

# Role description for a... Training Adviser



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**Title:** Training Adviser

**Outline:** Responsible for supporting and assessing learners through their training up to the award of the Wood Badge.

**Responsible to:** County/Area Training Manager or Local Training Manager (depending on County/Area structure)

**Main Contacts:** County/Area Training Manager, Local Training Manager, adults undertaking training, the line managers of adults undertaking training (e.g. Group Scout Leaders, District Commissioners, County/Area Commissioners, Chief Commissioner), other Training Advisers, those validating modules and Training Administrators.

**Appointment requirements:** Must successfully complete the appointment process (including acceptable personal enquiries and acceptance of The Scout Association's policies).

**Training Requirements:** Must complete Module 1 within five months of full appointment, and Module 25 within three years of full appointment.

## Main Tasks

Brief new participants about the Adult Training Scheme.

Create a Personal Learning Plan with each learner.

Validate modules for learners as appropriate (some Modules may be validated by other people).

Meet regularly with each learner to support and encourage the individual; review progress of the Personal Learning Plan; and plan actions to work toward the completion of the Personal Learning Plan.

Review and validate completed Personal Learning Plans and inform the County Training Manager or Local Training Manager so that the Wood Badge may be recommended to Headquarters.

Maintain records and inform the County Training Manager, Local Training Manager or other as agreed locally of the learners progress.

Meet with other Training Advisers and the County Training Manager or Local Training Manager to discuss progress; consider items of concern and issues; keep informed of the local training opportunities; and make plans for developing the support offered to individuals by Training Advisers.

## Other tasks agreed with the Line Manager