

ROWBOATING
GLIDING PARASCENDING PONY
BALL QUADBIKING CRAFT BUILDING ROWING SAILING
SPORTS SUBAQUA SURFING SWIMMING WATERSKIING WHITEWATER
FING ZORBING ABSEILING AERIAL RUNWAY ARCHERY BALLOONING BAND

HALS

Hampshire Adult Learning:
Supplement: 2011



scouts-hants.org.uk/training

V4.6 b Oct 2011

1) Introduction

This Supplement is intended to provide additional information about the operation of the Adult Training Scheme in Hampshire. It supplements the information provided in the Introduction to Adult Training and Learning book and other official documents published by the Scout Association.

This supplement will be updated from time to time as the working of the new scheme develops. A version number and issue date is shown on the cover. A current version is available on the web site along with other related documents, at:

<http://scouts-hants.org.uk/Adult-Training/downloads/HALS.pdf>

The Training Advisers web pages can be found at:

<http://www.scouts-hants.org.uk/Portal/legacy.php?basePath=Adult-Training&file=Adult-Training/ta.html>

Any suggestions on this supplement, please forward to:

Cta.adulttraining@scouts-hants.org.uk

Contents:¹

- 2) Allocation of Training Adviser to the Adult
- 3) Submission of agreed Personal Learning Plan
- 4) Guidance to the order to which modules should be progressed
- 5) Completion of Modules required for Getting Started
- 6) Module Validation Notification Process
- 7) Module Validation Notification (Modules 27 to 35)
- 8) Wood Badge Recommendation Process
- 9) Appointment Review Learning Progress Process
- 10) Expenses
- 11) Training Adviser Appointment
- 12) Training Advisers Forum
- 13) District Training Support
- 14) Module Availability
- 15) Course Application Process
- 16) Adult Training Process Flowchart
- 17) List of Forms
- 18) Glossary

¹ Section numbering added v4
4.6b

2) Allocation of TA to adults.

It is the Appointments Advisory Committee Secretary's responsibility to inform the Local Training Manager's (LTM) of the appointment of new adults in an adult role where the role requires training to be completed (TATB² page 11). The LTM then has the responsibility to assign the Training Adviser (TA) to the new adult. It is preferable that the LTM will select a TA that is appropriate to the new adult with regards sectional experience, accessibility and the TA's workload. Having discussed the likely assignment with the appropriate DC, the TA and the adult, the LTM will formally assign the TA.

The TA will advise the Local Training Manager (LTM) and the DC of the adults that have withdrawn from the learning process. The LTM will collate and forward to the DCTM/CTM.

It is not good practice to work as a TA with an adult with whom you work closely in a Scouting role and certainly not with an adult that you line manage³ or is a close family member.

Criteria for allocation: Available – spare capacity 2 or 4 max.⁴
 Accessible – locality, mobility.
 Compatible – appropriate experience, preference.

Local Training Manager will maintain a list of available training advisers.

Allocation Process

Provisional appointment made
|
District Appointments Secretary notifies new adult details to LTM.
|
LTM short lists/selects TA
|
LTM Contacts TA
|
TA Contacts learner
|
LTM confirms assignment → advises DCTM
|

² Ticking All the Boxes The Appointment Process: Guide for Appointment Secretaries.

³ This supersedes the example given in the Training Adviser's Guide.

⁴ Training Advisers would normally be only allocated more than two learners once they have Module 25 validation and been formally appointed at Training Advisers.

3) Submission of agreed Personal Learning Plans.

It is the role of the TA to brief the new learner about the training scheme, create a Personal Learning Plan with them, validate modules as appropriate, communicate validation progress and meet regularly with their learners to offer support and encouragement.

When the TA meets with the learner they should already have their copy of the Adult Personal File (APF).

The learner should have already read through the APF and have some understanding of process.

The TA will work through the modules and finalise the learner's PLP (Module 2). See TA Handbook for details.

Note the details of the learner's PLP on your own record form. Use the TA Learner Support sheet to note details of meetings and actions agreed with the learner. It is not necessary to agree target dates for all the required modules at the outset.

Now send a copy of the PLP with the learners name, group and district details to your Local Training Manager (LTM) or County Training Manager CTM/DCTM (in the absence of an LTM) and to your learner's District Commissioner. See the District Training Support page for the name of the appropriate LTM.

It is important that you send these details to the Local Training Manager, as it is used to help plan the training programme, monitor training progress and to set up the plan on Membership Records, formally known as 'My Backpack'.

Submission Process

Copy of PLP passed to:

|
DC

| LTM extract Module requirements and amend local record.

Notes:

Module 1 should be completed within 3 months of a provisional appointment.

Provisional appointments expire 5 months from date of issue (4.26a)⁵.

The provisional appointment may only be renewed once (4.26c)

The agreed modules must be completed within 3 years (4.32a)

Learning is not necessary for any module if the adult can demonstrate their prior knowledge and ability to the TA (3.43e). Remember LOVE – Learning Optional Validation Essential.

When completing PLP's you should note the compulsory modules as specified in the guide to the Adult Training Scheme (TSAGATS) sections 2.12 and 2.13.

Learning
Optional
Validation
Essential

⁵ This is the Rule Number in POR.
4.6b

Module requirements for new leaders/managers and change of role⁶:

Module	New Roles			Change Section	Change in Role					Not Re-validated Any Change	
	New Ldr	New Mgr	New Supptr		Ldr To Ldr	Ldr to Mgr	Mgr To Mgr	Ldr to Supptr	Supptr To Ldr		
1	✓	✓								x	
2	✓	✓	✓	✓	✓	✓	✓	✓	✓		
3	✓			✓					✓		
4		✓	✓			✓	✓	✓			
5	✓	✓	✓							x	
6	✓	✓	✓							x	
7	✓	✓	✓							x	
8	✓	✓	✓							x	
9	✓	✓	✓							x	
10	✓	✓	✓	<i>Must be current at time of review</i>							x
11	✓			x				x	✓		
12	✓			✓				x	✓		
13	✓			✓				x	✓		
14	✓			✓				x	✓		
15	✓			✓				x	✓		
16	✓			x				x	✓		
17	✓			x				x	✓		
18	✓			✓				x	✓		
19	✓		1						✓	x	
20		✓	✓			✓	✓	✓			
21		✓	✓			✓	✓	✓			
22		✓	✓							x	
23		✓	✓			✓	✓	✓			
24		✓	✓			✓		✓		x	
25		✓	✓			✓	x	✓			
26			✓					✓		x	
36			2								
37										x	
38										x	
Modules 27-35, 37 & 38 Are not re-validated when change of role occurs.											
Module 26 only re-validated if new role requires it.											
Refer to the Training Advisers Guide for full details.											
1. If role is that of ADC/ACC (International)											
2. If role is that of ADC/ACC (Special Needs)											

Guidance to the order to which modules should be progressed.

- Modules 3 or 4 Tools of the Job should follow Module 1.
- Module 38 Skills for Residential Experiences, the following module(s) are a pre-requisite for attending Module 38⁷:
 - Module 16 Introduction to Residential Experiences
(CTM approval required for adults not validated for this module prior to attendance)

⁶ Added v4.1

⁷ Amended v4.6

5) Completion of Modules required for Getting Started

When the learner has completed the necessary modules for Getting Started the Training Adviser is to advise LTM who in turn notifies the Appointments Advisory Committee Secretary (AACSec) that the learner has completed their requirement. If the learner has failed to complete within the period of the Provisional Appointment, the Training Adviser should advise the AACSec as soon as possible for appropriate action to be taken. DC's and GSL's who have attended Module 25 may make arrangements to prepare PLP's with learners. Note: TA's who are GSL's must not validate learners whom they line manage and trainers who have provided the learning experience to the individual will not validate the module concerned.

6) Module Validation Notification (all modules up to Module 26 plus 37 & 38)⁸

The TA will make contact with the learners from time to time to discuss progress and validate modules. This will either be by direct one to one verification or by acknowledgement of other certification i.e. module 10 first aid. Note that a Module Attendance Certificate, which is usually given to an adult attending a module session, is not notice of validation.

Validation is likely to take a few sessions to in order to cover each module appropriately. Validation is about ensuring that the adult concerned has the competence to put into practice the module requirements into their Scouting role.⁹

Having validated modules the TA will inform the LTM or CTM/DCTM, in the absence of an LTM, of progress using form TRO104. The LTM (or CTM/DCTM) will arrange the updating of membership services¹⁰. The LTM/CTM/DCTM to notify CTA of any Module 25 validations. This process generates the Certificate of Completion, which is sent to the CTM who will forward to the relevant DC for presentation to the adult learner.

Important Note: separate TRO104 forms should be submitted for each role appointment if a number of modules have been validated. Example: if an adult holds a Scout Leader (SL) appointment and one for a Training Adviser and you have validated them for modules 11, 12 and 25. Modules 11 and 12 should be on one form for the SL role and a second form should be used for module 25 for the TA role. When you send the TRO104 to Gilwell they will follow what you have entered on the form. So in this example if all the validated modules are on one form for the SL role the module 25 will be allocated to the SL role and not the TA role¹¹.

Alternatively, a LTM who has a 'Full' appointment may enter and amend details on-line using the Membership Records formally known as "My Backpack" module within the Scouts Association's website www.scouts.org.uk

Form TRO 104 can be down loaded from www.scouts-hants.org.uk as either a Word document or a PDF file.

⁸ Updated v4

⁹ New text inserted v4

¹⁰ Updated v4.6b

¹¹ Inserted v4.5

7) Module Validation Notification (Modules 27 to 35)

All the “trainer” modules (i.e. M27 to M35) will be validated by the trainer assessment team. The learner concerned will make any requests for these modules to be validated to the DCTM responsible for trainer matters. Learners will have previously registered with the DCTM their interest in working towards validation for these particular modules by producing a portfolio.

The DCTM will use either the TRO104 form or access Membership Records to notify Membership Services of such validations.

8) Wood Badge Recommendation Process

When a learner has completed the agreed Personal Learning Plan (PLP), the next step is to agree their first On-Going Learning Plan (OGLP). This is the annual 5 hours worth of additional learning required of all leaders. This further learning may be a mandatory topic prescribed by HQ or of the adult’s choice. (Note: future OGLP is the responsibility of the adult’s line manager)
Having completed the PLP and agreed the OGLP, the Wood Badge Recommendation process may commence.

Steps

TA to complete details on the form, enter the learner’s details in both sections Part 1 and Part 2 of the form. TA signs Part One of the form.

Send completed form to the LTM for initial assessment, counter-signing of Part One and forwarding to the CTM for signing of Part Two with the completed PLP and OGLP.

CTM will consider the recommendation of the award of the Wood Badge and if supporting the recommendation, CTM send the approved recommendation to HQ and a copy to the learner’s DC/CC as appropriate.

HQ sends the Wood Badge to DC/CC and amends Membership Records, formally known as ‘My Backpack’.

DC arranges the WB presentation.

9) Appointment Review Learning Progress Process

As part of the Appointment Review process it is the District Appointment Advisory Committee responsibility to review that the leader has completed the required training for the appointment and the annual On-going Learning.

The Form AR is completed by the line manager.

Every adult is required to complete 5 hours of On-going Learning per annum. This learning can take many forms provided it is subsequently used in the training of Scouts. It is the responsibility of the adult’s line manager to monitor completion of ongoing learning.

10) Expenses

Training Advisers

Training Advisers should keep appropriate records of their expenses so that they reclaim the cost of travelling and other expenses such as postage from their local Group/District training budget arrangements.

Local Training Managers

Local Training Managers should keep appropriate records of their expenses so that they reclaim the cost of travelling and other expenses such as postage.

Expenses, if desired, should be claimed on a quarterly basis using the standard Hampshire County Scout Council claim form and submitted to the CTM for approval. Expense claims should be submitted for quarters ending February, May, August & November of each year.

Record Data

Date - Item - Amount - Receipt Ref

Receipts should be retained and submitted with the claim if appropriate.

11) The Training Adviser Appointment¹²

The Training Adviser role is part of the provision of Hampshire Scouting, locally recruited; the individual should complete one of the following forms depending on their status:

- 1) If they don't have any role in Scouting, Adult Application AA form (blue), or
- 2) Do have a current role in Scouting, Change of Role CR form (purple).

In either case the form should be sent to their Local Training Manager for line manager approval (see section 13 for the appropriate LTM for their District), the LTM will forward the form to the County Training Administrator. The form will be approved by the CTM. Approval of the appointment will given by the County Appointments Advisory Committee.

For most Training Advisers this will be a straight forward process, as they will already hold an adult appointment. It is important that CRB details are advised at the same time as completing the form. Where the individual does not hold an appointment it is important the form AA is completed fully including the referees section.

The line manager for the Training Adviser is the Local Training Manager. If you wish to resign/retire from the Training Adviser appointment you need to inform your Local Training Manager, so that the necessary administrative processes can be completed.

¹² Amended 4.6a.
4.6b

13) District Training Support

Local & County Training Managers¹³

District	LTM	DCTM
Andover	Alan Cobbold	Fiona Smith (N)
Basingstoke East	(Mike Mullender)	Fiona Smith (N)
Basingstoke West	(Carol Sleath)	Fiona Smith (N)
Blackwater Valley	Lynne Kay	Fiona Smith (N)
Bramshill		→ Fiona Smith (N)
City of Portsmouth	Beryl Young	Frances Cobbold (S)
Chandler's Ford	Mark Dolton	Frances Cobbold (W)
Eastleigh	Christine Cole	Frances Cobbold (W)
Fareham East	Julie Lawley	Frances Cobbold (S)
Fareham West	Julie Lawley	Frances Cobbold (S)
Gosport	Julie Lawley	Frances Cobbold (S)
Havant	Beryl Young	Frances Cobbold (S)
Itchen North	Graham Taylor	Frances Cobbold (W)
Itchen South	Graham Taylor	Frances Cobbold (W)
Meon Valley	Julie Lawley	Frances Cobbold (S)
New Forest East	Tony Parker	Frances Cobbold (W)
New Forest North	Mark Dolton	Frances Cobbold (W)
New Forest South	Tony Parker	Frances Cobbold (W)
New Forest West	Tony Parker	Frances Cobbold (W)
Odiham		→ Fiona Smith (N)
Petersfield	Chris Scott	Frances Cobbold (S)
Romsey	(Claire Sutton)	Frances Cobbold (W)
Rotherfield		→ Fiona Smith (N)
Silchester	Len Spray	Fiona Smith (N)
Southampton City	Graham Meering	Frances Cobbold (W)
Waterlooville	Chris Scott	Frances Cobbold (S)
Winchester	Alan Cobbold	Frances Cobbold (W)
Trainer Assessment	-----	Mike Kerrigan

At 1-8-2010

Submission process PLP, MVN, WBR etc, send to LTM, if no LTM in post send to CTM/DCTM listed in the third column.

Names in brackets in the above list are not LTM's, but they do support the process in the named Districts.

¹³ Updated contacts v4.6a
4.6b

14) Module Availability

The target is to make Modules 5-19 available three times per year at least once in each three areas of the County. Modules 20-24 are available on once in a 9 month cycle at locations around the County. Module 16 may be run at the start of a Module 38 residential weekend. It is the responsibility of the learner to book the agreed modules.

Module 10 is provided more often locally and the learning is delivered by qualified first aid instructors.

The Assessing Learning (M25), other trainer related modules (M27-M34) and Module 37 would be made available, as demand requires. These modules may be presented at inter-county level.

The Special Needs (M36) will be made available, as demand requires.

Where the adult requires the learning for Modules 26, 36, 37 and 'Ticking All The Boxes' please contact your Local Training Manager, who can then arrange for the provision of these modules.

Headquarters are developing a range of workbooks and e-learning packages as alternative methods of learning. Details of availability will be published from time to time in **HALibits**. Learners apply for workbooks and e-learning packages by using the course application form.

15) Course Application Process¹⁴

Applications for all modules, whether attending a learning experience, workbook or e-learning packages are made by the Learner on the standard Course Application Form. This is available on the Hampshire Scouts web site at www.scouts-hants.org.uk/Adult-Training/downloads/. There is a specific application form for Module 38¹⁵. It would be handy to have a few current forms. Always check that you have the latest version. The one on the website will always be the latest version. The County Course Administrator will send joining instructions or workbooks to the adult. E-learning packages will be loaned to the adult for about four weeks.

The costs for each module will be met from the County budget and will be free at the point of delivery to the learner.

However, where an adult fails to attend a module learning experience without giving at least 2 clear days notice (5 days for Module 16) a charge of £10 (£40 for Modules 29, 38 and residential weekends) will be levied against the relevant District.

¹⁴ Updated version 4

¹⁵ Updated v4.6

16) Module Attendance

The County Course Administrator will advise DC's annual of the attendance by leaders from their Districts. Course Directors will have informed the CTM of any adult that did not show for a module.

17) Glossary

DCTM	Deputy County Training Manager
APF*	Adult's Personal File
ASTAG*	Training Advisers' Guide
CRB	Criminal Records Bureau
CTM	County Training Manager
DAAC	District Appointments Advisory Committee
DAASec	District Appointments Secretary
HAL	Hampshire Adult Learning
HALS	Hampshire Adult Learning Supplement
HA1	Deleted
HA2	Deleted
HQ	Headquarters Gilwell Park
LTA	Local Training Administrator
LTM	Local Training Manager
M	Manager
MSS	Membership Services System
O	Others
OGLP	On-Going Learning Plan
OS	Other Supporter
PLP	Personal Learning Plan
SL	Section Leaders
SS	Section Supporter
TA	Training Adviser
TATB	Ticking All the Boxes (AACSec guide)
TRO104	Scout Association's module notification form
TSAGATS*	The Scout Assn's Adult Training Scheme
WB	Wood Badge

* This is also the Information Centre's document reference for ordering purposes.

18) List of Forms

Personal Learning Plan (Leader)
Personal Learning Plan (Manager)
Personal Learning Plan (Supporter)
Personal Learning Plan (Explorer/Network Commr)
Personal Learning Plan (LTM)
TA Learner Support Record
Notification of Module Completion/Validation TRO104
Hampshire Training Course Application
Recommendation for the award of a Wood Badge

* all the forms are downloadable from www.scouts-hants.org.uk/training
Or from your Local training Manager.

Other resources available on training website:

Current year training programme.

Transition table for learning not covered by previous courses.