Module	Aim	Topics	Methods
25 Assessing Learning	To provide the knowledge, skills and attitudes necessary to effectively support adults through The Scout Association's Wood Badge and other assessed schemes.	■ Learning needs analysis ■ Effective validation techniques ■ Providing feedback ■ Learning support	■ Course ■ Workbook ■ One to one
26 Supporting Adults	To cover the skills and knowledge required to enable supporters to provide effective support to adults in Sections.	■ Adults in Scouting model ■ Personal development areas of adult training ■ Group dynamics ■ Motivation ■ Consultation ■ Running meetings	■ Course ■ Small group ■ Workbook
27 Instructing Practical Skills	To provide the skills, knowledge and attitudes necessary to instruct practical skills.	■ Skills instruction ■ Safety ■ Feedback ■ Records of skills instruction	■ Course
28 Facilitating	To provide the skills, knowledge and attitudes to facilitate individuals and small groups.	■ Training methods ■ Communication in a learning environment	■ Course
29 Presenting	To provide the skills, knowledge and attitudes to make effective presentations.	■ Planning and delivering presentations ■ Learning methods ■ Resources and facilities ■ Feedback	■ 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.	■ Communication ■ Allocating Training Advisers ■ Procedures ■ Monitoring progress	■ Course
31 Planning a Learning Experience	To provide the skills, knowledge and attitudes necessary to research and design training experiences.	■ Systematic planning and balanced learning ■ Supporting material ■ Evaluation of learning experience	■ Course
32 Delivering a Learning Experience	To provide the skills, knowledge and attitudes necessary to plan prepare and run a training experience.	■ Planning and managing learning ■ Staff teams ■ Evaluation	■ 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.	■ Needs of Adult Training Scheme ■ Current training trends ■ Drafting and producing learning plans	■ 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.	■ Plan implementation ■ Monitoring progress ■ Quality control ■ Plan maintenance ■ Amendments	■ Course ■ Workbook
35 Internal Moderation	To provide the skills, knowledge and attitudes to monitor the quality of The Scout Association's Adult Training Scheme.	■ Sampling of portfolios ■ Quality control	■ External course
36 Special Needs	To provide information, support and resources for those working with young people with Special Needs.	■ Equal Opportunities Policy with regard to Special Needs ■ Good practice ■ Available resources	■ Course ■ Small group

Module Matrix

A summary of The Scout Association's Adult Training Scheme

All Appointments	Section Leaders and Section Supporters	Managers, Section Supporters, Other Supporters	Supplementary

Module	Aim	Topics	Methods
01 Essential Information	To provide the basic information required to ensure that adults involved in Scouting: ■ 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.	■ Fundamentals ■ Child Protection ■ Equal Opportunities ■ Safety ■ Structures and support ■ POR	■ 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.	■ Personal Learning Plan	■ 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.	■ Features of the Section ■ Adult role ■ Programme ideas ■ Games	■ 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.	■ Duties and responsibilities ■ Needs of adults ■ Outline of the Sections ■ POR	■ One to one ■ Small group ■ e-learning

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

Module	Aim	Topics	Methods
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.	■ Values ■ Personal Development Areas ■ Religious Policy	■ Course ■ One to one
06 Changes in Scouting	To provide an overview of the Movement's history focusing on its development to meet the changing needs of society.	■ Brief outline history of Scouting	■ 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.	■ Mixed Scouting ■ Equal opportunities ■ Special Needs ■ Cultural, social and religious diversity	■ Course ■ Small group ■ One to one

Module	Aim	Topics	Methods
08 Skills of Leadership	To cover the knowledge, skills and attitudes required to be an effective Leader.	■ Systematic planning ■ Action centred leadership ■ Leadership styles ■ Developing leadership skills in others	■ One to one ■ Course
09 Working with Adults	To cover the underpinning functions required to work effectively as a member of an adult team.	■ Communication ■ Listening skills ■ Decision making structures ■ Representing others.	■ 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.	■ First Aid	■ 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).	■ Keeping records ■ Records required for Section ■ Financial responsibilities ■ Accident reporting ■ Data Protection Act ■ Insurance	■ Workbook ■ 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.	■ Balanced Programme ■ Programme ideas ■ Young people's involvement in decision making ■ Awards ■ Self-Review tool ■ Mentoring (Explorer Scouts and Young Leaders only) ■ Overview of other Sections	■ 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.	■ Transfer between Sections ■ Adults in Scouting model (recruitment, induction and retention) ■ Development planning ■ Co-operation with other agencies	■ Small group ■ Course ■ Workbook
14 Young People Today	To enable adults working with Sections to identify and meet the needs of young people.	■ Characteristics, influences and needs of young people	■ Course ■ Small group ■ One to one ■ Workbook
15 Challenging Behaviour	To enable adults to prevent and manage challenging behaviour in the Sections.	■ Causes, prevention and management of challenging behaviour	■ Course ■ Workbook ■ One to one
16 Nights Away	To enable adults to plan and run residential experiences for the young people in their Section.	■ Plan/run residential experiences ■ Practical skills for residential experiences	■ 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.	■ Importance in Balanced Programme ■ Planning and carrying out activities ■ Authorisations ■ Risk Assessment ■ Party management	■ One to one ■ Course

Module	Aim	Topics	Methods
18 Practical Skills	To enable adults to gain and develop practical skills for the benefit of young people in their Section.	■ Range of practical skills ■ Training others	■ Course ■ Small group
19 International	To provide an international focus appropriate to their Section and appreciate the global nature of Scouting.	■ World-wide family of Scouting ■ International aspects of the programme ■ International events and activities ■ Programme ideas	■ Course ■ One to one
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).	■ Record keeping ■ Records required for Section, Group and District ■ Roles and responsibilities ■ Financial responsibilities ■ Accident reporting ■ Data Protection Act ■ Insurance ■ POR	■ One to one ■ Course ■ Management game
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.	■ 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	■ Small group ■ Course ■ Workbook
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.	■ Features of each Section ■ Balanced programme ■ Self-Review tools ■ International aspects of the programme ■ Value of residential experiences and activities outdoors	■ One to one ■ Small group ■ Course ■ Workbook
23 Safety for Managers and Supporters	To cover specific roles, responsibilities and systems for ensuring safe Scouting.	■ Responsibilities ■ Risk Assessments ■ Activity Authorisations ■ Insurance ■ Accident reporting	■ Course ■ One to one
24 Managing Adults	To cover the skills and knowledge required to enable participants to provide effective management of adults.	■ Personal development ■ Areas of adults ■ Adult training ■ Group dynamics ■ Motivation ■ Delegation ■ Conflict resolution ■ Team building ■ Adults in Scouting model	■ Course ■ Small group ■ Workbook ■ One to one