

Adult Training Scheme for Managers and Supporters

Getting Started & Training for All Appointments:

- Getting Started:
 - Module 1 – Essential information
 - Module 2 – Personal learning plan*
 - Module 4 – Tools for the role*
 - GDPR
- Training for All Appointments:
 - Module 5 – Fundamental values of Scouting
 - Module 6 – Changes in Scouting
 - Module 7 – Scouting for all*
 - Module 10 – First Aid
 - Module 11 – Administration
 - Module 12A – Delivering a Quality Programme*

These elements are modular and essentially unchanged in their delivery and validation. **Some roles require additional modules.**

*Those that have changed role will need to re-validate all or part of these modules under the new context of their Manager role.



Skills Courses

- **Skills of Management** (2 day course ideally completed before the other 2 courses) [for Managers and Supporters]
- **Achieving Growth** (1 day course) [for Managers plus Supporters who have a Development remit]
- **Meeting the Challenges** (1 day course) [for Managers]
- Specific Independent Learning units must be completed prior to each course. (See over)
- All courses will be delivered across Scotland, by a central team of Trainers. [Apply here](#)

Independent Learning & Skills Courses:

- These focus on 'Leadership and Management' Training.
- The materials build around 6 Core Skill Areas for Managers and Supporters – *listed right*.
- Each Core Skill Area requires both Independent Learning (workbooks, learning guides, e-learning, videos) and one or more of the 3 Skills Courses – *listed above right*. (Also see [Module Matrix](#))
- Independent Learning provides initial learning, which is then built upon during Skills Courses. They are not alternatives to one another.
- Relevant Independent Learning should be completed prior to attending each Skills Course (see overleaf).
- Prior knowledge can still be recognised – but validation remains essential.
- The Independent Learning Units "Safety for Managers and Supporters" and "Safeguarding for Managers and Supporters" are to be completed in addition to mandatory Safety and Safeguarding ongoing learning. They contain different material.

Core Skill Areas

1. Managing your Time and Personal Skills
2. Achieving Results
3. Providing Direction
4. Working with People
5. Enabling Change
6. Using Resources

Validation:

- Each of the 6 Core Skill Areas are validated separately, when all learning for that area is complete and the validation evidence is available.
- Validation guidance for each is given in the [Adult's Personal File for Managers and Supporters](#).
- Learning can only be validated by a Training Adviser for Managers and Supporters.

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Independent Learning units

The following units must be completed before attending the listed Skills course, provided they are relevant to your role:

	Skills Courses		
	Skills of Management	Achieving Growth	Meeting the Challenges
Relevant Independent Learning Units	Managing Time and Personal Skills Building	Project Management	Getting the Word Out
	Effective Teams	Getting the Word Out	Safeguarding for Managers and Supporters
	Project Management	Planning for Growth	Dealing with Difficult Situations
	Getting the Word Out	Leading Local Scouting	Enabling Change
	Leading Local Scouting	Finding, Appointing and Welcoming Volunteers	Decision Making
	Finding, Appointing and Welcoming Volunteers	Keeping, Developing and Managing Volunteers	
	Keeping, Developing and Managing Volunteers	Decision Making	Other Independent Learning
	Decision Making	Enabling Change	Safety for Managers and Supporters
	Supporting the Adult Training Scheme*	Financial and Physical Resources*	
	Financial and Physical Resources*		
	Executive Committees and Being a Trustee*	*For Managers only	

All [Independent Learning](#) and information about [Skills Courses](#) can be found on the Scout Association Website. There is also more detailed information in the [Module Matrix](#) and in the [Adult's Personal File for Managers and Supporters](#).