Scouts
Dorset Adult Training

Training Information for Managers and Supporters

Thank you for volunteering, your role is important in ensuring that adults in Scouting feel well managed and supported in their roles. Despite the fact that we do not deliver Scouting directly to young people, we still significantly influence the Scouting that young people enjoy.

As you will be aware from your role description (see last page) there is training associated with your role, which is intended to be informative and of direct use to you. Please find below answers to some common questions about training for Managers and Supporters and some useful links.

Why do I need to train for my role?

Scouting exists to actively engage and support young people in their personal development. Leaders in Sections ensure that young people can enjoy great Scouting programmes based on the values of Scouting, which build skills and confidence and offer challenge, reward and risk in a safe environment.

As Managers and Supporters of Adults in Scouting our role is to make it easier for Section Leaders to succeed in their role. This requires us to have a wide range of skills and knowledge, particularly related to working with adults, which we develop over a period of time. The more skills we have and develop, the easier it is for us to be successful in our roles and to better support those we lead.

All adult members in Scouting are required to undertake mandatory **Getting Started** training within **five months** of commencing the role. This ensures, as much as possible, that we understand our role, our responsibilities and duties as leaders and that we are confident to take the first steps.

Once Getting Started is completed we work on completing our Wood Badge (see last page).

What is validation?

Validation is the way that we show that we know something and that we can use it in practice. Sometimes validation is covered as part of the learning, as with most of the online Getting Started Modules, at other times it is a separate process from the learning and is carried out through discussion with a Training Advisor. For eLearning, always keep a copy of your certificate so that you can share it with your line manager/TA/LTM at an appropriate time.

We explain validation in more depth on a PLP discussion, which is part of Getting Started training**.**

Where do I go for Getting Started training?

Getting Started training is largely accessed online through eLearning. If you cannot use online learning, please contact your Local Training Manager who can support you with alternative access. After each piece of eLearning, you will be able to print out a certificate, which shows that you have covered the content shown and that you understand it. This certificate should then be sent to your Local Training Manager.

To compete the Getting Started training you will work with a Training Adviser. They will validate module 4 with you and work with you to create your own Personal Learning Plan. If you do not already know who this will be, we recommend you contact your Local Training Manager (see contacts below) to arrange this.

What Getting Started training does a Manager or Supporter require?

All Manager and Supporters are required to do the following Getting Started training units. Except that the Trustee Introduction unit is **only** required by those roles that are ex-officio on an executive committee (Group Scout Leaders, Deputy Group Scout Leaders, District/County Commissioners, District Explorer Scout Commissioners, District Network Scout Commissioners and District/County Youth Commissioners).

Module 1 – Essential information covers:

- The structure and organisation of Scouting
- Sources of information and support for members
- The Purpose, Values and Method of Scouting
- Some key facts about our history

Go to the **Module 1 eLearning**

Safety covers:

- The Safety policy of The Scout Association
- Our role in keeping adults and young people safe

Go to the **Safety eLearning**

Safeguarding covers:

- The Safeguarding policy of The Scout Association
- Our role in safeguarding young people

Go to the **Safeguarding eLearning**

GDPR (Data Protection) covers:

- The rules around what information we may collect
- How we keep information
- How we dispose of information

Go to the **online GDPR eLearning**

Module 4 – Tools for the role covers:

- The role of a Manager or Supporter
- The key responsibilities of the role
- Sources of Support

Go to the Module 4 eLearning

Trustee Introduction (if required) covers:

- Understand Executive Committee and trusteeship in Scouts
- Understand Scouts' key policies
- Understand the roles and responsibilities of Executive Committee members and trustees in Scouts

Go to the **Trustee Introduction eLearning**

Personal Learning Plan covers:

- An explanation of the Training Scheme (Wood Badge)
- Making your own plan for your learning
- Sources of training support

How long do I have to complete my Getting Started training?

We are required to complete our **Getting Started** training within **5 months** of taking on a role.

Is my training complete once I have done **Getting Started** training?

Getting Started, as the name suggests, gives you enough information to get started in your role, safely and with an idea of what you need to do.

The next stage is to complete a **Wood Badge** which covers a wide range of skills and knowledge relevant to your role. You have 3 years to complete your Wood Badge and can do it in the order that suits you, your needs and the needs of your role.

During a **PLP discussion** (part of Getting Started training) we explain the Wood Badge and help you to make plans for your own training. So, by the time you have completed your Getting Started you will hopefully feel confident about your training, what you want to do when and how you can use it to best effect.

Who can help me?

Your **District Commissioner** (DC)

A **Training Advisor** (TA) There are lots of training advisors in the County, most will have other Scouting roles so are likely to be near to wherever you are Scouting. If you are struggling, make contact with an LTM, they will be happy to help.

A **Local Training Manager** (LTM) supports TAs in a District. If you want help, advice or to find a local TA, an LTM can help. Please see the list below for contact details.

The **County Training Manager** will also be able to answer questions and offer support.

District LTMs	**Name**	**E mail**
Bournemouth	John Bradley (Getting started)	ltmbournemouthgsmol@dorsetscouts.org.uk
Bournemouth	Dave Winson (Wood badge)	ltmbournemouthwb@dorsetscouts.org.uk
Christchurch	Debbie Darby	ltmchristchurch@dorsetscouts.org.uk
Dorchester and West Dorset	Denise Hunt	ltmdorchesterandwestdorset@dorsetscouts.org.uk
East Dorset	Trevor Middleton	ltmeastdorset@dorsetscouts.org.uk
North Dorset	c/o Jackie Dawson	
Poole	Clive Farley	ltmpoole@dorsetscouts.org.uk
Wareham and Purbeck		ltmwarehamdandpurbeck@dorsetscouts.org.uk
Weymouth and Portland	c/o Jackie Dawson	
County		
Training Manager	Jackie Dawson	trainingmanager@dorsetscouts.org.uk
Training Administrator	Jackie Gregory	trainingadministrator@dorsetscouts.org.uk

Dorset Learning Hub

On the county website is a Learners Hub. It brings together resources on The Scouts website and local resources that we've created to support all learners. It includes an introduction to the Managers and Supporters Wood Badge training and has links to useful resources such as your Adults Personal File.

Role Description

A role description is an outline of the main tasks and responsibilities of a Scouting role. They are intended to help you to know and understand the role before you agree to take it on. They are designed to be simple to use, with space available to add 'specific' or local responsibilities, which tailor the role.

Role descriptions are not meant to be a prescriptive list, more an outline of the main tasks. It's important that you have a role description and that you agree it with your line manager.

Everyone should have an agreed role description. If you do not have one you should speak to your line manager.

Examples of Manager & Supporter role descriptions

Wood Badge

The Wood Badge is an internationally recognised Scouting Training award which we earn when we have completed all of the training for our role. It signifies that we have the appropriate knowledge and skills for the role; and that we are able to apply it to our Scouting.

In completing a Wood Badge we will have explored many aspects of Scouting, including, but not limited to: Managing adults, achieving results, dealing with challenging situations, planning, and time management.

Gaining a Wood Badge is a great achievement and shows that we are committed to developing ourselves and our abilities as managers and supporters of adults. Completing the training helps us to feel more confident, competent and capable of supporting others and to really enjoy doing it.

We have three years to complete our Wood Badge from the point that we take on the role.