

## TWELVE MONTHS ON

In last year's Training Bulletin we hailed the "New Direction" with our new Compass. Unfortunately things have not turned out well and we are now faced with being without full access to a membership system until January 2016 at the earliest.

For Leader training records the situation is worse because the data transfer from the old MMS database in August 2014 did not go well and many records were corrupted. As a consequence we are likely to be without proper access to accurate training records for at least 18 months.

This means that we have not been able to update individual records and we are entirely reliant on local record keeping. As a Training Team we are really grateful to those of you that are struggling to manage these local records and provide training and support to all of our volunteers.

In this edition we have included articles detailing the changes to the training scheme and also the new opportunity to gain an external qualification.

As always, I would like to record my thanks to everyone involved in the provision of Adult Training. Without the support of a valuable and dedicated team of Local Training Managers and Administrators, Trainers, Tutors, Training Advisers we would not be able to offer the wide range of training opportunities that you will find on pages 7 and 8 of this Bulletin.

John Day  
DCC (Adult Support)

**NEED TO  
GET IN  
TOUCH?**  
Who's Who

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Trustees – updated guidance for  
**YOU.**

The Charity Commission has updated its really  
useful booklet

*"The Essential Trustee: what you need to know, what you  
need to do"*

It can be accessed here:

<https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>



## COURSE CALENDAR PUBLISHED

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# GATEWAY QUALIFICATIONS

## Do You Remember the Open College Network?

It has now been replaced by a new scheme called Gateway.

The Scout Association offers one qualification with Gateway Qualifications: Level 2 Certificate In Providing Voluntary Youth Services in the Scout Association.

**If you are a Section Leader or Assistant Section Leader you may undertake this award.**

These awards can be beneficial if you wish to demonstrate to someone outside Scouting (such as a prospective employer) the skills and knowledge that you have gained as a Leader.

Each award is made up of 5 units which correspond to one or more of the modules in the adult training scheme and on the Qualifications and Credit Framework (QCF.) Level 2 certification is the equivalent of a GCSE (grade A-C) or an NVQ level 2. The QCF recognises qualifications and units by awarding credits, thus mapping qualifications of similar standards. The credit system offers learners increased flexibility with learning pace and transfer of credit values.

The learning required for the award is exactly the same material as that for the Scout Training module.

The key differences are that to obtain the award you will have to show very clearly that you can meet all the requirements of the module. The assessment and validation will be to a higher standard and you will have to collect and document your validation 'evidence' more fully.

Further information can be found at this link:

<https://members.scouts.org.uk/supportresources/4506/gateway-qualifications?cat=419,23,232>

Training Advisers have been issued with a guide to supporting Leaders who wish to gain a Gateway qualification.

If you are interested please feel free to contact Val Leddington who will be pleased to offer advice and help you to get started.

## ENSURING SAFE ACTIVITIES

On our Training Courses we frequently refer to POR (Policy, Organisation and Rules) and to the vast amount of information available on [www.scouts.org.uk](http://www.scouts.org.uk).

We cannot refer to all the information available on our courses so please remember that this is your source of information. Please remember to check the rules and the website **BEFORE** you arrange an activity for your young people.

**The essential source of information about any activity you want to include in your programmes can be found at**

<https://members.scouts.org.uk/supportresources/search/?cat=26,407>.

Here you will find ideas and guidance about each activity, details of any national governing bodies, links to relevant factsheets and rules. Also there is everything you need to know whether the activity will be Scout Led and Externally Led. The website pages will guide you through the requirements for each activity - e.g. which rules apply, is an activity permit required or additional insurance and much, much more.

### **Recommendation:**

**It is advisable to ensure that you have completed Modules 12 A & B prior to undertaking Module 38.**

**Leaders are encouraged to complete Modules 12 A & B as early as possible in their training.**



# HAVE YOU BEEN "REFRESHED"?

## OUR 'REFRESHED' YOUNG PEOPLE'S TRAINING PROGRAMME

Have you got all the new Resources? Are you a little unsure about the exact requirements of this 'new' scheme?

February 2015 saw the launch of the new training programme for our Young People. The term 'Refresh' is somewhat misleading as so many elements of the training were changed. Gone were those programme Zones that we learned to cope with and love, and in came the 'Key Themes' supported by many new additions to the activity badges, staged activity badges and a completely new set of badges for the Challenge areas.

What remains the same are the core activities for which Scouting is famed and which attracts so many youngsters; the Camping; Fire lighting; Hiking; helping others etc. – the mainstays of our progressive training with added importance on the 'OUT' in Scouting via the Outdoor and Adventure Challenge.

The new resources are available at competitive prices and have been well received.

**There was no official launch for these changes and there may be some Leaders 'OLD' and 'NEW' who are unsure about some of the new information and how the sections programme works...**

Are you one of them? Would you like to know more? YES Please – then look no further than



## MODULES 12A AND 12B



The changes to the Young People's training scheme mean that the 'old' Modules 12 and 22 are no longer relevant. They have been replaced with Modules 12A and 12B which provide Leaders with the knowledge and skills they need to plan and run successful balanced programmes.

**Because the programme has changed there is a lot of merit in experienced, 'trained' Leaders attending these modules as a refresher and.... it counts as 'ongoing learning'**

Module 12A is for all appointments Section Leaders and Managers)

Module 12B is for Section Leaders, Assistants Section Leaders but is very, very useful for everyone else including **GSLs and ADCs(Section)**.

Module 12A looks at the elements of the programme for all sections; the theory of producing quality programmes; the content and delivery and the importance of programme reviews. It explains the role of the Young Leader and the changes to their training programme. It emphasises the need for young people to have a greater input into shaping their programmes and how Leaders can bring this about.

Module 12B puts into practice the knowledge learned in Module 12A with added guidance on the steps to producing **Good Quality Programmes** to include the youngsters' needs and wishes and using a variety of methods to generate exciting and relevant programme ideas. It is a practical module with actual programmes created and reviewed. Participants leave with a variety of exciting ideas and good quality programmes to use in their groups.

The County Training Team are willing to come along to any District and run these modules.

Please contact your LTM or John Day DCC(Adult Support).

Why not book on to a County Course: 25<sup>th</sup> October 2015 or 20<sup>th</sup> March 2016

## SAFEGUARDING, SAFETY AND ANTI-BULLYING

### LOCAL ONGOING LEARNING WORKSHOPS

**In future we will not be offering these workshops on pre-determined dates but we will run them locally upon request providing there are sufficient participants.**

**Hopefully, Leaders will find this more convenient**

**To arrange a workshop please contact John Day or Val Leddington**

## Safeguarding – putting our Scouting values into practice

Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society. We do that by living out our values as Scouts. The values of Scouting are:

- Integrity – we are honest, trustworthy and loyal
- Respect – we have self-respect and respect for others
- Care – we support others and take care of the world in which we live
- Belief – we explore our faiths, beliefs and attitudes
- Cooperation – we make a positive difference, co-operate with others and make friends.

Safeguarding is about putting these values into action by respecting the rights of a young person, keeping them safe and creating a culture of openness and trust. This includes role modelling appropriate behaviour, encouraging people to share their concerns and reporting anything they are concerned about. As Adults in Scouting we need to listen to and engage with young people and support activities that focus on being positive about young people and help to empower them, whilst building trust and respect.

So if we want to make Scouting even safer, this is what we need to do:

### Know what to do

We need to be prepared, to be able to act as effectively as possible when the need arises. This means that before a safeguarding issue presents itself, we should already be comfortable and as confident as possible about what to do and who to report to. If a young person is telling you about a concern you should be devoting all your attention to them, and not be trying to work out what you are supposed to do about it.

### Don't dismiss concerns: discuss them; don't think things are better left

Creating a culture where we discuss concerns and challenge inappropriate behaviour is healthy. But we also need to make sure that we pass those concerns on to the appropriate line manager, so that they can offer support, advice and appropriate action.

### Create a culture of trust

We should make sure that our lines of communication are open, to both young people and to the others we work with in Scouting. We need to make it easier for young people to take up the offer of help if they need it, and also to make sure that adults feel they can voice their concerns.

### Appropriate behaviour and positive role-modelling

By being a positive role model to each other and young people, we help young people to understand what acceptable behaviour is and live out our values to the next generation of leaders. The yellow card gives us clear guidance on this – treating people with dignity and respect and setting an example for others to follow.

## Most importantly

### Safeguarding is about Listening, engaging and empowering young people

We need to listen to young people and ensure that we have time to listen. Being positive about young people helps to empower them, build trust and respect. We can also help young people to find their own solutions by running programme activities, like Think u Know. Scouting is about empowering young people – so by helping young people to help each other, we equip them with the skills and tools to support their friends/peers and family members.

## NON-ATTENDANCE

Non-attendance on courses continues to be a problem. **Once again this year, a number of people booked on courses failed to attend and many of them failed to let us know or tender an apology!**

The issue is particularly critical for residential courses where last minute cancellations can result in tutor groups becoming unviable. There are, of course, cost implications which are reflected in the County levy we all pay.

We accept that on occasions illness can prevent learners attending but on many occasions the reasons for non-attendance have been, to say the least, somewhat suspect.

**PLEASE ENSURE THAT, IF YOU ARE UNABLE TO ATTEND A COURSE ON WHICH YOU HAVE BOOKED A PLACE, YOU LET US KNOW AS SOON AS POSSIBLE**



## CHANGING TIMES

Once again the last twelve months has seen changes to the Ault Training Scheme:

Module 1 **Essential Information** has been updated to reflect the new wording of our fundamentals and the refreshed young peoples' programme

Module 3 has been renamed **Tools for the Role (Section Leaders)** and updated in line with the refreshed young peoples' programme

Similarly Module 4 has been renamed **Tools for the Role (Managers)** and updated

The new Modules 12A & 12B are now in our calendar and we have already run the new modules

Module 14 has been renamed **Supporting Young People** and updated

Module 15 has also been renamed **Promoting Positive Behaviour** and updated.

New e-learning packages for modules 3, 4 and 12 (A), are available on the Member Resources area of [www.scouts.org.uk](http://www.scouts.org.uk)

In early 2013, research was carried out with adults who had been in their role for three to five years and had not completed their Wood Badge about the reasons for non-completion. From this research, it was concluded that there was a need to update the validation criteria for the Section Leader modules to make them more practical and straightforward, as well as creating a bespoke Adults' Personal File for Section Leaders, clearly outlining what they need to do and empowering them to take ownership of their own learning. An updated version of the **Training Advisers Guide** and a newly created **Section Leader's Training Guide** are now available. Local Training Managers have copies of the Section Leader's Guide available for new Learners.



**WEEKEND COURSES ARE FUN—APPLY EARLY TO AVOID DISAPPOINTMENT**

**Not all work—you might be able to keep fit as well!**



## Training for Executive Committee Officers and Members

**Are Executive Committee Members required to complete training?**

Yes, you are required to complete **Module 1** training within 5 months of appointment. For Group Executive Committee members (not officers) this is currently strongly recommended but will soon be mandatory. A version of Module 1 specifically for Executive Committee Members will be launched in January 2016 and will include all essential information that new Executive Committee members will need to know. This will include a new e-learning package. The County Training Team will offer this module locally for Executive Committee members.

In addition, recommended optional training for Executive Committee members, focussing on the responsibilities of their role, trusteeship, effectiveness, working together and charity finance is available. Details of future courses can be found on the County website [www.hwscouts.org.uk](http://www.hwscouts.org.uk)

**Next course—14th November in Malvern**

Please use this email address for ALL course applications.  
[dccas@hwscouts.org.uk](mailto:dccas@hwscouts.org.uk)

A copy of the latest application form can be downloaded from the County website

<http://www.hwscouts.org.uk/?q=node/119>



## On - Course Behaviour

Unfortunately, there have been instances in the past twelve months of Leaders having attitude problems and being uncooperative during training courses.

It is both distracting and unwelcome to the Trainer and Tutors running the training course and, more importantly, to the other participants when Leaders do not act in an appropriate manner

Trainers and Tutors give up their time to carry out the requirements of a training event, during evenings and weekends to ensure participants meet the obligations of training, asked of them by the Scout Association.

Voted by previous participants as “A REALLY WORTHWHILE DAY”

### ONGOING LEARNING The Young Leaders' Scheme

#### Who is Ongoing Learning: The Young Leaders' Scheme for?

This is an ongoing learning module. It is for adults involved in the Beaver, Cub and Scout sections, including Section Leaders, Assistant Section Leaders and Managers (e.g. Group Scout Leaders or District Commissioners). It provides information and practical advice for welcoming, supporting and working with Young Leaders in sections. Ongoing learning opportunities are available to all adults involved in Scouting.

#### What does this module contain?

This module contains about five hours of learning that may be managed in a variety of ways.

#### How is this module validated?

There is no formal validation for ongoing learning modules. The participants will be asked to produce an action plan to demonstrate that they have an understanding of the Young Leaders' Scheme and how they will ensure that it is supported locally.

#### What information is provided?

The aim of the module is to help adults better understand the principles of the Explorer Scout Young Leaders' Scheme so that they can support Young Leaders working in the Beaver Scout, Cub Scout and Scout sections.

**The Young Leader Scheme** could be the answer to all your recruitment prayers; the Young Leaders already have Scouting experience. It is really important for Leaders who have Young Leaders working in their Sections to understand how the Young Leader Scheme works and how we can all get the best out of it. Everyone can be a winner if the scheme is run properly - Leaders, the Group, our Young People and, **OF COURSE, the Young Leaders themselves**. Don't forget that the Young Leaders need to be properly registered and to complete their required training.

We are running this module next year—it is an opportunity not to be missed. Find out all about the Young Leader Scheme (and it all counts towards your On-Going Learning) and enjoy a **FREE LUNCH**

**IT WILL BE HELD ON SUNDAY 7th FEBRUARY 2016 AT  
PERDISWELL YOUNG PEOPLES LEISURE CLUB IN WORCESTER**

**Book Early! Please use the usual course attendance application form to apply to attend this module**



### COURSE APPLICATION CLOSING DATES

Please try to ensure that your course applications are sent before the closing dates.

The closing date for courses, except the module 16 & 38 course and the modular weekends, is three weeks prior to the date of the course. For the module 16 & 38 course and the modular weekends we ask for applications 12 weeks before the course.

This is to ensure that we do not incur cancellation charges should there be insufficient applications.

Late applications can sometimes be accepted where the course is not full or we have had a cancellation.



### MODULES 16 & 38

Please remember that the module 16 and 38 course is a combined course and that attendance on **BOTH** the single day and the weekend is compulsory.

**HEREFORD AND WORCESTER  
ADULT TRAINING SCHEME  
PROGRAMME OF COURSES 2016**



Date	Module	Title	Time	Venue
Sun 17 January 2016	21	Growing the Movement	day	PYPLC
Sun 7 February 2016	Ongoing Learning	The Young Leader Scheme	day	PYPLC
Sun 14 February 2016 ***	5	The Fundamentals of Scouting	day	PYPLC
	8	Skills of Leadership		
	9	Working with Adults		
Thu 25 February 2016	16	Introduction to Residential Experiences	evening	PYPLC
Sun 20 March 2016	12A	Delivering a Quality Programme	Day	PYPLC
	12B	Programme Planning		
Wed 6 April 2016	15	Promoting Positive Behaviour	evening	PYPLC
Sun 10 July 2016	7	Scouting for All (note: change of date)	a.m.	PYPLC
Tue 13 September 2016	11	Administration	evening	PYPLC
Sun 18 September 2016	12A	Delivering a Quality Programme	Day	PYPLC
	12B	Programme Planning		
Sun 25 September 2016	13	Growing the Section	a.m.	PYPLC
	14	Supporting Young People	p.m.	
Thu 13 October 2016	23	Safety for Managers	evening	PYPLC
Sun 16 October 2016	17	Running Safe Activities	a.m.	PYPLC
	18	Practical Skills	a.m.	
Tue 25 October 2016	16	Introduction to Residential Experiences	evening	PYPLC
Wed 9 November 2016	24	Managing Adults	evening	PYPLC
	26	Supporting Adults		
Thu 17 November 2016	19	International	evening	PYPLC
Sun 20 November 2016	25	Assessing Learning	day	PYPLC

\*\*\* On this multi-module day attendance at the whole day is essential  
because the programme will integrate the modules

**MODULES 16 & 38 (this is a combined course and BOTH parts MUST be attended)**

8 May 2016 <u>AND</u> 10,11,12 June 2016	<b>16 AND 38</b>	Introduction to Residential Experiences Skills for Residential Experiences	day w/e	Kinver Camp
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**MODULAR WEEKENDS**

Date	Module	Title	Time	Venue
4,5,6 March 2016 Residential Weekend <b>SECTION LEADERS</b>	5	The Fundamentals of Scouting	w/e	Blackwell Court
	7	Scouting for All		
	8	Skills of Leadership		
	9	Working with Adults		
	12A	Delivering a Quality Programme		
	12B	Programme Planning		
	15	Promoting Positive Behaviour		
13,14,15 May 2016 Residential Weekend <b>SECTION LEADERS</b>	11	Administration	w/e	Blackwell Court
	13	Growing the Section		
	14	Supporting Young People		
	17	Running Safe Activities		
	18	Practical Skills		
7,8,9 October 2016 Residential Weekend <b>SECTION LEADERS</b>	19	International	w/e	Blackwell Court
	5	The Fundamentals of Scouting		
	7	Scouting for All		
	8	Skills of Leadership		
	9	Working with Adults		
	12A	Delivering a Quality Programme		
12B	Programme Planning			
	15	Promoting Positive Behaviour		

PYPLC – Perdiswell Young People's Leisure Club, Perdiswell Park, Droitwich Road, Worcester, WR3 7SN



**HEREFORD AND WORCESTER  
ADULT TRAINING SCHEME  
PROGRAMME OF COURSES 2017**



Date	Module	Title	Time	Venue
Sun 15 January 2017	21	Growing the Movement	day	PYPLC
Sun 5 February 2017	Ongoing Learning	The Young Leader Scheme	day	PYPLC
Sun 12 February 2017 ***	5	The Fundamentals of Scouting	day	PYPLC
	8	Skills of Leadership		
	9	Working with Adults		
Thu 23 February 2017	16	Introduction to Residential Experiences	evening	PYPLC
Sun 19 March 2017	12A	Delivering a Quality Programme	Day	PYPLC
	12B	Programme Planning		
Wed 5 April 2017	15	Promoting Positive Behaviour	evening	PYPLC
Sun 25 June 2017	7	Scouting for All	a.m.	PYPLC
Tue 12 September 2017	11	Administration	evening	PYPLC
Sun 17 September 2017	12A	Delivering a Quality Programme	Day	PYPLC
	12B	Programme Planning		
Sun 24 September 2017	13	Growing the Section	a.m.	PYPLC
	14	Supporting Young People	p.m.	
Thu 12 October 2017	23	Safety for Managers	evening	PYPLC
Sun 15 October 2017	17	Running Safe Activities	a.m.	PYPLC
	18	Practical Skills	a.m.	
Tue 24 October 2017	16	Introduction to Residential Experiences	evening	PYPLC
Wed 8 November 2017	24	Managing Adults	evening	PYPLC
	26	Supporting Adults		
Thu 16 November 2017	19	International	evening	PYPLC
Sun 19 November 2017	25	Assessing Learning	day	PYPLC

\*\*\* On this multi-module day attendance at the whole day is essential

**MODULES 16 & 38 (this is a combined course and BOTH parts MUST be attended)**

7 May 2017 <b>AND</b> 9,10,11 June 2017	<b>16 AND 38</b>	Introduction to Residential Experiences Skills for Residential Experiences	day w/e	Kinver Camp
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**MODULAR WEEKENDS**

Date	Module	Title	Time	Venue
10,11,12 March 2017 Residential Weekend <b>SECTION LEADERS</b>	5	The Fundamentals of Scouting	w/e	Blackwell Court
	7	Scouting for All		
	8	Skills of Leadership		
	9	Working with Adults		
	12A	Delivering a Quality Programme		
	12B	Programme Planning		
	15	Promoting Positive Behaviour		
12,13,14 May 2017 Residential Weekend <b>SECTION LEADERS</b>	11	Administration	w/e	Blackwell Court
	13	Growing the Section		
	14	Supporting Young People		
	17	Running Safe Activities		
	18	Practical Skills		
	19	International		
6,7,8 October 2017 Residential Weekend <b>SECTION LEADERS</b>	5	The Fundamentals of Scouting	w/e	Blackwell Court
	7	Scouting for All		
	8	Skills of Leadership		
	9	Working with Adults		
	12A	Delivering a Quality Programme		
	12B	Programme Planning		
	15	Promoting Positive Behaviour		

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