

Supporting Local Learning

Alternative Session 4



scouts.org.uk/learnersresources

Supporting Local Learning: Session 4 (Alternative)

This resource has been designed for those who wish to run a management game as an alternative for session 4 of this module.

7. Construct a training plan for their area of responsibility which can be used as a guide to support local learning for the next twelve months.

Greenford Forest and Greenford Market Management Game (2hr 30 mins)

Resources

For this session, you will need the following resources:

- Copies of the *Greenford Forest and Market Management Game*
- In-trays
- Flipchart
- Flipchart paper and pens
- Duplicate books or carbon paper
- Horn or whistle
- Copies of *The Scout Association's Adult Training Scheme*, the *Training Adviser's Guide* and the *Adult's Personal File*.

Trainer's notes

The aim of this management game is to give participants a chance to work through some of the aspects of supporting local learning, specifically through the role of Local Training Manager. It is not designed to trick participants but to give them a real opportunity to deal with the kind of issues that a Local Training Manager may expect to face. The game is relevant for all those involved in supporting local learning, as it should give participants a better understanding of how they fit into the local training structure.

The management game involves each tutor group, ideally made up of between three and five people, acting collectively as a Local Training Manager responsible for the two Scout Districts, of Greenford Forest and Greenford Market. The game lasts a year, starting in the spring and concluding in the following winter. For the purposes of the game, each season lasts 30 minutes.

As the Local Training Manager (LTM), the tutor group will communicate with other individuals through 'The Brain'. Communication with 'The Brain' will take place entirely by letter using in-trays placed outside both the tutor group area and outside 'The Brain.'

The staff team will form 'The Brain' for the game. If tutors are available then they should act as the individual 'Brain' for their group. If enough staff are available it may also be useful to have someone acting as a runner delivering and retrieving letters.

In order for the game to run smoothly and for the participants to gain maximum benefit, it is vital that the tutors taking on the role of 'The Brain' have a thorough understanding of both the game and the issues it raises.

Setting up the game

Each tutor group will require a working area with an 'in-tray' placed immediately outside it. The staff team will require an area close to the groups but separate from them. The staff area should have desk space and a whiteboard, flipchart or similar for each tutor, together with an 'in-tray' outside.

Both the tutor groups and 'The Brain' should be issued with duplicate books, carbon paper or similar so that copies of all letters sent may be kept. Participants and staff should have or be able to see a clock, in order to determine the progress of time through the game. A horn, whistle or similar used at the start of each season may be a useful way of signifying the passage of time.

Each tutor group should be able to see a copy of The Scout Association's Adult Training Scheme, the Adult's Personal File and the Training Adviser's Guide. Copies of relevant role descriptions may also prove useful (available from www.scouts.org.uk/roledescriptions)

The delivery team will need to incorporate any locally agreed recording practices and administration from the delegates' real training situation, into the game so that everyone is aware of these procedures.

TRAINER INPUT (10 MINS)

Explain that the management game looks at supporting learning in a local setting, and that collectively each group is a Local Training Manager, responsible for the training across two Districts.

Explain the following rules:

- They will be communicating through 'The Brain'. This will take place via letter and using the in-tray outside. Replies from 'The Brain' will be posted in the in-tray outside the tutor group.
- Everything must be addressed correctly so that it can be answered e.g. "'X" LTM to District Commissioner', not ' "X" LTM to 'The Brain'.
- The resources available are The Scout Association's Adult Training Scheme, the Adult's Personal File and the Training Adviser's Guide.
- The game begins in spring and time will elapse at the rate of 30 minutes each season.
- Tutor groups should aim to respond to correspondence in a timely manner, and so should be aware of the time that is elapsing.

Make it clear that:

- the tutor groups should assume nothing
- all communication should be in letter format and although actual meetings do not take place during this activity, the participants can make assumptions which permit correspondence to 'The Brain' before and after a fictional meeting.
- the game is not a contest of wills and the staff will not be trying to score points
- the benefit of the session is in playing the game and not trying to 'defeat' 'The Brain.'

Provide each tutor group with a copy of the briefing sheet (doc. A) and tell

them what time the game formally commences.

The management game

During the game, copies of the various input documents should be delivered to the tutor groups at the times indicated in the following table.

Input List

Time	Season	Documents Issued	Issues
		A - Briefing sheet	
Start	Spring	B – Details of learners	<i>Allocating Training Advisers</i>
Start + 30 mins	Summer	C – Complaint from learner D – Letter from County Training Manger E – Letter from Appointments Secretary F – Selection of Personal Learning Plans	<i>Investigating complaint and necessary action Line management responsibilities Information passing Requesting rest of plans Taking account of training needs</i>
Start + 60 mins	Autumn	G – County registration forms H – Note from District Commissioner I – Wood Badge Completion	<i>Registering learners for courses Allocating new Training Adviser Looking for new Training Adviser Recommendation</i>
Start + 90 mins	Winter	J – Letter about change of role K – Summary needs request	<i>Allocating Training Adviser and notifying Appointments Advisory Committee Forwarding information</i>

Start + 120 mins = Finish

The expected outputs from the tutor group are indicated in the table below. Where a 'Follow up Action' is specified, these should be implemented when the appropriate request is received. In other cases 'The Brain' should use its own judgement in order to formulate replies.

Output checklist and follow up action

Some of the actions taken by the participants will require follow-up action on the part of 'The Brain.' The expected output and required follow-up actions are given below. Resources for some of the follow-up actions are provided at the end of the module.

Season	Output	Received	Follow up Action
Spring	Details of allocated Training Advisers to District Commissioner		
Summer	<p>Reply to Peter Mason, with possible Training Adviser reallocation</p> <p>Request for info from District Commissioner</p> <p>Set up meeting with Local Training Administrator</p> <p>Ask Training Adviser to forward info to Appointments Secretary</p> <p>Forward plans to Local Training Administrator and County Training Administrator</p> <p>Request missing plans</p>		<p>District Commissioner suggest top-up training for Training Adviser</p> <p>Summary of agreed role description</p> <p>Forward information to Appointments Secretary</p> <p>Forward remaining plans</p>
Autumn	<p>Forward forms to Training Advisers</p> <p>Allocate learners to new Training Advisers</p> <p>Enquire after potential new training Advisers from District</p> <p>Wood Badge recommendation forwarded to County Training Manager</p>		<p>Acknowledge forms, and forward to County Training administrator when complete</p> <p>Potential Training Advisers in District</p> <p>Inform Local Training Manager that recommendation has been passed to the Appointments and Membership team at Gilwell Park</p>
Winter	<p>Allocate Training Adviser</p> <p>Forward details to Local Training Administrator and Appointments Secretary</p> <p>Forward module needs of learners to County Training Adviser</p>		

120 minutes after the start of the game, the Trainer should tell participants that winter has ended and that the game has concluded. Any outstanding documents should be passed to 'The Brain.'

Review (30 mins)

The tutors (or the member of staff that has acted as 'The Brain' for the group) should provide feedback to the group. In particular, the review should focus on the learning from the tutor group's work and not how the game was played. The opportunity should be taken to ensure that all members of the group understand each of the issues raised by the game (as the group may have split tasks) and that any errors of understanding are addressed. The issues listed on the input table, together with the objectives for the module are likely to provide useful checklists for the review.

doc.A

Management game briefing sheet

Background - Local Training Manager

You are a newly appointed Local Training Manager covering two Districts: Greenford Market and Greenford Forest. You know something about Greenford Market already but hardly anything about Greenford Forest.

Greenford Forest covers a larger geographical area than Greenford Market although both have similar number of members. The previous Local Training Manager has left you some information about current learners and Training Advisers. The LTA is also newly appointed like yourself although has been in post for about two months. You've heard she's starting to make some improvements in the record keeping system but you're not sure to what extent or the scale of her workload.

About the game

- Communication is through 'The Brain'. This will take place via letter and using the in-tray outside 'The Brain.' Replies will be posted in the 'in-tray' outside the tutor group.
- Everything must be addressed correctly so that it can be answered, e.g. "'X" LTM to District Commissioner', not ' "X" LTM to The Brain'.
- The resources available to you are *The Scout Association's Adult Training Scheme*, the *Adult's Personal File* and the *Training Adviser's Guide*.
- The start date of the game is spring and time will elapse at the rate of 30 minutes each season.
- You should aim to respond to correspondence in a timely manner, and so should be aware of the time that is elapsing.

Bear in mind that:

- you should assume nothing
- all communication is in letter format, and that this then means that actual meetings cannot take place. However, the correspondence before and after, under certain assumption, can
- the game is not a contest of wills and the staff will not be trying to score points
- the benefit of the session is in playing the game and not trying to 'defeat' The Brain.

Local Training Manager role description

The role description below is for the Local Training Manager responsible for the Districts of Greenford Forest and Greenford Market.

Title

Local Training Manager (Greenford Market and Greenford Forest)

Outline

To assist County Training Manager in managing the training/learning process in Greenford Market and Greenford Forest Districts

Responsible for

Training Advisers and the Local Training Administrator

Responsible to

County Training Manager

Main contacts

District Commissioners
Training Advisers
Local Training Administrator
Adult Support Office at Headquarters

Appointment requirements

Completion of a Wood Badge including the following role specific modules:

- Module 30, *Supporting Local Learning*

The following modules are not requirements, but are recommended:

- Module 33, *Planning a Learning Provision*
- Module 34, *Managing a Learning Provision*.

Main tasks

- Act as line manager for the Local Training Administrator.
- Act as line manager for Training Advisers.
- Plan and ensure the delivery of the learning provision in Greenford Market and Greenford Forest so all adults completing a Personal Learning Plan have access to suitable learning opportunities.
- Ensure that people involved in the learning provision are suitably qualified
- Recommendation of Wood Badges by the CTM for Greenford Market and Greenford Forest Districts.
- Provide training opportunities locally.

Background

The County Training Manager (CTM) is Lucy Barrow, and the County Training Administrator (LTA) is Clive Black. Both can be contacted via the County office.

Greenford Market has approximately 900 young people and 100 Leaders/Commissioners. The District is primarily made up of the market town of Greenford. The market town is the focus of the surrounding area and as a result is the terminus for much of the area's public transportation system.

Greenford is a market town with approximately 25,000 inhabitants. It has three comprehensive schools catering for 11-16 year olds and Greenford College in the centre of the town that caters for the 16+ age range.

The town's economy traditionally has been built around light engineering and the cattle market but the town is becoming more of a commuter town as it is located on a branch line with trains taking around an hour to get to the nearest big city.

Scouting in the town has been traditionally strong with 10 Scout Groups. Explorer Scouts can go to Units either in Greenford Town centre or in the village of Glendon, which is located three miles outside of Greenford.

Daniel Mitchell is the District Commissioner.

Greenford Forest covers a far larger geographical area than Greenford Market, and covers most of the outlying villages south and east of Greenford. It has a similar number of young people and adults as Greenford Market.

Kevin Taylor is the District Commissioner.

Local Training Administrator (LTA)

Natalie Coleman is the Local Training Administrator and has been in post since November. Her professional background is in administration and secretarial work. Her knowledge of Scouting comes from her experience as Group Secretary, which was the role she filled for three years before being asked to become Local Training Administrator.

Trainers

There are 11 Trainers across the two Districts.

Training Advisers (TAs)

There are 15 Training Advisers in all across the two Districts. Most have either three or four learners allocated to them. Out of the 15, there are currently three Training Advisers that are able to take on new learners as appropriate.

Dave Philips

- GSL in Greenford Market
- No current learners as relatively new to role
- Really enthusiastic

Doug Clifford

- Current Scout fellowship member in Greenford Forest
- Previously DC for three years; GSL and ACC (Adult Training) before that
- Male, aged 67
- Has one learner assigned to him already
- Non driver

Nidhi Chandler

- Scout Leader
- Female, aged 32
- Has two learners already
- Lives in Greenford Market

Current learners

There are currently 58 learners across both Districts, all at varying stages of their Wood Badge training. They are all allocated to Training Advisers and are working towards the completion of their respective Wood Badges. Their training needs are as follows:

Modules	Number requiring training	
<i>Essential Information</i>	52	
<i>Tools for the Job (Section Leaders)</i>	39	
<i>Tools for the Job (Managers)</i>	19	
<i>Fundamental Values of Scouting</i>		22
<i>Changes in Scouting</i>	28	
<i>Valuing Diversity</i>		29
<i>Skills of Leadership</i>		28
<i>Working with Adults</i>	28	
<i>First Aid</i>		31
<i>Administration (Section Leaders)</i>		34
<i>Providing a Balanced Programme</i>	32	
<i>Growing the Movement (Section Leaders)</i>	35	
<i>Young People Today</i>	25	
<i>Challenging Behaviour</i>	25	
<i>Nights Away</i>		43
<i>Activities Outdoors</i>		28
<i>Practical Skills</i>	24	
<i>International</i>		32

Modules	Number requiring training	
<i>Administration (Managers)</i>	13	
<i>Growing the Movement (Managers)</i>	13	
<i>Section Support</i>		6
<i>Safety for Managers and Supporters</i>	12	
<i>Managing Adults</i>		5
<i>Assessing Learning</i>		5
<i>Supporting Adults</i>		9
<i>Supporting local learning</i>		0
<i>Instructing Practical Skills</i>		0
<i>Facilitating</i>		0
<i>Presenting</i>		0
<i>Supporting Local Learning</i>		0
<i>Planning a Learning Experience</i>	0	
<i>Delivering a Learning Experience</i>	0	
<i>Planning a Learning Provision</i>	0	
<i>Managing a Learning Provision</i>	0	
<i>Special Needs</i>	1	

District maps (both Districts)
(from page 28 of old module 30)

County Training Schedule for next year:

County Training Courses

Modules in bold text are those that are a mandatory component of the course, with the other modules either being optional or run if demand is high enough.

Application forms for each course should be returned to Clive Black.

January	11-12	08 Skills of Leadership 09 Working with Adults 26 Supporting Adults
	25-26	29 Presenting
February	1	27 Instructing Practical Skills
	2	28 Facilitating
	7	34 Planning a Learning Provision (group case study)
March	1-2	08 Skills of Leadership 09 Working with Adults 13 Growing the Movements (SL) 11 Administration (Section Leaders) 17 Activities Outdoors 19 International
	15-16	20 Administration (Managers) 21 Growing the Movement (Managers) 22 Section Support 23 Safety for Managers and Supporters 24 Managing Adults 36 Special Needs
	29	25 Assessing Learning 01 Essential Information 05 Fundamental Values of Scouting 06 Changes in Scouting
April	30	10 First Response
	5	Advanced Presenting 09 Working with Adults
	12	17 Activities Outdoors
May	24-25	03 Tools for the Job (Section Leaders) 12 Providing a Balanced Programme 11 Administration (Section Leaders) 14 Young People Today 15 Challenging Behaviour
	30-1	16 Nights Away
June	14-15	08 Skills of Leadership 09 Working with Adults 13 Growing the Movements (SL) 11 Administration (Section Leaders) 17 Activities Outdoors 19 International
	27-29	Advanced Camping Skills
July	12	27 Instructing Practical Skills 31 Planning a Learning Experience 32 Delivering a Learning Experience

September	13	28 Facilitating
	5-7	16 Nights Away
	27-28	01 Essential Information 05 Fundamental Values of Scouting 06 Changes in Scouting
October	4-5	03 Tools for the Job (Section Leaders) 12 Providing a Balanced Programme 11 Administration (Section Leaders) 14 Young People Today 15 Challenging Behaviour
	25-26	33 Planning a Learning Provision 34 Managing a Learning Provision
	1-2	08 Skills of Leadership 09 Working With Adults 13 Growing the Movements (SL) 11 Administration (Section Leaders) 17 Activities Outdoors 19 International
November	15 -16	20 Administration (Managers) 21 Growing the Movement (Managers) 22 Section Support 23 Safety for Managers and Supporters 24 Managing Adults
	6	36 Special Needs 25 Assessing Learning 01 Essential Information 05 Fundamental Values of Scouting 06 Changes in Scouting
	7	10 First Response
December		

Greenford Market and Greenford Forest Training Courses

This training schedule covers all formal training courses available over the next year. Residential courses are run at The Manor Training Centre on Brixham Lane. All First Response courses are run at All Saints Church in Greenford, and transport is available on request. Other courses are held at various locations across both Districts, as specified in the schedule.

If you are interested in attending one or more of the courses please contact Natalie Coleman.

Month	Modules offered	Spaces	Time and location
January Glendow	Balanced Programme/International	15	Saturday,
	Changes in Scouting	10	Evening,
Southford			
February Great Marksfield	First Response	10	Two evenings,
	Essential Information	15	Two evenings,
Southford			
March Southford	Tools for the Job (M) Essential Information	15	Two evenings,
	Tools for the Job (SL) Challenging Behaviour	15	Saturday,
Greenford			
April Greenford	Young People Today Valuing Diversity Fundamentals	20	Evening,
	Growing the Movement (SL)	17	Tuesday pm,
Greenford			
Month	Administration (SL) Modules offered Nights Away	Spaces 25	Time and location Weekend
residential			
	Changes in Scouting	16	Evening,
Southford			
June Glendow	Essential Information	15	Two evenings,
	Tools for the Job (SL) Practical Skills	20	Friday, The
Manor			
July residential	Activities Outdoors Nights Away	25	Weekend
	Practical Skills	20	Sunday, The
Manor			
August Longsted	Activities Outdoors First Response	10	Sunday, South
	Balanced Programme International	15	Saturday,
Southford			
	Fundamentals	20	Evening, Great
Marksfield			

September Glendow	Essential Information	15	Saturday,
	Tools for the Job (M) Skills of Leadership	15	Evening, Little
Marksfield	Working with Adults		
October Greenford	Administration (SL)	20	Saturday am,
	Growing the Movement (SL) Fundamentals	15	Evening,
Glendow	Changes in Scouting	15	Evening,
Glendow	First Response	10	Two evenings,
November Greenford	Challenging Behaviour	12	Three
evenings, Southford	Young People Today Valuing Diversity		
December Longsted	Essential Information	15	Sunday, West
	Tools for the Job (SL) Skills of Leadership	15	Evening,
Greenford	Working with Adults		

DOC.B

Details of learners

To Local Training Manager

Page 1 of 2

Dear Colleague,

Please find enclosed details of six new learners in your area, over the two Districts for which you are responsible. Please ensure that they are allocated to Training Advisers. Once they are allocated, can you inform the appropriate District Commissioners who each learner is allocated to, and outline the reasons behind each allocation. Can you also please let the County Training Administrator (CTA) know as well.

Many thanks.

Yours faithfully,

Lucy Barrow
County Training Manager

Sandra Cotton

- Assistant Cub Scout Leader, Greenford Market
- New adult in Scouting
- Scout Leader is Nidhi Chandler
- Female, aged 27
- Relies of husband for transportation

Steven Bailey

- Explorer Scout Leader, Greenford Forest
- Left Scouting 10 years ago having been Venture Scout Leader for five years
- Male, aged 37
- Driver

Michelle Simmonds

- ADC(International), Greenford Forest
- Previously ADC(Explorer Scouts)
- Female, aged 42
- Driver
- Has three teenage children

Daniel Mitchell, Greenford Market

- District Commissioner
- Previously ADC(Cub Scouts), and before that a Cub Scout Leader
- Male, aged 55
- Driver

Jeremy Baldmore

- ADC(Special Needs), Greenford Forest
- Previously GSL
- Male, aged 47
- Driver

Salamat Ali Khan

- Scout Leader, Greenford Market
- Previously a Scout Helper
- Male, aged 40
- Relies on public transport

doc.C

Complaint from learner

To Local Training Manager

Dear Colleague,

It is with much distress that I find myself writing to you about the progress of my Wood Badge training. I agreed to take on the role of Assistant Scout Leader about 18 months ago in Greenford Forest District. Since then I feel as if I have been forgotten about. My Training Adviser, Joseph May, rarely contacts me, and whenever I try to contact him his answer phone is always switched on and he never returns my calls.

I am happy to register myself on the courses that I need to go on but I never know when they are or how to go about the registration. The courses I have attended have been due to the efforts and concerns of my GSL who has taken it upon herself to find out as much as she can about the training opportunities in the County. Without her help I wouldn't have been able to make the small amount of progress that I have made towards gaining my Wood Badge.

I don't feel particularly comfortable writing to you in this way but I feel as if I have no choice. I am keen to complete my Wood Badge but can't carry on without more help. I am also concerned that I won't have finished all the modules before my three years are up.

Yours faithfully,

Peter Mason
Assistant Scout Leader

doc.D

CTM Letter

To Local Training Manager

Dear Colleague,

Re: Welcome

I apologise about my delay in welcoming you to your new role. I hope everything is going well and that you are settling into your new post. If you are unsure about anything then feel free to ask me any questions you may have and I'll do my best to answer them.

As a manager you have line management responsibility for the Training Advisers in your two Districts and the Local Training Administrator (LTA). As you will know Natalie Coleman is LTA in your patch and is relatively new to the post. Due to the change over in managers, Natalie hasn't yet gone through any kind of induction. I suggest that you organise a meeting with her so that she has the opportunity to agree her job description and some targets. From what I've heard she is very capable but she deserves the opportunity to discuss her role with you.

I have given some thought to the kind of targets that you may wish to discuss with her and have listed them below. None of the targets are mandatory but may help to focus your discussion with her.

1. Continue to maintain records of learners across both Districts and their learning needs.
2. Liaise with Appointments sub-Committees.
3. Maintain close working relationship with County Training Administrator.
4. Provide a summary report for the District Executive Committee on the number of adults who have yet to complete their Wood Badge, and their training requirements.

With the above in mind, I would like to arrange a meeting between the two of us to discuss how progress and to look at where you would like to be heading in terms of learning and training in your area. I had no specific date in mind but suggest that it should take place sometime in June.

Yours faithfully,

Lucy Barrow
County Training Manager

doc.E

From Appointments Advisory Committee Secretary

To Local Training Manager

Dear Colleague,

Re: New learners

According to my records, Joanna Davies, Beaver Scout Leader in Greenford Forest District, is approaching the end of her five-month Provisional Appointment. I have spoken to her GSL and arranged for her to attend the Appointments Advisory Committee meeting at the end of the month.

Please could you forward me details of her progress with regard to *Getting Started*. I think her Training Adviser is Kate Maxwell.

Yours faithfully,

Barbara Jackson
Appointments Advisory Committee Secretary
Greenford Forest

doc.F

Details of learners

Personal Learning Plan

Name.....Michelle Simmonds.....Appointment...ADC (International).....Group.....District.....

Training Adviser Initial plan agreed (date).....Plan Reviewed etc (Dates).....(sheet _1_ of _3_)

Are you able to take part in training held at the weekends? Yes/No

Are you able to take part in training held in the evening? Yes/No If so, please indicate your availability: Mon Tues Wed Thurs Fri

Module Number	Learning Required (Yes or No)	Proposed method	Date completed by	Proposed methods of Validation (numbers)	Date completed by	Validated successfully (Training Adviser to sign and date)	Completing OCN unit	Signed and Dated by TA
5 Fund	X	X	X	X	Modules completed when ACC (ES)			
6 Changes	X	X	X	X				
7 Diversity	X	X	X	X				
8 Skills of Leadership	X	X	X	X				
9 Working with Adults	X	X	X	X				
10 First Aid	X	X	X	X			Maintain Current first response	

Signed: Learner Training Adviser Training Manager

A copy of the learning plan should be sent to the County or Local Training Manager after each review of the plan and subsequent updates

Personal Learning Plan

Name.....Michelle Simmonds.....Appointment...ADC (International).....Group.....District.....

Training Adviser Initial plan agreed (date).....Plan Reviewed etc (Dates).....(sheet _2_ of _3_)

Are you able to take part in training held at the weekends? Yes/No

Are you able to take part in training held in the evening? Yes/No If so, please indicate your availability: Mon Tues Wed Thurs Fri

Module Number	Learning Required (Yes or No)	Proposed method	Date completed by	Proposed methods of Validation (numbers)	Date completed by	Validated successfully (Training Adviser to sign and date)	Completing OCN unit	Signed and Dated by TA
19 Intl	✓	Course						
20 Admin (M)	✓	One-to-one						
21 Grow the Movement	✓	Small group						
22 Section Support	X	X	X	3&7				

Signed: Learner Training Adviser Training Manager

A copy of the learning plan should be sent to the County or Local Training Manager after each review of the plan and subsequent updates

Personal Learning Plan

Name.....Michelle Simmonds.....Appointment...ADC (International).....Group.....District.....

Training Adviser Initial plan agreed (date).....Plan Reviewed etc (Dates).....(sheet _3_ of _3_)

Are you able to take part in training held at the weekends? Yes/No

Are you able to take part in training held in the evening? Yes/No If so, please indicate your availability: Mon Tues Wed Thurs Fri

Module Number	Learning Required (Yes or No)	Proposed method	Date completed by	Proposed methods of Validation (numbers)	Date completed by	Validated successfully (Training Adviser to sign and date)	Completing OCN unit	Signed and Dated by TA
23 Safety	✓	Course						
24 Managing Adults	✓	X	X	4&5				
25 Assessing Learning	✓	Course						
26 Supporting Adults	X	X	X	3&4				
4 Tools (M)	✓	Small group						

Signed: Learner Training Adviser Training Manager

A copy of the learning plan should be sent to the County or Local Training Manager after each review of the plan and subsequent updates

Personal Learning Plan

Name.....David Mitchell.....Appointment...District Commissioner.....Group.....District.....

Training Adviser Initial plan agreed (date).....Plan Reviewed etc (Dates).....(sheet _1_ of _3_)

Are you able to take part in training held at the weekends? Yes/No

Are you able to take part in training held in the evening? Yes/No If so, please indicate your availability: Mon Tues Wed Thurs Fri

Module Number	Learning Required (Yes or No)	Proposed method	Date completed by	Proposed methods of Validation (numbers)	Date completed by	Validated successfully (Training Adviser to sign and date)	Completing OCN unit	Signed and Dated by TA
5 Fund	X	X	X	X	Previously completed in other Scouting roles			
6 Changes	X	X	X	X				
7 Diversity	X	X	X	X				
8 Skills of Leadership	X	X	X	X				
9 Working with Adults	X	X	X	X				
10 First Aid	X	X	X				Maintain Current first response	

Signed: Learner Training Adviser Training Manager

A copy of the learning plan should be sent to the County or Local Training Manager after each review of the plan and subsequent updates

Personal Learning Plan

Name.....David Mitchell.....Appointment...District Commissioner.....Group.....District.....

Training Adviser Initial plan agreed (date).....Plan Reviewed etc (Dates).....(sheet _2_ of _3_)

Are you able to take part in training held at the weekends? Yes/No

Are you able to take part in training held in the evening? Yes/No If so, please indicate your availability: Mon Tues Wed Thurs Fri

Module Number	Learning Required (Yes or No)	Proposed method	Date completed by	Proposed methods of Validation (numbers)	Date completed by	Validated successfully (Training Adviser to sign and date)	Completing OCN unit	Signed and Dated by TA
20 Admin (M)	X	X	X	2&5				
21 Grow the Movement	✓	Course						
22 Section Support	✓	Course	X					
23 Safety	X	X	X	7&8				
24 Managing	✓	Small group						
25 Assessing Learning	✓	Workbook						

Signed: Learner Training Adviser Training Manager

A copy of the learning plan should be sent to the County or Local Training Manager after each review of the plan and subsequent updates

Personal Learning Plan

Name.....David Mitchell.....Appointment...District Commissioner.....Group.....District.....

Training Adviser Initial plan agreed (date).....Plan Reviewed etc (Dates).....(sheet _3_ of _3_)

Are you able to take part in training held at the weekends? Yes/No

Are you able to take part in training held in the evening? Yes/No If so, please indicate your availability: Mon Tues Wed Thurs Fri

Module Number	Learning Required (Yes or No)	Proposed method	Date completed by	Proposed methods of Validation (numbers)	Date completed by	Validated successfully (Training Adviser to sign and date)	Completing OCN unit	Signed and Dated by TA
26 Supporting Adults	✓	X	X	4&6				
4 Tools (M)	✓	Small group						

Signed: Learner Training Adviser Training Manager

A copy of the learning plan should be sent to the County or Local Training Manager after each review of the plan and subsequent updates

Personal Learning Plan

Name.....Sandra Cotton.....Appointment...Asst Cub Scout Leader.....Group.....District.....

Training Adviser Initial plan agreed (date).....Plan Reviewed etc (Dates).....(sheet _1_ of _3_)

Are you able to take part in training held at the weekends? Yes/No

Are you able to take part in training held in the evening? Yes/No If so, please indicate your availability: Mon Tues Wed Thurs Fri

Module Number	Learning Required (Yes or No)	Proposed method	Date completed by	Proposed methods of Validation (numbers)	Date completed by	Validated successfully (Training Adviser to sign and date)	Completing OCN unit	Signed and Dated by TA
5 Fund	✓	Course						
6 Changes	✓	Video						
7 Diversity	✓	Small Group						
8 Skills of Leadership	✓	Small Group						
9 Working with Adults	✓	Course						
10 First Aid	✓	1 st Response						

Signed: Learner Training Adviser Training Manager

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Personal Learning Plan

Name.....Sandra Cotton.....Appointment...Asst Cub Scout Leader.....Group.....District.....

Training Adviser Initial plan agreed (date).....Plan Reviewed etc (Dates).....(sheet _2_ of _3_)

Are you able to take part in training held at the weekends? Yes/No

Are you able to take part in training held in the evening? Yes/No If so, please indicate your availability: Mon Tues Wed Thurs Fri

Module Number	Learning Required (Yes or No)	Proposed method	Date completed by	Proposed methods of Validation (numbers)	Date completed by	Validated successfully (Training Adviser to sign and date)	Completing OCN unit	Signed and Dated by TA
11 Admin	✓	Workbook						
12 Balanced Programme	✓	Course						
13 Grow (SL)	✓	Small Group						
14 Young People Today	✓	Course						
15 Chall Behaviour	✓	Course						
16 Nights Away	✓	Residential Course						

Signed: Learner Training Adviser Training Manager

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Personal Learning Plan

Name.....Sandra Cotton.....Appointment...Asst Cub Scout Leader.....Group.....District.....

Training Adviser Initial plan agreed (date).....Plan Reviewed etc (Dates).....(sheet _3_ of _3_)

Are you able to take part in training held at the weekends? Yes/No

Are you able to take part in training held in the evening? Yes/No If so, please indicate your availability: Mon Tues Wed Thurs Fri

Module Number	Learning Required (Yes or No)	Proposed method	Date completed by	Proposed methods of Validation (numbers)	Date completed by	Validated successfully (Training Adviser to sign and date)	Completing OCN unit	Signed and Dated by TA
17 Act Outdoors	✓	One-to-one						
18 Practical Skills	✓	Course						
19 Intl	✓	Course						

Signed: Learner Training Adviser Training Manager

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Personal Learning Plan

Name.....Steve Bailey.....Appointment...Explorer Scout Leader.....Group.....District.....

Training Adviser Initial plan agreed (date).....Plan Reviewed etc (Dates).....(sheet _1_ of _3_)

Are you able to take part in training held at the weekends? Yes/No

Are you able to take part in training held in the evening? Yes/No If so, please indicate your availability: Mon Tues Wed Thurs Fri

Module Number	Learning Required (Yes or No)	Proposed method	Date completed by	Proposed methods of Validation (numbers)	Date completed by	Validated successfully (Training Adviser to sign and date)	Completing OCN unit	Signed and Dated by TA
Essen Info	✓	Small Group						
Tools (SL)	✓	Course						
Fundam.	✓	One-to-one						
Changes	✓	Video						
Diversity	✓	Course						
Skills of Leader.	X	X	X	5&6				

Signed: Learner Training Adviser Training Manager

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Personal Learning Plan

Name.....Steve Bailey.....Appointment...Explorer Scout Leader.....Group.....District.....

Training Adviser Initial plan agreed (date).....Plan Reviewed etc (Dates).....(sheet _2_ of _3_)

Are you able to take part in training held at the weekends? Yes/No

Are you able to take part in training held in the evening? Yes/No If so, please indicate your availability: Mon Tues Wed Thurs Fri

Module Number	Learning Required (Yes or No)	Proposed method	Date completed by	Proposed methods of Validation (numbers)	Date completed by	Validated successfully (Training Adviser to sign and date)	Completing OCN unit	Signed and Dated by TA
Works w Adults	X	X	X	5&6				
1 st Aid	X	X	X					
Admin (SL)	✓	Course						
Bal Prog	✓	Course						
Grow Move	✓	Course						
YP Today	✓	Small Group						

Signed: Learner Training Adviser Training Manager

A copy of the learning plan should be sent to the County or Local Training Manager after each review of the plan and subsequent updates

Personal Learning Plan

Name.....Steve Bailey.....Appointment...Explorer Scout Leader.....Group.....District.....

Training Adviser Initial plan agreed (date).....Plan Reviewed etc (Dates).....(sheet _3_ of _3_)

Are you able to take part in training held at the weekends? Yes/No

Are you able to take part in training held in the evening? Yes/No If so, please indicate your availability: Mon Tues Wed Thurs Fri

Module Number	Learning Required (Yes or No)	Proposed method	Date completed by	Proposed methods of Validation (numbers)	Date completed by	Validated successfully (Training Adviser to sign and date)	Completing OCN unit	Signed and Dated by TA
Chall Beh	✓	Small Group						
Nights Away	✓	Course						
Act Out	✓	Course						
Pract Skills	✓	Small Group						
Intl	✓	Course						

Signed: Learner Training Adviser Training Manager

A copy of the learning plan should be sent to the County or Local Training Manager after each review of the plan and subsequent updates

Personal Learning Plan

Name.....Salamat Ali Khan.....Appointment...Scout Leader.....Group.....District.....

Training Adviser Initial plan agreed (date).....Plan Reviewed etc (Dates).....(sheet _1_ of _3_)

Are you able to take part in training held at the weekends? Yes/No

Are you able to take part in training held in the evening? Yes/No If so, please indicate your availability: Mon Tues Wed Thurs Fri

Module Number	Learning Required (Yes or No)	Proposed method	Date completed by	Proposed methods of Validation (numbers)	Date completed by	Validated successfully (Training Adviser to sign and date)	Completing OCN unit	Signed and Dated by TA
5 Fund	X	X	X	2&3				
6 Changes	✓	Video						
7 Diversity	X	X	X	1&4				
8 Skills of Leadership	✓	Course						
9 Working with Adults	✓	Course						
10 First Aid	✓	1 st Response						

Signed: Learner Training Adviser Training Manager

A copy of the learning plan should be sent to the County or Local Training Manager after each review of the plan and subsequent updates

Personal Learning Plan

Name.....Salamat Ali Khan.....Appointment...Scout Leader.....Group.....District.....
 Training Adviser Initial plan agreed (date).....Plan Reviewed etc (Dates).....(sheet _2_ of _3_)

Are you able to take part in training held at the weekends? Yes/No

Are you able to take part in training held in the evening? Yes/No If so, please indicate your availability: Mon Tues Wed Thurs Fri

Module Number	Learning Required (Yes or No)	Proposed method	Date completed by	Proposed methods of Validation (numbers)	Date completed by	Validated successfully (Training Adviser to sign and date)	Completing OCN unit	Signed and Dated by TA
11 Admin (SL)	✓	Workbook						
12 Balanc. Prog	X	X	X	3&4				
13 Grow the Move	✓	Course						
14 YP Today	X	X	X	2&5				
15 Chall Behav	✓	Small Group						
16 Nights Away	✓	Res. Course						

Signed: Learner Training Adviser Training Manager

A copy of the learning plan should be sent to the County or Local Training Manager after each review of the plan and subsequent updates

Personal Learning Plan

Name.....Salamat Ali Khan.....Appointment...Scout Leader.....Group.....District.....
 Training Adviser Initial plan agreed (date).....Plan Reviewed etc (Dates).....(sheet _3_ of _3_)

Are you able to take part in training held at the weekends? Yes/No

Are you able to take part in training held in the evening? Yes/No If so, please indicate your availability: Mon Tues Wed Thurs Fri

Module Number	Learning Required (Yes or No)	Proposed method	Date completed by	Proposed methods of Validation (numbers)	Date completed by	Validated successfully (Training Adviser to sign and date)	Completing OCN unit	Signed and Dated by TA
17 Act Out	✓	Small group						
18 Practical Skills	✓	Course						
19 Intl	✓	One-to-one						

Signed: Learner Training Adviser Training Manager

A copy of the learning plan should be sent to the County or Local Training Manager after each review of the plan and subsequent updates

Personal Learning Plan

Name.....Jeremy Baldmore.....Appointment...ADC (Special Needs).....Group.....District.....

Training Adviser Initial plan agreed (date).....Plan Reviewed etc (Dates).....(sheet _1_ of _3_)

Are you able to take part in training held at the weekends? Yes/No

Are you able to take part in training held in the evening? Yes/No If so, please indicate your availability: Mon Tues Wed Thurs Fri

Module Number	Learning Required (Yes or No)	Proposed method	Date completed by	Proposed methods of Validation (numbers)	Date completed by	Validated successfully (Training Adviser to sign and date)	Completing OCN unit	Signed and Dated by TA
5 Fund	X	X	X	X	X			
6 Changes	X	X	X	X	X			
7 Diversity	X	X	X	X	X			
8 Skills of Leadership	X	X	X	X	X			
9 Working with Adults	X	X	X	X	X			
10 First Aid	X	X	X	Maintain as current				

Signed: Learner Training Adviser Training Manager

A copy of the learning plan should be sent to the County or Local Training Manager after each review of the plan and subsequent updates

Personal Learning Plan

Name.....Jeremy Baldmore.....Appointment...ADC (Special Needs).....Group.....District.....

Training Adviser Initial plan agreed (date).....Plan Reviewed etc (Dates).....(sheet _2_ of _3_)

Are you able to take part in training held at the weekends? Yes/No

Are you able to take part in training held in the evening? Yes/No If so, please indicate your availability: Mon Tues Wed Thurs Fri

Module Number	Learning Required (Yes or No)	Proposed method	Date completed by	Proposed methods of Validation (numbers)	Date completed by	Validated successfully (Training Adviser to sign and date)	Completing OCN unit	Signed and Dated by TA
20 Admin (M)	X	X	X	1&2				
21 Growing (M)	X	X	X	3&4				
22 Section Support	X	X	X	X	complete			

Signed: Learner Training Adviser Training Manager

A copy of the learning plan should be sent to the County or Local Training Manager after each review of the plan and subsequent updates

Personal Learning Plan

Name.....Jeremy Baldmore.....Appointment...ADC (Special Needs).....Group.....District.....

Training Adviser Initial plan agreed (date).....Plan Reviewed etc (Dates).....(sheet _3_ of _3_)

Are you able to take part in training held at the weekends? Yes/No

Are you able to take part in training held in the evening? Yes/No If so, please indicate your availability: Mon Tues Wed Thurs Fri

Module Number	Learning Required (Yes or No)	Proposed method	Date completed by	Proposed methods of Validation (numbers)	Date completed by	Validated successfully (Training Adviser to sign and date)	Completing OCN unit	Signed and Dated by TA
23 Safety	X	X	X	2&5				
24 Man Adults	X	X	X	X	Complete			
25 AL	X	X	X	X	Complete			
26 Supp Adults	X	X	X	1&2				
36 SN	✓	Course						
4 Tools (M)	✓	One-to-one						

Signed: Learner Training Adviser Training Manager

A copy of the learning plan should be sent to the County or Local Training Manager after each review of the plan and subsequent updates

doc.G

...memorandum

To: Local Training Manager

From: County Training Administrator

CC: County Training Manager

Subject: County Training Courses

Please find attached copies of the County Training Course application form. Please could you ensure they are completed and returned to me as soon as possible.
You should already have a copy of next year's timetable for County Training Courses.

Clive Black

...page 1 of 2
Training Course Application Form

Surname: Appointment:
Forename:
Male/Female: Scout Group (if relevant):
Address: Scout District (if relevant):

Please tick Section (if appropriate)

Post Code: Beaver Scout
Phone: Cub Scout
E-mail: Scout
Date of birth: Explorer Scout

Title of Course(s) required: Date:

Please state training history: Do you have any special needs? (e.g. mobility
Completed modules Date health or diet), if 'yes' please specify:

Signed Date

Please return this form to your Training Adviser
...page 2 of 2
Training Adviser signature

doc.H

Resignation

...memorandum

To: Local Training Manager

From: Kevin Taylor
County Training Administrator

Subject: Training Adviser Resignation

Following a lengthy discussion with Jenny Miller, a GSL in my District, she has decided to resign as GSL and consequently as a Training Adviser. Her decision follows an extensive period of time during which she has struggled to find the time in which to undertake all of her Scouting roles. She feels that surrendering one role for the sake of the other still would not leave her enough time to dedicate to her work and family.

Please can you make the necessary changes so that her current learners continue to be supported. She has made it clear that she doesn't wish any of her learners to suffer unduly as a result of the decision. I have not informed her three learners of this change and trust you will contact them when you know who will be their new Training Adviser.

Please find attached a summary of the learners from Jenny.

...page 1 of 2

...page 2 of 2

Katherine Fields

District Explorer Scout Commissioner

Katherine has completed *Getting Started*, as well as a number of other modules previously in her role of ACC (Explorer Scouts). Completion of the Personal Learning Plan showed that only modules 20, 21 and 23 were outstanding. As yet none of these modules have been completed, and no training has as yet been undertaken. Katherine's First Aid certificate is valid for a further 12 months.

Martin Hall

Scout Leader

Martin was new to Scouting when appointed and so was required to complete modules 5 through to 19. *Getting Started* has been completed. He has completed the training for modules 5 to 9, and only the validation for module 7, *Valuing Diversity* is outstanding. Out of the nine remaining modules, module 12, *Providing a Balanced Programme* has been signed off, as has module 19, *International*. He is still waiting for training on the other seven. He has one year left to get his Wood Badge.

Matt Barker

Explorer Scout Leader

Matt has almost completed all of his Wood Badge training. The only module outstanding is *Nights Away* (module 16). I've tried several times to register him for this course but he works a lot of weekends and so doesn't have much flexibility in his diary. He was previously the Assistant Explorer Scout Leader and he feels that this is the one course he would really benefit from. He needs to complete this module within the next 6 to 12 months.

DOC. I

WOOD BADGE COMPLETION

To Local Training Manager

Dear Colleague,

Re: Wood Badge

Max Jenkins, Scout Leader in Greenford Market, has now completed all of the module requirements for his Wood Badge. Could you please make the necessary recommendation to the County Training Manager.

Thanks,

Doug Clifford
Training Adviser
...page 1 of 1

doc.J

Change of role

...memorandum

To: Local Training Manager

From: Daniel Mitchell
DC Greenford Market

CC: Lucy Barrow, CTM

Subject: Tim Stafford

Due to some changes in the 3rd Greenford Market Group, Tim Stafford has agreed to become the Assistant Scout Leader. This is a change from his current role as Troop Assistant.

Please could you make the necessary arrangements regarding his training.

doc.K

Needs request

...fax

To: Local Training Manager

From: Clive Black

Fax:

Fax:

Phone:

Phone:

Pages: 1

Subject: Training Needs

Urgent

For Review

Please Comment

Please Reply

Comments:

I am trying to update my records before the end of the year. Due to the changes in personnel over the last 12 months I want to check that that no details have been missed in regard to Greenford Forest and Greenford Market Districts.

I have received the learning plans of three new learners from your area over the last year. These are for Sandra Cotton, Daniel Mitchell, and Michelle Simmons. I am also aware that Jenny Miller is no longer a Training Adviser for Greenford Forest District.

Please can you forward me any other information on new learners or changed circumstances of existing learners. I would also appreciate a copy of your District Training Plan if you have one and any outstanding training needs that individuals have that you feel the County could meet.

Thanks,

Clive

doc.L

CTM Letter follow up action

Natalie Coleman

Agreed job description and targets

Title

Local Training Administrator

Outline

To assist the Local Training Manager with administrative aspects of managing training/learning process in a given area of responsibility

Responsible for N/A

Responsible to Local Training Manager

Main contacts

Local Training Manager, Training Advisers, County Training Administrator, Appointments Advisory Committee Secretaries

Appointment requirements N/a

Main tasks

- Record the learning and training needs of learners across the area.
- Liaise with Appointments Advisory Committees.
- Collate learning plans.
- Maintain regular communication with Training Advisers.
- Maintain close working relationship with County Training Administrator.

Additional targets

- Produce summary report for District Executive.

doc.M

Follow up action

...memorandum

To: Local Training Manager

From: DC for Greenford Forest

Subject: Potential Training Advisers

Thanks for your enquiry about possible replacements for Jenny. I hadn't really thought through the consequences of her departure in terms of her role as a Training Adviser, only from the point of view of me being one GSL down! I appreciate that ideally the new TA should come from this District, as we do need people who are local.

I have asked around and two people have been mentioned as possibilities more than once. I can't see any problems with either but they are two very different characters and so I think it will depend on the kind of learners the District has at the moment. Let me know as soon as any decision has been reached.

Philip Johnson, aged 26

Assistant Cub Scout Leader

Philip has been a Member of The Scout Association since he was 10, having been a Young Leader, Explorer Scout Leader and most recently Cub Scout Leader. He has recently moved from Cub Scout Leader to Assistant Cub Scout Leader due to pressures from work but is more than willing and capable to undertake the role of Training Adviser for up to three learners. He is better suited to this kind of role, as his job doesn't always allow him to commit the same evening each week. It does however allow flexibility in meeting individuals and irregular intervals. He has his own transportation and is very keen to support those taking on new roles.

Sean O'Neill, aged 58

Group Treasurer

Previously GSL, Sean has taken early retirement and is eager to undertake more roles in Scouting. He has knowledge of all of the Sections, and is flexible enough to adapt to individual needs. As you will know he is still a Trainer in the County and so understands the Adult Training Scheme in some detail. He would probably say his area of expertise is Section Leader training as this is where most of his experience lies.

Personal Learning Plan

Name Appointment

Training Adviser Initial plan agreed (date).....

Plan Reviewed and Updated (Dates)..... (sheet ___ of ___)

Module	Learning required	Proposed method	Date completed by	Validation required	Proposed method	Date completed by	Validated successfully (Training Adviser to sign and date)	OCN unit	OCN unit completed

Signed:

Learner

Training Adviser

Training Manager

Personal Learning Plan

Name Appointment

Training Adviser Initial plan agreed (date).....

Plan Reviewed and Updated (Dates)..... (sheet ___ of ___)

Module	Learning required	Proposed method	Date completed by	Validation required	Proposed method	Date completed by	Validated successfully (Training Adviser to sign and date)	OCN unit	OCN unit completed

Signed:

Learner

Training Adviser

Training Manager

Name:(Part of Learner's PLP) Appointment:
Personal Role Description & Personal Learning Plan for discussion based on the
role described on –
www.scoutbase.org.uk/support/role/jobs (*now scroll down to the specific role*)
Who is my line manager?

Whom do I support?

Range from: -