

Section Assistant Training Guide

Training Information for Section Assistants

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About this booklet

This booklet is designed to guide you through the training you should complete for your role as a Section Assistant. Other roles, such as Section Leader, Executive Committee Member, Supporter and Manager are supported by other booklets and tools. Some optional extra training is recommended to further help you in your role and this is outlined towards the end of this guide.

Section Assistants may voluntarily complete training for a Wood Badge for the section with which they work if they so wish but is not essential to your role (but is an advantage if you later intend to take up an appointment as a Section Leader, Manager or Supporter). If you wish to do so, please request a copy of the "Leader's Training Guide" from your Training Adviser or Local Training Manager. This includes information about all the Modules you will need to complete for a Wood Badge (Including those required for your role as a Section Assistant).

An overview of the adult training scheme as it is provided in Nottinghamshire is given on page 14 of this booklet.

Help for you

A Training Adviser's role is to support you through the training process, to help you identify your learning needs and validate the modules you complete. It may be that you have been allocated a Training Adviser already. They will support you throughout the training process.

If a Training Adviser has not been allocated we offer a number of validation drop in sessions to help you get up and running and to guide you through the training process. Your Local Training Manager will be pleased to discuss things with you.

A training scheme to support you

The training scheme is broken into modules to help you plan and then validate your training. The modules required depend upon your role; we have identified the ones you probably need in this booklet.

Modules available ensure you have the skills, knowledge and understanding to be a successful leader in Scouting.

The Scout Association's adult training scheme allows you to recognise your previous experience from within and outside of Scouting when planning your learning.

Flexible local learning opportunities are available to help you learn best in a way that suits the life you lead.

Validation activities formally demonstrate to all, within and outside of Scouting that you are a trained leader, recognising your commitment to young people.

Completing learning is a three-step process: planning, doing, validating

| |
|---|
| Modules |
| Skills Knowledge Understanding |
| Previous Experience Recognised |
| Flexible Learning |
| Validation |
| 3 Steps |

| Plan your learning | Complete your learning | Validate your modules |
|--|---|---|
| Plan the learning you need with the Learning Review tool; a Training Adviser may help you with this process. A Personal Learning Plan will guide you to which modules you need. If you have not been assigned a Training Adviser, you can begin to plan your own learning. | Complete your learning by your chosen method, taking account of how you learn best and your lifestyle; most modules offer more than one option. | Validate your modules; by using the skills gained in your Scouting demonstrating you can do all aspects of your role. The Skills for Life 1 - Getting Started modules need to be validated within 5 months. The Section Leader modules will be validated by your Training Adviser and must be completed within 3 years. |

Step One: Planning your learning

You will need to agree a Personal Learning Plan to match your role with your Training Adviser and Training Manager. The plan for a Section Assistant will cover modules 1-3, GDPR, Safety & Safeguarding. Details of all the required modules are included later in this workbook.

Which Modules do I need?

You may already have skills and knowledge that you have gained through your education, employment, life experiences or other voluntary roles which you can readily apply to Scouting. If you have the skills and abilities needed for a module there is no need to do extra learning. If you have some of the skills, or are unsure about some aspects, you may choose to complete learning for just those bits that you need.

Do I require learning?

The "Checklist" on each page (or "Check Your Knowledge" for some modules) will help you to decide if you need to undertake learning for each module and which are a priority. You will find it useful to complete this before you meet with your Training Adviser to create your Personal Learning Plan.

Step Two: Complete your learning

In Nottinghamshire we have several different ways to access learning. These are detailed in the learning opportunities document available from your Training Adviser or on the web at: <https://training.notts-scouts.org.uk/> Our learning opportunities are grouped and ordered to help learners gain from them at the time they need them most. The groups are: Skills for Life 1 - Getting Started, Skills For Life 2 - Getting Going and Skills For Life 3 - Getting On. As a Section Assistant you are only required to complete Skills for Life 1 - Getting Started

SKILLS FOR LIFE 1 - GETTING STARTED This is the key information needed when starting off in a role within Scouting. This must be completed within five months of starting your role. The Modules included in Skills for Life 1 - Getting Started are: Essential Information (1), Personal Learning Plan (2), Tools for the Role (Section Leaders) (3), GDPR, Safety and Safeguarding. Apart from the Personal Learning Plan these can all be done as e-learning and we advise that you complete these as soon as you can when agreeing to your role: How to access the e-learning is explained on the individual page for each topic.

Step Three: Validating modules

Validation is essential for every module. It is the process where you show that you can put the knowledge, skills and understanding into practice in your role in Scouting. Please complete the questionnaire “Essential Information Modules - Validation for Section Assistants” later in this booklet and submit it to your Training Adviser together with printouts or digital copies of the certificates generated at the end of the e-learning for most of the topics.

You should ensure that any validated modules are recorded on your Personal Learning Plan by your Training Adviser. All training including having your modules validated should be completed within 5 months of you starting your role

Learning Plan

You can use this table to plan your timing for completion of the training and validation of the modules within the 5 months.

| Month | Training and Validation Activity | Target Completion Date |
|--|--|------------------------|
| 1 st Insert your starting month | Hold your provisional appointment | |
| 2 nd | | |
| 3 rd | | |
| 4 th | | |
| 5 th | You must have completed any learning and the validation for “Getting Started” (Modules 1, 2, 3, GDPR, Safety & Safeguarding) | |

Module 1: Essential Information

Aim: To provide all adults in Scouting with the essential information needed to get started in their role

Learning Opportunities: e-Learning

By doing this training you will:

- Understand the basics of Scouts' volunteer training scheme.
- Learn about our movement's history
- Explore the fundamentals of Scouts and how to bring them to life.
- Understand the importance of the Safety and Safeguarding policies in keeping people safe while in the Scouts.
- Learn about our structure, and find out where you fit within Scouts and the support that's available
- Understand the Equal Opportunities policy, and how to make sure every member feels included and able to fully participate in Scouts.

Accessing the e-Learning

You can access this training by going to <https://training.notts-scouts.org.uk/leaders/> and going to "Step 2 – Getting Started Modules"

Validating this module

To validate this module, you will need to complete the assessment at the end of the e-Learning module, this will generate a certificate, the certificate is the validation needed for this training module

Module 2: Personal Learning Plan

Aim: To develop a Personal Learning Plan to allow you to complete the training requirements of your role considering existing knowledge and skills.

- Identifying the modules relevant to your role
- Assesses if you have to complete learning for this module
- Specifies how this learning will be accessed
- Provides validation ideas
- Provides a time frame for completing your training.

Learning Opportunities: One to one discussion with your Training Adviser

Checklist:

- Do you know which modules are required for your role?
- Have you identified your prior knowledge and your learning needs?
- Have you identified your preferred learning method for each module?
- Have you identified the most appropriate validation requirements for each module based on your role?
- Have you identified the evidence you would like to use to demonstrate your achievement of the validation requirements?

Validating this module

To validate this module, you will create and agree a Personal Learning Plan with your Training Adviser to allow you to complete the training requirements for your role, taking into account existing knowledge and skills

| How are you going to make your plan? | Who is going to help you and agree it? |
|--------------------------------------|--|
| | |

Module 3: Tools for the Role

Aim: To provide some basic information on the section you support, your role, and areas of responsibility, along with some practical help to get you started in your role.

- The main features of the section you support and how it fits into Scouting
- The roles and responsibilities of different people within your section
- The use of a variety of programme ideas through different types of activity
- Youth shaped Scouting
- Promoting positive behaviour in your section

Learning Opportunities: Course / Small Group / 1 to 1 / e-learning / discussion with your Training Adviser

Accessing the e-Learning

You can access this training by going to <https://training.notts-scouts.org.uk/leaders/> and going to “Step 2 – Getting Started Modules”

Checklist:

Please complete the “Check Your Knowledge” questions on the next page to help you and your Training Adviser decide the learning you require.

Validating this module

To validate this module, you will need to complete one of the following:

1. Plan and run, or assist in running, a Section meeting; and reflect on this in a discussion with your Training Adviser
You should include:
 - a. One activity or game appropriate to the section
 - b. One ceremony appropriate to the section.
2. Any other ideas, subject to agreement with your Training Adviser.

| What learning do you require? | How are you going to validate? |
|-------------------------------|--------------------------------|
| | |

Module 3: Tools for the Role

Check your knowledge

These questions will explore your knowledge on the topics covered; you will need to demonstrate practical experience to meet the validation requirements.

| Topic | What do you already know? Questions to ask yourself | How would you rate your confidence in this area? 1= not confident, 5= very confident |
|---|--|---|
| Main features of my section and how it fits into Scouting | Can I identify the main features of the section I support? | |
| | Can I identify the main features of the other sections within Scouting? | |
| The roles and responsibilities of different people within my section | Can I describe my role and responsibilities in the section I support? | |
| | Can I describe the role and responsibilities of other adults and young people in the section I support? | |
| | Can I describe who Young Leaders are and how they form a part of the section leadership team? | |
| | Can I describe how volunteering can be flexible in Scouting? | |
| Using activities in my section | Can I explain why games and activities are an important part of the programme? | |
| | Am I able to explain how the Scout Method guides the way Scouting is delivered? | |
| | Can I outline the considerations for games and activities in the section I support? | |
| | Do I know where to find programme ideas? | |
| | Can I describe a game or activity I have been involved with or planned in my role? | |
| Youth shaped Scouting | Can I explain Youth shaped Scouting and where to find more information about ways to involve young people? | |
| | Can I describe some examples of involving youth members in my section? | |
| Promoting positive behaviour in my section | Can I describe the most common causes for challenging behaviour? | |
| | Do I know how to deal with common types of challenging behaviour? | |
| | Can I describe the key principles of how to promote positive behaviour? | |
| | Do I know where to find additional support? | |

GDPR: General Data Protection Regulation

Aim: To provide all adults in Scouting with an understanding of what the General Data Protection Regulations (GDPR) means for them, their Scout Group, District and County and how to effectively align with it.

- Personal Data
- Individual's Rights
- Consent
- Accountability & Governance

Learning Opportunities: e-learning

Accessing the e-Learning

You can access this training by going to <https://training.notts-scouts.org.uk/leaders/> and going to “Step 2 – Getting Started Modules”

Checklist:

- Do you know what 'personal data' means?
- What is a data subject?
- What's the difference between data controllers and data processors?
- What's the role of the Information Commissioner's Office?
- Do you know the six Privacy Principles?
- How can people have more control over how their data is processed?
- What are the main rights of individuals in GDPR and what steps can you take to align with these rights?
- What is consent?
- How can you ensure you provide genuine consent options?
- What is the accountability principle?
- When should a Private Impact Assessment be done?
- What should you do if there is a data breach?

Validating this module

To validate this module, you will need to complete the check your knowledge section at the end of the e-Learning module, this will generate a certificate. The certificate is the validation needed for this training module

Safety

Aim: To provide all adults in Scouting with an understanding of safety practice and responsibilities as a member of Scouts, to keep everyone safe

Learning Opportunities: e-learning

Accessing the e-Learning

You can access this training by going to <https://training.notts-scouts.org.uk/leaders/> and going to “Step 2 – Getting Started Modules”

Checklist:

- Understand the Safety Policy and your responsibilities for keeping young people and adults in our movement safe
- Be able to demonstrate how to assess and manage risk
- Understand the role of the leader in charge
- Know what to do in an emergency, and how to report incidents and near misses
- Know where to access safety resources, activity rules and guidance for the safe management of activities

Validating this module

To validate this module, you will need to complete the assessment at the end of the eLearning module, this will generate a certificate. The certificate is the validation needed for this training module

Safeguarding

Aim: To provide all adults in Scouting with an understanding of safeguarding practice and responsibilities as a member of Scouts, to keep everyone safe.

Learning Opportunities: e-learning

Accessing the e-Learning

You can access this training by going to <https://training.notts-scouts.org.uk/leaders/> and going to “Step 2 – Getting Started Modules”

Checklist:

- Understand the Safeguarding Policy and your responsibilities for keeping our young people, and adults at risk, safe?
- Understand the Young People First Safeguarding Card Code of Practice (Yellow Card)?
- Know how to recognise abuse?
- Know how to report concerns?
- Know what to do to make Scouts safe?

Validating this module

To validate this module, you will need to complete the check your knowledge section at the end of the e-Learning module, this will generate a certificate. The certificate is the validation needed for this training module.

Changing your role

It is not unusual for an adult to change roles in Scouting. If you do change your role, it is important to ensure that any additional training needs are addressed. Different roles require different knowledge and skills. However, you don't start from scratch!

If you were to change section in Scouting as a Section Assistant, you would need to revalidate Tools for the Role (3. This reflects the differing needs of the different age ranges.

If you change from Section Assistant to Section Leader you may be required to revalidate Modules 1 & 3 to reflect your increased involvement and responsibilities.

We have additional guides to help you if you move into a section leader, manager, or supporter role such as an Assistant Section Leader, Section Leader, Group Scout Leader or Assistant District Commissioner.

Recommended Optional Learning

Although "Skills For Life - Getting Started" (Modules 1-3, GDPR, Safety & Safeguarding) is the only obligatory training for your role as a Section Assistant there are other opportunities for you to enhance and up-date your knowledge and skills if you so wish. First Aid Highly recommended is 'First Response' which is a basic first aid course. Details are given on the next page. It may be offered as a 6-7 hr course by your LTM or by going to training.notts-scouts.org.uk/first-aid/. Courses are held at both County and District venues and may be a whole day or a couple of evenings.

Overview of all the training available to adults working with young people

Section Assistants just require "Skills For Life 1 – Getting Started". However, if you have found this part of your training interesting/useful, and would like to do more then please ask/discuss with your Training Adviser about the other modules below which you can complete

Skills For Life 2 – 'Getting Going'

- Developing our Young People
- Valuing Diversity within Scouting and the Community
- Skills of Leadership
- Working with Adults
- Administration
- Supporting our Young People

Skills For Life 3 – 'Getting On'

- Planning and delivering exciting, quality Programmes to retain existing and recruit new members
- Planning a Residential Experience
- Planning and running Outdoor Activities
- Planning to include the International aspect of Scouting

Skills For Life 4 – 'Getting Out'

To enable you to gain the skills to plan and run residential experiences. Developing your own and the Young People's Practical Skills

Module 10: First Aid

Aim: To cover the skills and knowledge necessary to enable adults to manage an incident and provide basic first aid.

Learning Opportunities: e-Learning and/or Course

Checklist: Do you hold a current First Aid certificate for a course covering the following criteria?

- The principles of First Aid and initial response (arriving at and managing an incident)
- Initial response to a first aid situation
- Management of an unconscious casualty (child or adult)
- CPR including technique for children and an explanation of what AED is and how to use it
- Shock (and why it is important to know about it)
- Causes and treatment of unconsciousness
- Bleeding
- Heat exhaustion, heat stroke, dehydration, and hypothermia
- Burns and scalds
- Fractures (ambulance imminent and nonimminent) and soft tissue injuries
- Minor injuries (eg. Cuts, grazes, and nosebleeds)
- Meningitis
- Anaphylaxis (Use of Epi pen)
- Spinal injury
- The childhood condition that is listed in First Response and what to do if you suspect a child has it?

Validating this module

To validate this module, you will need to either:

1. Hold a current first aid certificate that meets or exceeds the minimum standard of First Response shown in the Checklist on the left of this page.

or:

2. If you hold a First Aid certificate that does not cover all the minimum criteria of First Response (outlined in the Checklist) you must demonstrate to your Training Adviser that you have developed the knowledge and practical knowledge to address the additional criteria in a first aid incident

N.B. Your first aid certificate must also be current at the time that you are awarded your Wood Badge and at your appointment review

Booking a Course

To see available upcoming courses being run by Nottinghamshire Scouts, go to training.notts-scouts.org.uk/first-aid

| What learning do you require? | How are you going to validate? |
|-------------------------------|--------------------------------|
| | |

Validation

Getting Started Modules

Validation for Section Assistants

| | |
|------------------|--|
| Name of Learner: | |
| Group Name: | |
| Appointment: | |

This questionnaire is for all those adults who have kindly volunteered to assist Leaders in the Scout Association in the running of a section. There is a requirement on all of you to complete the "Getting Started" modules of the Adult Training Scheme. By now you should have done the learning part of this and now, by completing this form you will evidence your knowledge to the Local Training Manager and therefore be validated for these modules.

In the boxes provided please write your answers to the following questions:

Module 3

What are the important issues to consider when planning and running games for the section?

Describe how using different types of games benefit the programme.

List as many sources of ready-made programme and games ideas as you can.

What ceremony did you take part in and what was your role?

Get you Section Leader to sign the box below to show they have observed you plan and run, or assist in running, a section meeting and a section ceremony

I can confirm that this Sectional Assistant has fulfilled the requirements outlined above.

| | | | |
|-----------|--|----------------------|--|
| Name: | | Appointment: | |
| Signature | | Date of observation: | |

Thank you for your time in completing this document. Please now return it along with copies of the certificates of completion of the other modules to your Local Training Manager (LTM) who may wish to discuss your responses with you before confirming completion of your training as a Section Assistant. If you feel you would like more information, then please feel free to speak to the LTM and attend any of the other training modules to further enhance your Scouting Knowledge.

| |
|-------|
| Other |
|-------|

Useful Contacts

| | |
|------------------------------|--|
| Your Training Adviser | |
| Name: | |
| Email: | |
| Telephone: | |

| | |
|------------------------------|--|
| Your Training Manager | |
| Name: | |
| Email: | |
| Telephone: | |

Other Resources

You can find loads of other useful resources for your role on our training website. Go to training.notts-scouts.org.uk/section-assistants