



Please share this document with all members in your team.

### **Training wins**

In preparation for the new way of working and the limited Training Advisors we have in the District we have reviewed our way of working and have produced the below document to assist with training.

We can't continue to process training as we do in District, therefore we need groups and units to take onboard a little of the training responsibilities especially the line managers. Going forward we will not be visiting groups or holding training drop-in sessions, these simply do not work and are not a good use of people's time.

We need learners to take ownership of their training with a positive and nurturing environment in the group and unit with line managers offering support and advice. Towards the end of the year, we will have a completely new training scheme with the woodbadges becoming optional, but training will still be required. Further information on this to follow over the coming months.

Those who have started on this scheme can complete this scheme for the woodbadges. Those who don't wish to complete this scheme and wish to wait for the new training can do so but they must complete all mandatory getting started and ongoing learning.

### **Moving forward**

New members are everyone's responsibilities especially other members in their group. All new members who require the getting started training will receive a welcome email from Sandra Bower asking them to complete the below e-learnings.

If the new member is a Section Assistant (Team Member), the below e-learnings, and a witness statement/statement of fact for module 3 to evidence that the leader has planned, ran and reviewed a meeting/session/activity will complete their training. Select new roles wisely!!!

### **Getting started modules are below**

Essential Information> [Essential Information \(Module 1\) - Overview \(scouts.org.uk\)](https://scouts.org.uk)

Safety> [Safety Training \(scouts.org.uk\)](https://scouts.org.uk)

Safeguarding> [Safeguarding Training - Overview \(scouts.org.uk\)](https://scouts.org.uk)

GDPR> [Understanding GDPR - Overview \(scouts.org.uk\)](https://scouts.org.uk)

Tools for the Role> [003: Tools for the Role – Section Leaders - Overview \(scouts.org.uk\)](https://scouts.org.uk)

### **And if the role requires it**

Trustee induction> [Trustee Introduction - Overview \(scouts.org.uk\)](https://scouts.org.uk)

- A witness statement is a document that someone writes to evidence that they have witnessed a learner complete a task for validation and signed by them.
- A statement of fact is a document that the learner will write themselves to say they have completed a task for validation and signed once agreed by another leader who witnessed the task/event.

Line managers must discuss getting started training during the initial welcoming chat that all new members receive. Training should be discussed in a positive and nurturing way and an emphasis on the point that this will keep them and the young people safe and protected i.e. safeguarding rules.

It is then the responsibility of the line manager to promote completion of the getting started training... it always has been! This not something new! As a line manager you can add these certificates to Compass!\*\*\* You have always had this functionality! Please remember though the importance of learners completing the training and keeping a copy of the certificates for moderation.

Remember new starters have 5 months to complete the getting started learning yet we still regularly suspend members due to non-completion. This is upsetting for new members and leaves groups and units short of much needed adult leaders. It is in your interest to promote early completion to prevent suspension and ensure the adults in your groups and units have had the basic information to keep them, young people and fellow adults safe.

i.e. safeguarding and safety!

**\*\*\* It would be unfair and dangerous for line managers to simply sign off this training!**

**>> DO NOT DO IT <<**

### **Ongoing mandatory learning**

All members are responsible for keeping their ongoing mandatory learning up to date, members receive emails from compass 3 months before they expire yet we still get to the point where we need to suspend long serving members because they have not done the training. Please promote early completion to ensure all members are up to date and refreshed on the rules and policies to keep themselves, young people, and fellow adults safe.

### **Training Modules**

Most people in groups have now completed their training and have gained their woodbadge. Therefore, these people can now offer help and guidance to new starters in their groups. They can tell them what they did to complete training and how they went about it, share resources, and show completed training files and evidence.

Remember The L.O.V.E. Learning is optional, but validation is essential!

Ask new starters to complete one module at a time and buddy them up with a leader who has completed that module.

**The training file can be viewed/downloaded from the below links, chose the correct file for the role that the new starter has taken.**

Section Leaders >> [adult-personal-file-for-section-leaders-december-2023.pdf \(prod-umbraco-core.azurewebsites.net\)](#)

Non Woodbadge appointments>> [adult-personal-file-for-non-wood-badge-appointments-december-2023.pdf \(prod-umbraco-core.azurewebsites.net\)](#)

Managers & Supporters>> [adult-personal-file-for-managers-and-supporters-december-2023.pdf \(prod-umbraco-core.azurewebsites.net\)](#)

**See next page for information on how to complete a module.**

Remember lots of information can be found on [scouts.org.uk](http://scouts.org.uk) or by asking on Facebook groups or other leaders in the group, unit, district, county, region, nation, country, continent, world and ever-expanding space! Promote the new starter to do this as this will open ways of meeting new leaders, getting other points of view and having a more global view to Scouting.

This may feel like a lot of work for you but set them off and promote self-learning, investigation and validation.

Remember to send the validation evidence to [training@darlingtonscouts.org.uk](mailto:training@darlingtonscouts.org.uk). The training will be validated on Compass and the module signed off.

If additional information is required from the learner, they will be contacted direct.

**Finally THANK YOU, I appreciate we all do lots for Scouting but by promoting and assisting our volunteers to complete training promptly, we will all benefit from trained, safe and informed volunteers.**

**Please remember that the training team are always available to support and offer guidance to line managers and learners!**

**If stuck shout up!**

[training@darlingtonscouts.org.uk](mailto:training@darlingtonscouts.org.uk)

[richard.smith@darlingtonscouts.org.uk](mailto:richard.smith@darlingtonscouts.org.uk)

**Quick factoid**

243 adult members in the district  
with 3 training advisors, that's 81  
people to 1 Training Advisor.

Or

11 scout groups that on average have  
3 sections most meeting on different  
nights and 5 Explorer units.