A learner cannot submit a checklist for verification until all *I Statements* have been completed.

What emails will I receive as a Next Level Up Team Leader?

You will receive an email when a learner in your extended team has submitted their Scouting Leadership checklist for you to review.

You will also be copied into 'reminder' emails where the learner selects the button to prompt their Team Leader to verify the checklist after it has been with the Team Leader for 14 days.



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Should we run technical skills days?

Some Districts have historically run technical skills sessions to support the training of Leaders, particularly with outdoor skills.

This is still one valid strategy for supporting Leaders among many, particularly in Districts where local mentorship for these skills is thin on the ground. Also consider how your District section meetings can be genuine training meetings, and include delivering and receiving some of these skills as a core part of the agenda.

If you're running a skills session of some sort:

- Make sure it doesn't delay a learner from getting onto a course (e.g. Scouting Essentials and Scouting Adventure), where these skills may also be covered.
 - Don't verify *I Statements* in a 'skills day' environment. The On The Job training is verified on the job. Use skills days for boosting readiness for the Scouting Adventure course, or helping with practice following the course.
 - Reach out to sc.training@scoutsvictoria.com.au to ensure that your planned day doesn't unduly duplicate the course material. Courses have changed substantially, so don't base your understanding from prior experiences.
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