

8th September 2025



Scouts

**Learning Assessor
Community**

Webinar Recording

We will be recording the session for those that are not able to make the call.

Please let me know now if you are not comfortable with this.

Agenda

Purpose

The purpose of the Learning Assessor Community is to support Learning Assessors (previously Training Advisers) across Nottinghamshire in using the new system and any updated materials / procedures for assessing learning

Topics to cover...

The topics tonight are based on common queries over the last 6 months. Hopefully it helps.

- General updates
- Learning Assessing Reminder
- Wood badge – how are we doing?
- Question & Answers



Learning Assessor Community Contacts

Learning Assessor

Manager & Supporter

Any feedback prior to these use your local Volunteering Development Leads across Nottinghamshire.

Area	Volunteering Development TL	Sectional LA	Manager & Supporter LA	First Response LA	Permit LA
Nottinghamshire	Chris Blockley	Lee Redmile Chris Blockley	Christine Sheard Jordan Phillips	Ian Jackson Steven Tupper (Backup) Mike Cooley (Admin)	Steve Day Chris Clifford
Ashfield	Jordan White Teresa Beardall	Stacey Robinson, Mat Beardall, Teresa Beardall			
Bassetlaw	Rebecca Freeman	Rosie Smith			
Beauvale	Joe Miller	Margaret Cooper, Ed Roberts			
Central Notts	Lee Marriott	Steve Baker, Lee Marriott			
City of Nottingham	Jon Peel	Justin Fisher			
Mansfield & District	Tee Ailward	Tee Ailward, Jim Gibson			
Newark & District	Sharon Lathlane	Sharon Lathlane, Mandy Twinn, Andrew Hall, Katherine Hawkins, Richard Moyes			
Rushcliffe	Pat Shepherd*	Fiona Burrows, Pat Shepherd			
South West Notts	Chris Phillips	Chris Phillips, Jane Andrews			

<https://training.notts-scouts.org.uk/contacts/> or click Search Member in My Membership and type Learning Assessors

General Updates

What's happened since the last Learning Assessor Community and points of note which may help you



General Updates

A few general updates since we last met in March 2025...

Safety E-Learning

- Thank you for all your support on getting this completed relatively painlessly

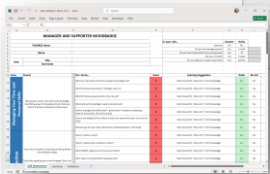
First Response External Training

- External criteria are on the training website
- Email cta@notts-scouts.org.uk with certificate
- Adhoc course request



Reminder on M&S Skills Checker

- The skills checker is to aid sign off of M&S wood badge
- New format regional skills of leadership courses held in June at Drum Hill



Interim Learning Notifications

- Wood badge assignment
- Skill assessment request
- Wood badge achievement
- Fingers crossed for the national notifications soon



Where to find Learning resources...

0115 952 3617

Notts Scouts

Adult Learning

Notts Scouts Adventure

NESST



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Learning Assessment Resources

On this page you will find all the resources you need to assess your skills and confirm your learning for the Branching Out Wood Badge. The following documents, templates and guides will help you work towards your Sectional Wood Badge.

Once you have completed the learning and the appropriate validation of either Witness Testimony, Knowledge Checker or Validation Templates submit this via the Learning System. You can do this by clicking Assessment on the appropriate skill and uploading the evidence.

There are videos to guide you through submitting your learning for assessment.



Once you have completed the learning and the appropriate validation of either a Wood Badge, Learning Assessor, or Validation Templates examine the Learning System. You can do this by clicking Assessment on the appropriate skill and uploading the evidence.

There are videos to guide you through submitting your learning for assessment.

Learner Videos

How to Request Learning for Assessment

What is a Wood Badge & What Learning?

Assign a Wood Badge to my profile

Learning Assessor Videos

How to Credit Learning by Learner Request

Sectional Wood Badge | Validation

Module 8: Skills of Leadership

Module 9: Working with Adults

Module 13: Growing Scouts

Module 18: Practical Skills

Module 19: International

Manager & Supporter Wood Badge | Validation

Achieving Results

Enabling Change

Managing your Time & Personal Skills

Providing Direction

Using Resources

Working with People

0115 952 3617

Notts Scouts Adult Learning Notts Scouts Adventure NESST



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Module 19: International ⬇

Using Resources ⬇

Working with People ⬇

Knowledge Checker

Module 8: Leadership Styles Quiz ⬇

Module 9: Communication Style Quiz ⬇

Module 13: Growth Planning ⬇

Module 13: Development Plan ⬇

Module 16: Residential Experiences ⬇

Module 18: Practical Skills by Scout Adventures ⬇

Module 19: International Activities ⬇

Sectional Wood Badge | Witness Testimony

Module 8: Skills of Leadership ⬇

Module 9: Working with Adults ⬇

Module 13: Growing Scouts ⬇

Module 16: Residential Experiences ⬇

Module 18: Practical Skills ⬇

Module 19: International ⬇

Learning Assessor Resources

Personal Learning Plan ⬇

Personal Learning Plan (Managers & Supporters) ⬇

Managers & Supporters Skills Validation Checker ⬇



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Learning Assessor Resources

[Personal Learning Plan](#) ⬇

[Personal Learning Plan \(Managers & Supporters\)](#) ⬇

[Managers & Supporters Skills Validation Checker](#) ⬇

[Validation Report \(.doc\)](#) ⬇

[Validation Report \(.pdf\)](#) ⬇

[Learning Assessor Webinar - Slides Dec 2024](#) ⬇

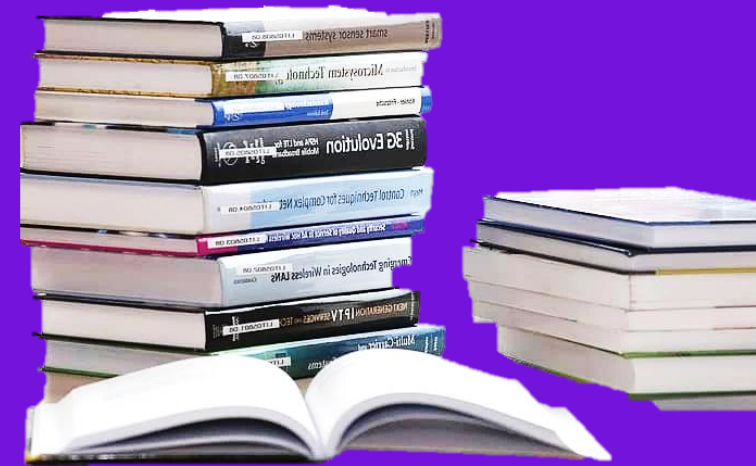
[Learning Assessor Webinar - Video Dec 2024](#) ⬇

[Learning Assessment Approvers Matrix](#) ⬇

[Learning Assessor Role Profile](#) ⬇

Assessing Learning

What is the purpose of a learning assessor, what can they assess and how do they credit learning in the Learning system



4 Types of Learning Assessor

Sectional Assessor

Learning outside of Growing Roots which does not require specialist skills

Learning Skills to validate

- 8 – Skills of Leadership
- 9 – Working with Adults
- 13 – Growing Scouts
- 18 – Practical Skills
- 19 – International
- 16 – Residential Experiences
- 38 – Skills for Residentials

Manager & Supporter

Any Manager & Supporter learning that needs assessing.

Learning Skills to validate

- Achieving Results
- Enabling Change
- Managing Time and Personal Skills
- Providing Direction
- Using Resources
- Working with People
- Plus Branching Out...

First Response

Assess any First Response learning (inc. External)

Learning Skills to validate

- First Response
- First Aid (16 hour course)

Historic Skills

- 10A – First Aid Learning
- 10B – First Aid Practical
- 10X – First Aid Complete
- Migrated First Response

MUST be assessed by First Response Learning Assessor. Completed at a County level only

Permit

Assess any Permit based learning (e.g. Nights Away Approver learning)

Learning Skills to validate

- Nights Away Approver
- Assessing Learning (Nights Away)
- Assessing Learning (Adventurous Activities)

MUST be assessed by a Permit Learning Assessor. This is not a permit assessor

Ways to Credit Learning

There are two ways learning can be assessed...

As a Learning Assessor you can assess the learning in two ways. This can be Learner driven through the system (preferred) or Learning Assessor driven by the assessor searching for the member

Crediting Learning by Learner Request

This will show all the assessments that have been requested by Learners in the system

Credit Learning by Volunteer Search

This will result in you finding a Learner and crediting them manually in the system

These are all found in the Digital Tools Guide provided by The Scout Association.

“How to Credit Learning” and “How to Request a Learning Assessment” videos are found at <https://training.notts-scouts.org.uk/learning-assessment/>

Learning Journey

Learning Assessor

Manager & Supporter

Permit LA

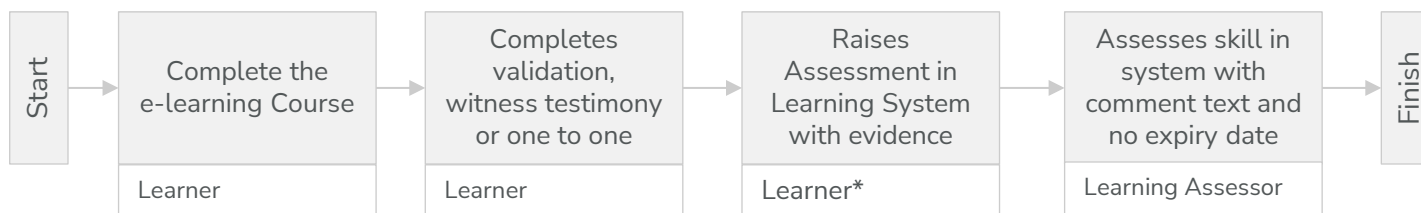
The journey our learners are on to get their skills recognised...

Typical Learning (excluding First Aid)

The Learner completed
learning modules
(Excluding First Aid)

Summary

- The Learner will complete the validation document, witness testimony or one to one conversation
- The Learner will go onto the Learning system, find the skill and request assessment
- The Learning Assessor will review the assessment attachment and update with Comment Text based on the Learning Assessment Matrix



Comment Text

Richard Smith (0000123456)
With any comments

* The Learning Assessor can do this for the Learner if they have the evidence to upload

Learning Journey

For info only

Administrator

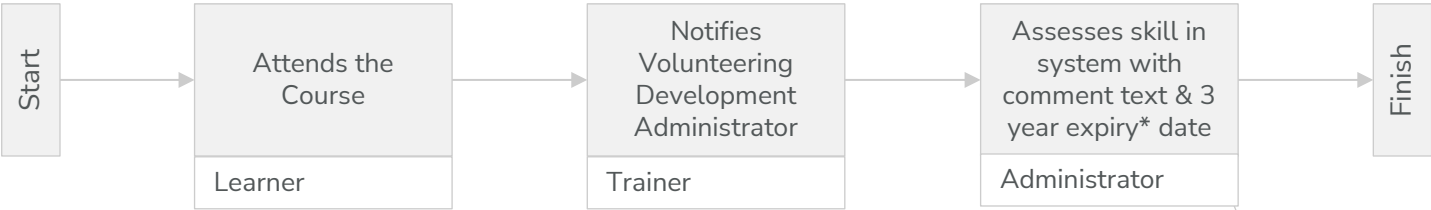
The journey our learners are on to get their skills recognised...

First Response (Internal)

The Learner attended a Notts Scouts Full or Combined course

Summary

- The First Response trainer will notify the Nottinghamshire Volunteering Development Administrator (Mike Cooley)
- Volunteering Development Administrator will update the record with the following comment text



Comment Text

Course Date(s): 24th Jan 2025 and 4th March 2025

Authorising Scouts First Response Trainer: Richard Smith (0000123456)

Internal or External Certificate: Internal

* The expiry date is 3 years from completing the Full course or Combined theory date

Learning Journey

For info only

First Response LA

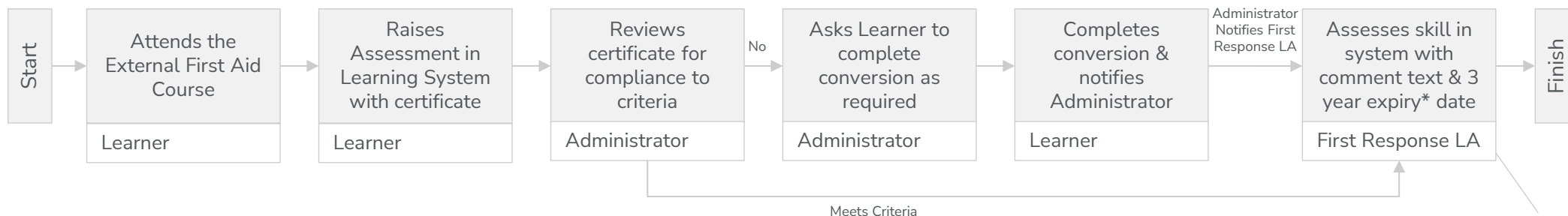
The journey our learners are on to get their skills recognised...

First Aid (External)

The Learner attended an external First Aid course

Summary

- The Learner will select the First Response skill and submit the assessment with the certificate attached
- The First Response Learning Assessor will review the certificate and ensure they have the required learning clicking confirm assessment



Comment Text

External Course Name: (copied from the certificate)
External Course Date(s): (copied from the certificate)
Authorising Scouts First Response Trainer: Richard Smith (0000123456)
Internal or External Certificate: External
Hampshire Course Completed: Yes or No
CPR Validation Completed: Yes, No or Not Required

* The expiry date is 3 years from date of course completion on the First Aid certificate

Wood Badge Learning

With the new system the Wood Badges have a little refresh. This section is to give everyone an overview of what they now are, what learning you have to do and how this is updated in the system



Active & Completed Wood Badges

Wood Badges Completed

- 23 completed so far this year (93 last year)
- Completed Wood Badges will be in the termly roll of honour
- Don't forget Gilwell process them every quarter – Mar, June, Sept, Dec

Row Labels	M&S Section Total WB		
Ashfield	2	1	3
Beauvale		1	1
Central Notts	1	3	4
City Of Nottingham		3	3
Mansfield	2	4	6
Newark And District	1		1
Nottinghamshire	1		1
Rushcliffe		2	2
South West Notts		2	2
Grand Total	7	16	23

Wood Badges Assigned

- 123 wood badges assigned across Nottinghamshire
- An email goes to the Learner, Volunteering Development Lead and Lead Volunteer

Row Labels	M&S Section Total WB		
Ashfield	2	13	15
Bassetlaw	2	4	6
Beauvale		3	3
Central Notts	10	25	35
City Of Nottingham	3	3	6
Mansfield	2	11	13
Newark And District	8	12	20
Nottinghamshire	8		8
Rushcliffe		5	5
South West Notts	4	8	12
Grand Total	39	84	123

What have they now become?

Section Wood Badge

The Section Wood Badge is for volunteers focussed on programme delivery

Learning Required to Achieve the Wood Badge

- Safety
- Safeguarding
- Data protection in Scouts
- Who we are and what we do
- Creating inclusion*
- Delivering a great programme*
- Module 8 - Skills of leadership
- Module 9 - Working with adults
- Module 13 - Growing the section
- Module 16 - Residential
- Module 18 - Practical skills
- Module 19 - International

Manager & Supporters Wood Badge

The Managers and Supporters Wood Badge is for volunteers focussed on leading and supporting volunteers

Learning Required to Achieve the Wood Badge

- Safety
- Safeguarding
- Data protection in Scouts
- Who we are and what we do
- Creating inclusion*
- Leading Scout volunteers*
- All current Manager and Supporter skills courses
 - Achieving Results
 - Enabling Change
 - Managing Time & Personal Skills
 - Providing Direction
 - Using Resources
 - Working with People

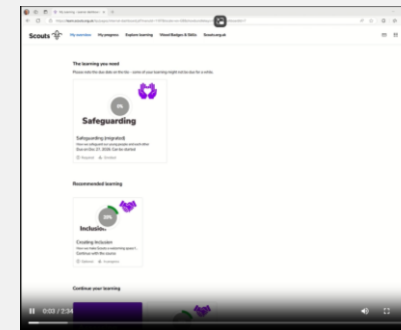
A Learner can only achieve a Wood Badge by assigning it in the Learning System.
The learning can be done at any time without assigning in the system.

Assign a Wood Badge to my profile

How do I assign a Wood Badge to my profile?

1. On your welcome page - Click 'My learning'.
2. On the 'My overview' page - Click 'Wood Badges and skills'.
3. On the 'My Wood Badge and skills' page - Click the 'Wood Badges' tab.
4. Click the '+' (plus) button
5. On the 'Wood Badge assignment' page - Click the '+' (plus) button for the Wood Badge you want to assign
6. Click the 'Assign Wood Badge' button at the bottom of the page.
7. A message will appear at the top of the page confirming you've successfully assigned the Wood Badge to the profile

This can only be completed by the Learner and not a Learning Assessor



How to video at
<https://training.notts-scouts.org.uk/learning-assessment/>

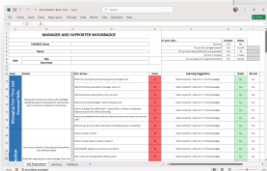
How a Learner Achieves Them?



It is very much as it was before. We've refreshed the validation documents so that each module has it's own in a Word template. This can be filled in and then uploaded to the system for a Learning Assessor to review.

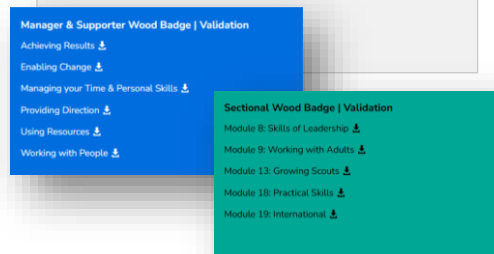
Credit Learning Existing Knowledge

Through discussion or M&S skills checker with the learner existing knowledge can be credited by the assessor



Validation Templates

The learner completes the validation templates and uploads to the system



Witness Testimony

The learner completes the witness testimony with another volunteer and uploads to the system for assessment

Training Course

Visit the training calendar to book. We are currently revising the course material for e-learning
[Adult Volunteers – eLearning](#)

<https://training.notts-scouts.org.uk/learning-assessment/>

Questions & Answers

A small list of common questions people have about learning assessing.
If there are anymore please get in touch.



Questions Raised Prior to this Call

Open it up for any questions. Some questions raised prior to this call.

First Aid Physical Conditions

What happens if a volunteer has a physical condition which may prevent them from doing First Aid training?

Skill Assessment with No Attachments

What do I do if a skill assessment request has no attachment / evidence?

Wrong Wood Badge Assigned

A person has assigned the wrong wood badge to their profile. What do I do?

Cancelling a Skill Assessment Request

Someone has raised a skill assessment by mistake. What do I do?

If a request was made by mistake please visit the skill in the Learning system that has been requested. Click Assessment. Do not click the grey box at the top. Click Confirm Assessment. The skill request will then be cancelled.

Thank you & Next Meeting

If you need further help between now and the next Learning Assessor Community then do reach out to your District Volunteering Development Lead



Topic for the next meeting

- Is this session useful?
- Does anyone have any topic?

Next Meeting Monday 9th March

Are these sessions helping everyone?

Any Questions?

Common questions...

1. Q: Can we update Safety & Safeguarding dates?
A: No unfortunately the system does not allow that
2. Q: A Learner has said that their First Response is about to expire but it is not correct?
A: The Scouts changed their policy in the summer that only First Aid Learning (10A) is the expiry date (plus 3 years). We can't change this unfortunately. They will need to register for a course.
3. Q: How does a Learner raise a request to assess their learning?
A: Go to training.notts-scouts.org.uk where there is a short video showing a learner how to do this
4. Q: Can I update any Growing Roots learning?
A: No, the Growing Roots learning is updated on completion of the e-learning. This cannot be back dated.
5. Q: There are a number of Assessor roles. Is the Nights Away Assessor the same as Learning Assessors?
A: No, Learning Assessors only assess learning in the Learning system. Other Assessors use the Membership system to approve requests / forms
6. Q: Can we expand our team of Learning Assessors?
A: Yes of course you can. Please consult your Volunteering Development Lead or DLV. We do advise caution and only do this based on demand. The system is changing so to avoid confusion to widen too far. Please let me know if you do this so I can add them into this community.

Any Questions?

Common questions...

1. Q: My learning has a blue bar on it. What does that mean?
A: It means there is an active e-learning ongoing by the learner that needs to be completed
2. Q: I have completed my Inclusion learning before. Why do I need to do it again?
A: Any learners who were in the previous system and completed the learning may need to redo this. The content has been updated and hence it may need redoing.
3. Q: Can I add a Wood Badge on behalf of a Learner?
A: From what we can see, currently, only the Learner can add the wood badge
4. Q: I have a volunteer that has physical conditions. How can they achieve their first response training?
A: Make the trainer and administrator aware before the course. A learner can instruct someone else in certain situations
5. Q: I have received a skill assessment with no attachment. What do I do?
A: Contact the learner and ask them for evidence. You may want to do this via a telephone conversation.
6. Q: A learner has wrongly assigned a wood badge. What do I do?
A: Unfortunately, only the learner can undo that so you will need to speak to them and ask them to remove it
7. Q: Someone has raised a skill assessment by mistake. What do I do?
A: Visit the skill in the Learning system that has been requested. Click Assessment. Do not click the grey box at the top. Click Confirm Assessment. The skill request will then be cancelled.



Scouts

Thank you



First Aid Training

First Aid Training (Module 10)

The Scouts run a first aid training programme in partnership with Girlguiding which covers the required topics but members may also undertake training with external providers so long as it meets the syllabus outlined below and is delivered by a reputable body. Examples of reputable bodies include: St John Ambulance, The British Red Cross, British Canoeing, Mountain Training, etc.

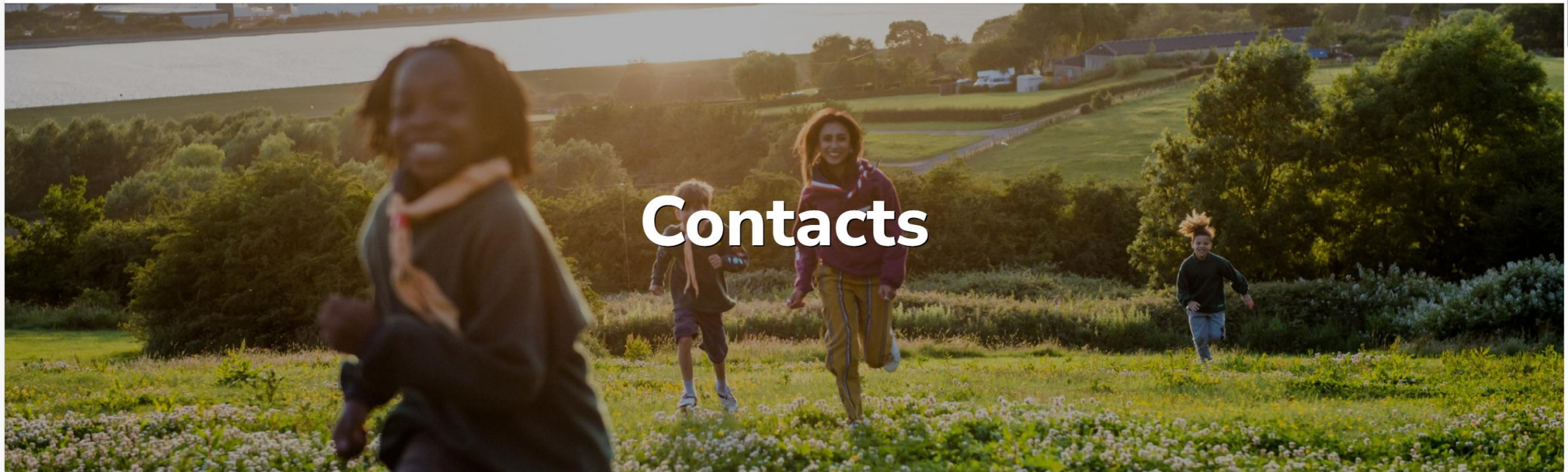
Useful Resources

First Response Checklist for External Courses

Purple Card



Book



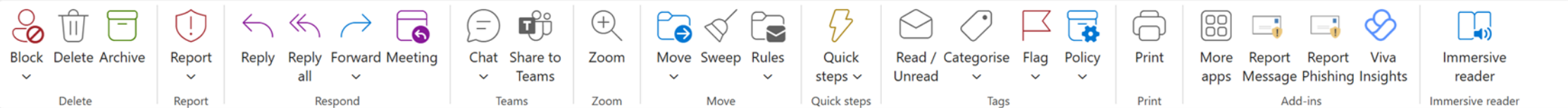
We're here to help

Sometimes you'll find you might need a little helping hand on your learning journey with Nottinghamshire Scouts. We've got a great team of volunteers who are here to support you and answer any questions you have about training. Each district has an appointed volunteering development lead/contact, who is usually the best person to contact in the first instance. They are kindly assisted by a Learning Assessor. You can find their contact details below.

Make a General Enquiry

Contact a Sub-Team

Submit a Request



Thank You – Sectional Wood Badge Assigned to Your Profile



Notts Scouts Volunteering Development

To:

😊 ↩ Reply ↩ Reply all → Forward 📧 📧 📧 📧 ...

Thu 2025-09-04 7:21 PM

Hi

We spotted you assigned the Sectional Wood Badge to your learning profile in the Learning system. We just wanted to sign post you to where support can be found in your area.

It's fantastic to see you're interested in working towards the highest learning award in Scouting! The Wood Badge has a rich history, originating from Baden-Powell's original training scheme in 1919 so you are in good company once you achieve it.

To find out more on what you need to do for your wood badge we've given you three handy steps below. You can visit The Scouts website too [here](#) for more details. Depending on your knowledge you may not need step 2 or 3. Talk with a Learning Assessor to find out.

Step 1 | Request a Learning Assessor

Get in touch with your District Volunteering Development team leader (Jordan White) in Ashfield to get a Learning Assessor assigned. Visit the Learning Contacts website (<https://training.notts-scouts.org.uk/contacts/>) to find out details of your district contacts. This is optional but you might find it helps.

Step 2 | Complete the required Learning Themes:

Complete the appropriate learning modules by learning on the job, e-learning or by completing a course, which cover the following themes:

- 1) Growing Roots e-learning - visit [My Learning](#) to complete this
- 2) Branching Out – all the current Sectional skills validation templates below are available to book on the <https://training.notts-scouts.org.uk/>:-
 - Module 8 - Skills of leadership
 - Module 9 - Working with adults
 - Module 13 - Growing the section
 - Module 16 - Residential