South London
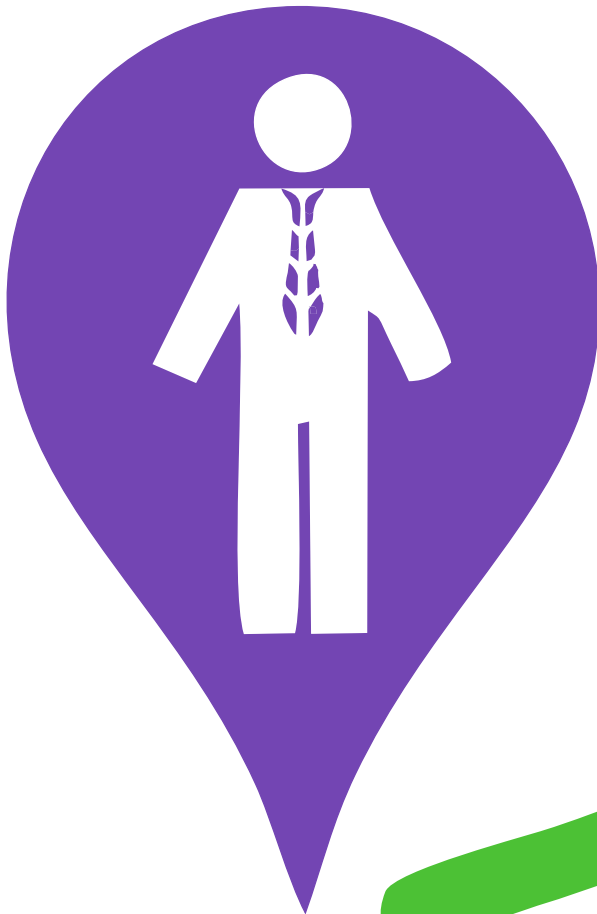
Section Leaders

Your Personal Learning Plan

South London Scouts Training Team

The small print...

Who is this workbook for?

This workbook is aimed at adults new to scouting. It is designed to get you thinking about the training you may need to complete for your new 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 training). It takes you through a simple four-stage process.

1. Identifying the modules relevant to your role
2. Deciding which modules you need to complete learning for
3. Meeting and agreeing your plan with a training adviser
4. Regular progress 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.

If you are completely new to scouting, you may find it helpful to discuss the scheme with a training adviser, or to ask another leader in your group, district, or county to explain it to you.

Don't forget:

Once you have created your plan you will need to agree it with a training adviser. You need to do this before you start carrying out your main wood badge training. (you can complete the other modules in your getting started training).

A training adviser will help you split your plan into manageable parts. They will also meet with you regularly to review your progress.

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In case you don't already know...

Our adult training is designed to ensure that everyone that is volunteering with us has the skills they need to carry out their role effectively. It is also designed to ensure the delivery of high quality, safe, sound and exciting scouting to the members of our beaver colonies, cub packs, scout troops and explorer units across South London scout county.

Whilst our primary purpose is the development of young people, we also seek to offer personal development opportunities to adults, both within their scouting role and as individuals. Our adult training scheme is one means by which you can be supported in your chosen role and help you to meet your personal development needs.

To help you through the process of completing training you will be linked with one or more training advisers. Training advisers are responsible for helping you match your existing skills and knowledge with those needed for your role, for identifying any skills gaps you may have and agreeing plans with you to gain the knowledge and skills you require. They also work with you to confirm that those skills have been successfully gained and are being used.

All adults taking on an appointment in scouting are required to show that they have the skills needed for the role. Our adult training scheme is made up of a series of modules and skills courses and different roles are required to complete a different mixture of modules or if appropriate, skills courses. Details of the training required for your role as a leader can be found later in this workbook.

Prior knowledge and experience

We recognise there may be learning and skills that you have gained through your life experiences, and our training is designed to complement these with further opportunities to enhance your individual skills or focus on topics from scouting's prospective..

All our training modules are made up of two parts:

- Training
- Validation

Training

Training is any learning activity that helps you to gain skills, knowledge or values. The most beneficial training, as far as the scouts is concerned, is that which helps you to fulfil your scouting role more easily and with increasing success.

We aim to make training accessible to everyone, regardless of their location, education, personal circumstances or special needs. Our training is also designed to provide opportunities to enable you to interact and share your experiences with other volunteers.

Validation

Validation is the process of finding out how you are putting your learning covered by a module into practice in your role in scouting. All modules for your role require validating regardless of whether you have gained the skills from previous experience, prior knowledge or by planned learning.

The focus should be on you 'doing something' and this will often be backed up by discussion. validation should not be seen as an exam – it is a positive experience in which you will receive supportive feedback.

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, we call this your personal learning plan, (often referred to as your PLP).

The purpose of your PLP is to list the modules that you are require to complete for your role, help you identify which modules you need to complete the learning for and list the ways in which you plan to complete each module.

As a section leader you are required to complete the following modules:

| Module Number	Topic
1	Essential information
2	Personal Learning Plan
3	Tools for the job (Section Leader)
n/a	Safety
n/a	Safeguarding
n/a	General Data Protection Regulation awareness
n/a	Introduction to being a trustee *(only if you are a member of an executive committee)*
5	Fundamentals of scouting
7	Scouting for all
5	Skills of leadership
9	Working with adults
10	First aid
11	Administration
12A	Delivering a quality programme
12B	Programme planning
13	Growing the section
14	Supporting young people
15	Promoting positive behaviour
16	Introduction to residential experiences
17	Running safe activities
18	Practical skills
19	International scouting

Supplementary modules

You are encouraged to look at other modules that may be relevant to your role but do not make up the minimum requirements for your appointment. These modules may be completed in addition to the minimum requirements, or as ongoing learning. For example, skills for residential experiences (38) or adjustments to scouts (36) may be relevant to you as a leader.

Deciding if you can do what is required

For this step you need to decide if you are able to validate the module using your prior knowledge or whether you need to complete the learning and support to be able to validate the module.

Take a look at each module in our leader's training guide (which you can download from southlondonscouts.org.uk/adult-training) and use the checklists and validation criteria for each module to help you decide whether or not you need to do any further learning for that module.
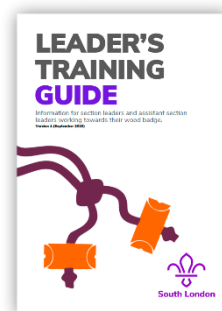
On your draft personal learning plan in the 'learning required' column write 'Yes' if you have decided you need to complete further learning for that module or 'No' if you think that you are able to validate the module without the need for learning.

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 also detailed on each page of our leader's training guide.

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

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

Meeting and agreeing your plan with a training adviser

For this stage you will need to meet with a 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, discuss 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 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.

Your personal learning plan is your formal record of completing the modules. The contents of your agreed personal learning plan will be entered on your record on Compass (our adult membership database), where it is stored and updated as you work through your training.

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

Choosing your learning methods

We provide a number of difference learning methods for each module, and these are specified on each of the module pages in our leader's training guide (which you can download from southlondonscouts.org.uk/adult-training).

Options available include our very popular weekend training courses, individual modules, online learning (e-learning), workbooks or short programmes to watch online

To enable you to complete your training in a time effective and simple way we have divided the core modules into two weekends. We call these leadership 1 and leadership 2. These weekend courses mean that you can complete all the training modules required for your leader role over two weekends.

We recommend that our residential training weekends are the best and easiest way to complete your adult training!

Not only do the weekends provide you with the opportunity to complete multiple modules in a short space of time but it provides you with the opportunity to meet other people that carry out the same role as you from across our county and provides lots of time to share experiences and ideas along the way.

Leadership 1

Our leadership 1 course aims at enhancing your leadership skills and knowledge as a section leader and give you the information and skills needed to get you started in scouting. The weekend covers:

- *Module   5   - The Fundamentals of scouting*
- *Module   7   - Scouting for all*
- *Module   8   - Skills of leadership*
- Module 11   - Administration
- Module 12A - Delivering a quality programme
- Module 13   - Growing the section

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Leadership 2

Our leadership 2 course aims to enhancing your leadership skills and knowledge as a section leader and build on the skills and knowledge you need to be a great leader! The weekend covers:

- Module 9   - Working with adults
- Module 12B - Planning a quality programme
- Module 14 - Supporting young people
- Module 15 - Promoting positive behaviour
- Module 16 - Introduction to residential experiences
- Module 17 - Running safe activities
- Module 18 - Practical skills
- Module 19 - International scouting

We really encourage you to book onto our next courses, they are great fun and you will make lots of new friends that carry out the same role as you in scouting. Of course, this said, the other options are also available to you!

You should choose the methods that are most suitable for you through a discussion with your Training Adviser. We suggest (and expect), that a mixture of methods are used.

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Validate as you go

Firstly, **don't panic!** The word validation sounds a lot worse than it is!

Validation is the process for you to demonstrate that you are putting your learning in to practice. All the modules relevant to your role must be validated regardless of whether the skills were gained by previous experience or by planned learning.

Each module has a fixed list of validation requirements and a number of validation methods for you to select from. Validation methods are simple and effective and should always be something that you do as part of your normal role. If you are putting extra effort into producing validation 'evidence' you are doing it wrong!

Validation Methods

There are lots of methods of validation. Here's ten typical methods:

- **Demonstration:** Where a training adviser watches you to see if you can complete a particular task, for example running a game at a section meeting.

- **Discussion with a training adviser:**
  Where a training adviser discusses a topic with you. Often this method will be used together with another method.

- **Workbook/worksheets:** Where completing workbooks or worksheets demonstrates your understanding of the topic.

- **Questionnaire**: Where you complete a questionnaire to show that you understand the topic.

- **Obtaining a qualification:** This particularly applies to Module 10, First aid.

- **Product of work:** Where work you do as part of your day-to-day role in scouting shows that you understand a topic, for example programmes, records that you have kept for your section over a period, copies of letters to the parents/guardians of your members.

- **Project work:** Where you undertake a project to put the things you learn into practice, for example running a camp or sleepover.

- **Written material:** Where you collect written material that you have already produced, for example programmes planned for your section, together in a folder which shows your ability.

- **Witness statement:** Where someone other than a training adviser watches you do something and signs a statement to say that they saw you.

- **Video/photos:** Where you complete a task, for example giving a presentation, and the video of the task is watched or photos of you carrying out an activity are viewed.

These are just some examples of validation methods. There are other methods, or variations of these that you might want to use. These can be agreed between you and your training adviser.

While you are working on your modules, make sure that your regularly meet with a training adviser so they can talk through your validation with you and update your personal learning plan on Compass (our adult membership database),

We suggest that you do this at least once every six months as this is a great period of time to review your progress and agree a plan for the next six months.

Complete and review

Once you have completed all your learning and validation detailed on your personal learning plan, you will be awarded your wood badge and arrangements will be made for them to present to you on a suitable occasion.

Every adult who holds an appointment for which a wood badge is required are also required to participate in a minimum average of five hours ongoing learning each year. This is to ensure they continue to acquire new skills and keep up to date with new trends and policies. More information about this can be found in our leader's training guide (which you can download from southlondonscouts.org.uk/adult-training

So, at this point you should give some thought to your ongoing learning needs and be mindful of your mandatory ongoing learning requirements.

Were you a young leader?

You don't need to read this bit if you weren't!

As part of our youth programme, we offer young people age 14 to 18 years the chance to be a young leader in a younger section. Young people that are taking part in the scheme are required to do some training and are encouraged to complete all the young leader training modules to support them in their role.

If you have previously been a young leader, you may have done training which covered subjects such as providing a quality balanced programme, safeguarding young people, first aid, using practical skills, dealing with challenging behaviour and leadership skills.

Young leader training does not directly translate to the adult training scheme, and so cannot be used to validate the modules of the scheme. However young leader training provides a good deal of prior learning for the modules of the adult training scheme.

The table at the end of our leaders training guide (which you can download from southlondonscouts.org.uk/adult-training) is designed to give an indication of the potential learning in the young leaders' scheme that relates to objectives in the adult training scheme.

It is important to bear in mind that completion of the young leaders' scheme cannot be used as automatic validation for any module, but it should give an indication of the prior learning that may have been gained and should be taken into consideration when agreeing your personal learning plan.

Your training adviser will discuss and recognise this prior learning when working with you to finalise your PLP.

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PERSONAL LEARNING PLAN – LEADER

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Name:		Membership No		Role:	
District:		Group/Unit:		Role Start Date:			Provisional Appointment Ends:			
Initial Plan Date:			Completion due:			Review Dates:				

Learning Methods				Validation Methods	
Course	Small Group	One to One		**1** Demonstration / Observation	**2** Workbook / Sheets
Workbook	Video	eLearning		**3** Questionnaire	**4** Obtaining a qualification
Information Sheet				**5** Product of Work	**6** Project Work
NB: Not every Module can be delivered by all the methods				**7** Written Material/ Evidence	**8** Witness statement

GETTING STARTED:

MODULE		LEARNING			VALIDATION				TA NAME
No.	**TITLE**	**REQ Y/N**	**LEARNING METHOD**	**DATE COMPLETED**	**METHOD NUMBER**	**EVIDENCE**	**DATE COMPLETED**		
n/a	**Welcome to Scouting online Induction**		County website						
2	**Personal Learning Plan**		Workbook and discussion with TA		Create and agree your personal learning plan with a training advisers				
3	**Tools for the role (Section Leaders)**	Yes	eLearning		1	Plan and run a section meeting which includes at least one activity, one game and one ceremony appropriate to the section			
					2	Discussion with a training adviser			
1	**Essential Information**	Yes	eLearning						
n/a	**Introduction to the General Data Protection Regulations**	Yes	eLearning		Each of these eLearning modules will generate a certificate, of completion. Each certificate is the validation needed for these modules.				
n/a	**Safety**	Yes	eLearning						
n/a	**Safeguarding**	Yes	eLearning						
n/a	**Introduction to being a trustee**		eLearning						

WOOD BADGE TRAINING: GET QUALIFIED – FIRST AID

MODULE		LEARNING			VALIDATION				TA NAME
No.	**TITLE**	**REQ Y/N**	**LEARNING METHOD**	**DATE COMPLETED**	**METHOD NUMBER**	**EVIDENCE**	**DATE COMPLETED**		
10	**First Aid**	Yes	Course		Qualification Name				

WOOD BADGE TRAINING: LEADERSHIP 1

MODULE		LEARNING			VALIDATION				TA NAME
No.	**TITLE**	**REQ Y/N**	**LEARNING METHOD**	**DATE COMPLETED**	**METHOD NUMBER**	**EVIDENCE**	**DATE COMPLETED**		
5	**Fundamentals of Scouting**								
7	**Scouting for All**								
8	**Leadership Skills**								
11	**Administration**								
12A	**Delivering a Quality Programme**	Yes							
13	**Growing your section**	Yes							

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WOOD BADGE TRAINING: LEADERSHIP 2

MODULE		LEARNING			VALIDATION				TA NAME
No.	TITLE	REQ Y/N	LEARNING METHOD	DATE COMPLETED	METHOD NUMBER	EVIDENCE	DATE COMPLETED		
9	Working with Adults								
12B	Planning a Quality Programme	Yes							
14	Supporting Young People								
15	Promoting Positive Behaviour								
16	Introduction to Residential Experiences	Yes							
17	Running Safe Activities								
18	Practical Skills								
19	International Scouting	Yes							

SUPPLIMENTARY MODULES

MODULE		LEARNING			VALIDATION			TA NAME
No.	TITLE	REQ Y/N	LEARNING METHOD	DATE COMPLETED	METHOD NUMBER	EVIDENCE	DATE COMPLETED	
38	Skills for Residential Experiences				Hold a Nights Away Permit (or complete three validation criteria)			

ONGOING LEARNING - To be completed on or before the 3rd anniversary of last completion:

MODULE		LEARNING			VALIDATION			TA NAME
No.	TITLE	REQ Y/N	LEARNING METHOD	DATE COMPLETED	METHOD NUMBER	EVIDENCE	DATE COMPLETED	
	Safety	Yes	eLearning		Completion of the eLearning module will generate a certificate, the certificate is the validation needed for this training module.			
	Safeguarding	Yes	eLearning					
10	First Aid	Yes	Course		Qualification Name			
					Awarding Body			
					Expiry Date			

MODULE		LEARNING			VALIDATION			TA NAME
No.	TITLE	REQ Y/N	LEARNING METHOD	DATE COMPLETED	METHOD NUMBER	EVIDENCE	DATE COMPLETED	
	Safety	Yes	eLearning		Completion of the eLearning module will generate a certificate, the certificate is the validation needed for this training module.			
	Safeguarding	Yes	eLearning					
10	First Aid	Yes	Course		Qualification Name			
					Awarding Body			
					Expiry Date			

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OTHER LEARNING:

MODULE		LEARNING			VALIDATION (if applicable)				TA NAME
No.	TITLE	REQ Y/N	LEARNING METHOD	DATE COMPLETED	METHOD NUMBER		EVIDENCE	DATE COMPLETED	

You can download an MS Word version of this plan from southlondonscouts.org.uk/getting-started

NOTES: