

Personal learning plan (02)

Workbook

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Creating your personal learning plan

Once you have agreed your role description with your line manager you need to create a plan for your own training called a personal learning plan.

The plan will detail not only those modules that you need to do, and some others you might like to do, but also how you will do the learning required for them. For most roles there are a number of modules to complete. The *Adult's Personal File* contains all the details of the modules that you need.

You can either create your plan on your own using this workbook, or create it with a training adviser. You may wish to discuss the process of developing your plan, or meet with a training adviser before starting step one of the workbook, but this is not essential.

Whichever route you choose, you will have to agree your plan with a training adviser before you start carrying it out. A training adviser will help you split your plan into manageable parts. They will also meet with you regularly to review your progress.

Workbook overview

Who is this workbook for?

This workbook is aimed at adults new to the Scouts, as well as those who have changed roles. It is designed to get you thinking about the training you may need to complete for your role.

Using the workbook

This workbook is a method of putting together your personal learning plan, which is module 2 of the training scheme, one of the requirements of Getting Started. It takes you through a simple four-stage process.

1. Identifying the modules relevant to your role.
2. Deciding if you can do what is required.
3. Meeting and agreeing your plan with your training adviser.
4. Complete and review.

You may wish to complete all four steps with a training adviser or attempt steps one and/or two yourself before discussing them with a training adviser.

What does the workbook cover?

This workbook provides you with some tools to help you start thinking about what training you require for your role in the Scouts. Don't be put off by the size of the *Adult's Personal File* – it covers the modules for every role, not just your own, so there will be some you won't have to do. If you are a section leader or assistant section leader you may wish to use the *Adult's Personal File for Section Leaders*.

You will find it useful to have read the information in the file on the training scheme before starting. If you are completely new to the Scouts, you may find it helpful to discuss the scheme with a training adviser, or to ask another leader in your Group, District or County/Area/Region (Scotland) to explain it to you.

Resources

Before you begin this module you will need:

- a copy of your role description
If you haven't agreed a role description yet, speak with your line manager to agree one. Example role descriptions can be found at www.scouts.org.uk. Scotland-specific role descriptions can be found at www.scouts.scot/ in the members section.
- personal learning plan chart
- module matrix
- module requirements.

Creating your plan

Step 1. Identifying the modules relevant to your role

What you need for step one:

1. Your role description (as agreed with your line manager)
2. Personal learning plan chart (found at the end of this workbook)
3. Module matrix (found on www.scouts.org.uk)
4. Module requirement pages (found in the *Adult's Personal File*)

Using the Module requirement pages and colour coded Module matrix, identify which modules you are required to complete for your role.

Use your role description to identify any extra modules that you feel are relevant to your role, or any that you would find interesting to do.

Enter the number of the modules that you have identified in the first column on your draft personal learning plan.

Step 2. Deciding if you can do what is required

What you need for step two:

1. Draft personal learning plan from step one
2. Module requirement pages (found in the *Adult's Personal File*)

For this step you need to decide if you will be able to validate the module or whether you need any further learning and support to be able to validate the module.

For each module that you have added to your personal learning plan you need to:

- Look at the module requirement page in the *Adult's Personal File* and decide whether or not you need to do any further learning for that module.

To help you decide, the module detail gives an explanation of what the module is about and what validation is required. Most modules have a check your knowledge section or some prompt questions for you to ask yourself. These should help you judge whether or not you have the right level of skill or knowledge to be able to validate the module.

- On your draft personal learning plan in the 'Learning Required' column write 'Yes' if you have decided you need to complete further learning for that module or 'No' if you have decided that you are able to validate the module with no additional learning.
- For the modules you have decided you need to complete further learning for in the 'Proposed Learning Method' column write the way you wish to complete the learning.

To help you decide, the learning methods are set out on each module requirement page and are on the *Module matrix*.

If you're unsure just put a question mark in either column so you can discuss it later with your training adviser.

Remember to complete all the above steps for each module that you have put on your draft personal learning plan.

Step 3. Meeting and agreeing your plan with a Training Adviser

What you need for step three:

1. Draft Personal Learning Plan from step one
2. Module requirement pages (found on pages 24 - 116 of The Adult's Personal File)

For this stage you will need to meet with your Training Adviser to finalise and agree your plan. This is also your opportunity to discuss any questions you have from steps one and two.

Using your draft personal learning plan, agree with your training adviser the modules that are relevant to your role.

For each of these modules, discuss how you could either:

- acquire the skills for those things you cannot do, or
- demonstrate in practice those things you can already do.

At the first meeting you may not be able to agree the learning method, validation, and timescale for every module. It is suggested that you plan between six and twelve months ahead, taking into account any opportunities for validation or learning that may arise in that period.

For modules for which you need to complete some learning, agree with your training adviser when and how this learning will take place. Remember that there are a variety of methods that you may be able to use to complete your learning.

For modules which require validation, agree with a training adviser how, when and by whom they will be validated. Keep in mind that it is not necessary for all of your modules to be validated by the same training adviser.

Enter the agreed planned completion dates for the next six to twelve months on your personal learning plan for the learning and validation sections where appropriate.

The personal learning plan is your formal record of completing the modules. Your personal learning plan is uploaded to the membership database, where it is stored and updated as you work through your training.

The personal learning plan can be completed by your training adviser directly onto the membership database when you meet to agree your plan.

Producing and agreeing your personal learning plan with your training advisor validates Module 2: Personal learning plan.

Step 4. Complete and review

What you need for step four:

1. Completed personal learning plan from step three

While you are working on your modules, make sure that each one you complete is validated on your personal learning plan on the membership database by the training adviser who validates it.

At least once every six months review your progress with your training adviser and agree a plan for the next six months (you can use the process in step three to do this).

Once you have completed your personal learning plan you will need to agree your plan for on-going learning with your line manager (on-going learning is explained in the *Adult's Personal File*).

If you have gained your Wood Badge by completing your personal learning plan, this will be presented to you.

Personal learning plan template



Data Privacy Statement: This form is used to collect information about you for the purpose of recording training progression, this is to be used by us at the Scouts. We do not share your personal data provided in this forms with any third parties. We take your personal data privacy seriously. The data you provide to us is securely stored in a membership database. For further detail please visit our Data Protection Policy [here](#). We will keep the data we capture from this form for only as long as necessary before it is transferred onto the membership database. For further detail on our retention periods please visit our Data Protection Policy [here](#).

Name: _____ Appointment: _____ Membership number: _____

Group: _____ District: _____ County/Region/Area: _____ Training adviser: _____

Initial plan agreed (date): _____ Plan reviewed (date): _____ Date provisional appointment ends: _____ Sheet: _____ of _____

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 evenings? Yes No If so, please state your availability: Mon Tue Wed Thur Fri

Module number	Learning required Y/N	Proposed learning method	Planned completion date	Actual completion date	Validation methods	Planned validation completion date	Validation completion date	Training Adviser signature

Personal learning plan agreed by – Learner: _____ Training Adviser: _____

A copy of the learning plan should be sent to the appropriate Training Manager after each review of the plan and any updates.

