

Module Matrix

This is a summary of The Scout Association's Adult Training Scheme. For further information on the training requirements for specific roles please refer to *The Scout Association's Adult Training Scheme*.

Module	Aim	Topics	Methods
26 Supporting Adults	To cover the skills and knowledge required to enable supporters to provide effective support to adults in Sections.	<ul style="list-style-type: none"> Adults in Scouting model Personal development areas of adult training Group dynamics Motivation Consultation Running Meetings 	<ul style="list-style-type: none"> Course Small group Workbook
27 Instructing Practical Skills	To provide the skills, knowledge and attitudes necessary to instruct practical skills.	<ul style="list-style-type: none"> Skills instruction Safety Feedback Records of skills instruction 	<ul style="list-style-type: none"> Course
28 Facilitating	To provide the skills, knowledge and attitudes to facilitate individuals and small groups.	<ul style="list-style-type: none"> Training methods Communication in a learning environment 	<ul style="list-style-type: none"> Course
29 Presenting	To provide the skills, knowledge and attitudes to make effective presentations.	<ul style="list-style-type: none"> Planning and delivering presentations Learning methods Resources and facilities Feedback 	<ul style="list-style-type: none"> Course
30 Supporting Local Learning	To provide the skills, knowledge and attitudes for Local Training Managers to co-ordinate the learning plans of individuals to produce a programme of learning.	<ul style="list-style-type: none"> Communication Allocating Training Advisers Procedures Monitoring progress 	<ul style="list-style-type: none"> Course
31 Planning a Learning Experience	To provide the skills, knowledge and attitudes necessary to research and design training experiences.	<ul style="list-style-type: none"> Systematic planning and balanced learning Supporting material Evaluation of learning experience 	<ul style="list-style-type: none"> Course
32 Delivering a Learning Experience	To provide the skills, knowledge and attitudes necessary to plan prepare and run a training experience.	<ul style="list-style-type: none"> Planning and managing learning Staff teams Evaluation 	<ul style="list-style-type: none"> Course
33 Planning a Learning Provision	To provide the skills, knowledge and attitudes to enable Training Managers to plan to meet the learning needs of an area.	<ul style="list-style-type: none"> Needs of Adult Training Scheme Current training trends Drafting and producing learning plans 	<ul style="list-style-type: none"> Course Workbook
34 Managing a Learning Provision	To provide the skills, knowledge and attitudes to ensure County Training Managers to manage the learning provision for their area.	<ul style="list-style-type: none"> Plan implementation Monitoring progress Quality control Plan maintenance Amendments 	<ul style="list-style-type: none"> Course Workbook
35 Internal Moderation	To provide the skills, knowledge and attitudes to monitor the quality of The Scout Association's Adult Training Scheme.	<ul style="list-style-type: none"> Sampling of portfolios Quality control 	<ul style="list-style-type: none"> External course
36 Special Needs	To provide information, support and resources for those working with young people with Special Needs.	<ul style="list-style-type: none"> Equal Opportunities Policy with regard to Special Needs Good practice Available resources 	<ul style="list-style-type: none"> Course Small group
37 Advising on Adult Appointments	To enable an adult to participate fully as a member of the Appointments Advisory Committee.	<ul style="list-style-type: none"> The structure and responsibilities of the Appointments Advisory Committee The appointment process Running approval meetings 	<ul style="list-style-type: none"> Course One to one Video



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01 Essential Information	To provide the basic information required to ensure that adults involved in Scouting: <ul style="list-style-type: none"> do not put themselves and others at risk through lack of knowledge are aware of the Purpose, Principles and Method of Scouting are aware of the management and support structures of Scouting in outline and of immediately relevant parts of the structure in detail. 	<ul style="list-style-type: none"> Fundamentals Child Protection Equal Opportunities Safety Structures and support POR 	<ul style="list-style-type: none"> Video e-learning Course
02 Personal Learning Plan	To create a plan for an individual's learning based on the requirements of the job and taking into account the individual's needs. The plan will show the training and the support that the individual will receive to help them fulfil the learning programme and will include a progress review timetable.	<ul style="list-style-type: none"> Personal Learning Plan 	<ul style="list-style-type: none"> One to one Workbook
03 Tools for the job (Section Leaders)	To provide the basic information on the individual's job or area of responsibility and some practical help to get the individual started in the job.	<ul style="list-style-type: none"> Features of the Section Adult role Programme ideas Games 	<ul style="list-style-type: none"> One to one Small group e-learning
04 Tools for the job (Managers)	To provide the basic information on the individual's job or area of responsibility and some practical help to get the individual started in the job.	<ul style="list-style-type: none"> Duties and responsibilities Needs of adults Outline of the Sections POR 	<ul style="list-style-type: none"> One to one Small group e-learning

Modules 1, 2 and either 3 or 4 are compulsory modules (*Getting Started*)

05 Fundamental Values of Scouting	To use the Personal Development Areas to explore the links between the values expressed in the Purpose, Principles and Methods of Scouting and a balanced programme, the awards and badges.	<ul style="list-style-type: none"> Values Personal Development Areas Religious Policy 	<ul style="list-style-type: none"> Course One to one e-learning
06 Changes in Scouting	To provide an overview of the Movement's history focusing on its development to meet the changing needs of society.	<ul style="list-style-type: none"> Brief outline history of Scouting 	<ul style="list-style-type: none"> Video Factsheet
07 Valuing Diversity	To cover the policies of The Scout Association that promote diversity and consider how the individual, in their role, can help to make Scouting available to all.	<ul style="list-style-type: none"> Mixed Scouting Equal opportunities Special Needs Cultural, social and religious diversity 	<ul style="list-style-type: none"> Course Small group One to one Video

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08 Skills of Leadership	To cover the knowledge, skills and attitudes required to be an effective Leader.	<ul style="list-style-type: none"> Systematic planning Action centred leadership Leadership styles Developing leadership skills in others 	<ul style="list-style-type: none"> One to one Course Small group
09 Working with Adults	To cover the underpinning functions required to work effectively as a member of an adult team.	<ul style="list-style-type: none"> Communication Listening skills Decision making structures Representing others. 	<ul style="list-style-type: none"> Small group Course
10 First Aid	To cover the skills and knowledge necessary to enable adults to manage an incident and provide basic First Aid.	<ul style="list-style-type: none"> First Aid 	<ul style="list-style-type: none"> External course (First Response as a minimum)
11 Administration (Section Leaders)	To cover the records and procedures necessary for the effective administration of the Section (including personal and financial records, insurance issues and accident/emergency procedures).	<ul style="list-style-type: none"> Keeping records Records required for Section Financial responsibilities Accident reporting Data Protection Act Insurance 	<ul style="list-style-type: none"> Course Small Group One to one
12 Providing a Balanced Programme	To cover ways in which a successful and balanced programme can be planned and implemented in the Section.	<ul style="list-style-type: none"> Balanced Programme Programme ideas Young people's involvement in decision making Awards Programme Review Overview of other Sections 	<ul style="list-style-type: none"> Course e-learning One to one
13 Growing the Movement (Section Leaders)	To cover ways in which an adult working with a Section can work with their GSL/others to plan and implement growth in his/her Group and Section.	<ul style="list-style-type: none"> Transfer between Sections Adults in Scouting model (recruitment, induction and retention) Development planning Co-operation with other agencies 	<ul style="list-style-type: none"> Small group Course Workbook
14 Young People Today	To enable adults working with Sections to identify and meet the needs of young people.	<ul style="list-style-type: none"> Characteristics, influences and needs of young people 	<ul style="list-style-type: none"> Course Small group One to one Workbook
15 Challenging Behaviour	To enable adults to prevent and manage challenging behaviour in the Sections.	<ul style="list-style-type: none"> Causes, prevention and management of challenging behaviour 	<ul style="list-style-type: none"> Course Workbook Small group One to one
16 Nights Away	To enable adults to plan and run residential experiences for the young people in their Section.	<ul style="list-style-type: none"> Plan/run residential experiences Practical skills for residential experiences 	<ul style="list-style-type: none"> Residential course
17 Activities Outdoors	To enable adults to plan and run exciting, safe and developmental activities outdoors for the young people in their Section.	<ul style="list-style-type: none"> Importance in Balanced Programme Planning and carrying out activities Permits Risk Assessment Party management 	<ul style="list-style-type: none"> One to one Course Small group
18 Practical Skills	To enable adults to gain and develop practical skills for the benefit of young people in their Section.	<ul style="list-style-type: none"> Range of practical skills Training others 	<ul style="list-style-type: none"> Course Small group

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19 International	To provide an international focus appropriate to their Section and appreciate the global nature of Scouting.	<ul style="list-style-type: none"> World-wide family of Scouting International aspects of the programme International events and activities Programme ideas 	<ul style="list-style-type: none"> Course One to one Small group
20 Administration (Managers)	To cover the records and procedures necessary for the effective administration of Groups, Districts and Counties as applicable (including personal and financial records, insurance issues and accident/emergency procedures).	<ul style="list-style-type: none"> Record keeping Records required for Section, Group and District Roles and responsibilities Financial responsibilities Accident reporting Data Protection Act Insurance POR 	<ul style="list-style-type: none"> One to one Course Management game Small group
21 Growing the Movement (Managers)	To cover the ways in which a manager in Scouting can plan to, execute the growth of and facilitate change in the delivery of Scouting in the appropriate area.	<ul style="list-style-type: none"> Influences and needs of adults and young people Transfer between Sections Waiting lists Adults in Scouting model (recruitment, induction and retention) Promoting Scouting Fundraising Development planning Change management 	<ul style="list-style-type: none"> Small group Course
22 Section Support	To enable adults not working directly with young people to understand the Sectional Programmes, Section method, and Section characteristics so that they may provide effective management and support.	<ul style="list-style-type: none"> Features of each Section Balanced programme Programme Review International aspects of programme Value of residential experiences and activities outdoors 	<ul style="list-style-type: none"> One to one Small group Course
23 Safety for Managers and Supporters	To cover specific roles, responsibilities and systems for ensuring safe Scouting.	<ul style="list-style-type: none"> Responsibilities Risk Assessments Activity Permits Insurance Accident reporting 	<ul style="list-style-type: none"> Course One to one Small group
24 Managing Adults	To cover the skills and knowledge required to enable participants to provide effective management of adults.	<ul style="list-style-type: none"> Personal development Areas of adults Adult training Group dynamics Motivation Delegation Conflict resolution Team building Adults in Scouting model 	<ul style="list-style-type: none"> Course Small group Workbook One to one
25 Assessing Learning	To provide the knowledge, skills and attitudes necessary to effectively support, validate and assess adults in The Scout Association's Adult Training Scheme, the Adventurous Activity Permit Scheme, Nights Away Permit Scheme and the Scout Show National Recognition Scheme.	<ul style="list-style-type: none"> Learning and development needs of adults Undertaking appropriate assessments and validations Providing positive and constructive feedback Role-specific elements for Managers, Training Advisers, Activity Assessors, Nights Away Assessors & Scout Show Assessors 	<ul style="list-style-type: none"> Course Workbook One to one