

# MODULE MATRIX

This is a summary of The Scout Association's Adult Training Scheme. For further information on the training requirements for specific roles please refer to The Scout Association's Adult Training Scheme.



<b>All Appointments</b>	<b>Section Leaders and Section Supporters</b>	<b>Managers, Section Supporters, Other Supporters</b>	<b>Supplementary</b>
-------------------------	---	---	----------------------

Module	Aim	Topics	Methods
<b>01 Essential Information</b>	To provide all adults in Scouting with the essential information needed to get started in their role.	<ul style="list-style-type: none"> <li>■ The Fundamentals of Scouting</li> <li>■ Structure and support</li> <li>■ Safety in Scouting</li> <li>■ Safeguarding: child protection</li> <li>■ Safeguarding: anti-bullying</li> </ul>	<ul style="list-style-type: none"> <li>■ Course</li> <li>■ One to one</li> <li>■ Small group</li> <li>■ e-learning</li> </ul>
<b>02 Personal Learning Plan</b>	To create a plan for an individual's learning based on the requirements of the job and taking into account the individual's needs.	<ul style="list-style-type: none"> <li>■ Personal Learning Plan</li> </ul>	<ul style="list-style-type: none"> <li>■ One to one</li> <li>■ Workbook</li> </ul>
<b>03 Tools for the Role (Section Leaders)</b>	To provide the basic information on the individual's role or area of responsibility and some practical help to get the individual started in the role.	<ul style="list-style-type: none"> <li>■ Features of the section</li> <li>■ Roles within the section</li> <li>■ Using activities and games</li> <li>■ Youth shaped Scouting</li> <li>■ Promoting positive behaviour</li> </ul>	<ul style="list-style-type: none"> <li>■ Course</li> <li>■ One to one</li> <li>■ Small group</li> <li>■ e-learning</li> </ul>
<b>04 Tools for the Role (Managers and Supporters)</b>	To provide key information about the individual's role, areas of responsibility and where they can find further information and support.	<ul style="list-style-type: none"> <li>■ Role responsibilities and responsibilities of those they line manage or work closely with</li> <li>■ Six areas of leadership and management</li> <li>■ Managing time and personal skills</li> <li>■ Ensuring quality programme</li> </ul>	<ul style="list-style-type: none"> <li>■ Course</li> <li>■ One to one</li> <li>■ Small group</li> <li>■ e-learning</li> </ul>

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

<b>05 The Fundamentals of Scouting</b>	To explore the Fundamentals of Scouting and the Religious Policy; and consider their relationship with the quality programme delivered to young people.	<ul style="list-style-type: none"> <li>■ The Fundamentals- the Purpose, Values and Method</li> <li>■ The Religious Policy</li> <li>■ Spiritual development</li> </ul>	<ul style="list-style-type: none"> <li>■ Course</li> <li>■ One to one</li> <li>■ Small group</li> <li>■ e-learning</li> </ul>
<b>06 Changes in Scouting</b>	To provide an overview of the Movement's history focusing on its development to meet the changing needs of society.	<ul style="list-style-type: none"> <li>■ Brief outline history of Scouting</li> </ul>	<ul style="list-style-type: none"> <li>■ DVD</li> <li>■ Factsheet</li> </ul>
<b>07 Scouting for All</b>	To provide an introduction to equal opportunities and practical advice about how to make Scouting inclusive for all.	<ul style="list-style-type: none"> <li>■ Equal opportunities</li> <li>■ Beliefs and values</li> <li>■ Inclusive Scouting</li> <li>■ Reasonable adjustments</li> </ul>	<ul style="list-style-type: none"> <li>■ Course</li> <li>■ One to one</li> <li>■ Small group</li> <li>■ Workbook</li> </ul>
<b>08 Skills of Leadership</b>	To cover the knowledge, skills and attitudes required to be an effective leader.	<ul style="list-style-type: none"> <li>■ Systematic planning</li> <li>■ Action centred leadership</li> <li>■ Leadership styles</li> <li>■ Developing leadership skills in others</li> </ul>	<ul style="list-style-type: none"> <li>■ Course</li> <li>■ One to one</li> <li>■ Small group</li> </ul>

Module	Aim	Topics	Methods
09 Working with Adults	To cover the underpinning functions required to work effectively as a member of an adult team.	<ul style="list-style-type: none"> <li>■ Communication</li> <li>■ Listening skills</li> <li>■ Decision-making structures</li> <li>■ Representing others</li> </ul>	<ul style="list-style-type: none"> <li>■ Course</li> <li>■ Small group</li> </ul>
10 First Aid	To cover the skills and knowledge necessary to enable adults to manage an incident and provide basic First Aid.	<ul style="list-style-type: none"> <li>■ First Aid</li> </ul>	<ul style="list-style-type: none"> <li>■ External course (First Response as a minimum)</li> </ul>
11 Administration	To provide information and best practice on how to manage administrative tasks in Scouting.	<ul style="list-style-type: none"> <li>■ Record keeping</li> <li>■ Financial responsibilities</li> <li>■ Data Protection Act</li> <li>■ Insurance</li> </ul>	<ul style="list-style-type: none"> <li>■ Course</li> <li>■ One to one</li> <li>■ Small group</li> <li>■ Workbook</li> </ul>
12(A) Delivering a Quality Programme	To provide leaders, managers and supporters with information about how we deliver quality Scouting to young people, and how we ensure it meets their needs.	<ul style="list-style-type: none"> <li>■ Key elements of the programme for each section</li> <li>■ Badges and awards</li> <li>■ Reviewing the programme</li> <li>■ The Young Leaders' Scheme</li> <li>■ Youth-shaped Scouting</li> </ul>	<ul style="list-style-type: none"> <li>■ Course</li> <li>■ One to One</li> <li>■ Small group</li> <li>■ e-learning</li> </ul>
12(B) Programme Planning	To provide section leaders with an opportunity to plan and review a sectional programme including the use of a variety of methods to generate programme ideas.	<ul style="list-style-type: none"> <li>■ How to create an exciting and relevant programme</li> <li>■ How to generate programme ideas</li> <li>■ How to review a programme to enhance it</li> </ul>	<ul style="list-style-type: none"> <li>■ Course</li> <li>■ One to one</li> <li>■ Small group</li> </ul>
13 Growing the Section	To cover ways in which an adult volunteering with a section can work with their line manager and others to plan and contribute to the growth of their section and/or Group.	<ul style="list-style-type: none"> <li>■ Importance of growth</li> <li>■ Recruitment and retention of adults and young people</li> <li>■ Tools and support to help sections grow</li> <li>■ Development plans</li> </ul>	<ul style="list-style-type: none"> <li>■ Course</li> <li>■ One to one</li> <li>■ Small group</li> <li>■ Workbook</li> </ul>
14 Young People Today	To enable adults working with sections to identify and meet the needs of young people.	<ul style="list-style-type: none"> <li>■ Characteristics, influences and needs of young people</li> </ul>	<ul style="list-style-type: none"> <li>■ Course</li> <li>■ One to one</li> <li>■ Small group</li> <li>■ Workbook</li> </ul>
15 Challenging Behaviour	To enable adults to prevent and manage challenging behaviour in the sections.	<ul style="list-style-type: none"> <li>■ Causes, prevention and management of challenging behaviour</li> </ul>	<ul style="list-style-type: none"> <li>■ Course</li> <li>■ One to one</li> <li>■ Small group</li> <li>■ Workbook</li> </ul>
16 Introduction to Residential Experiences	To enable section leaders and supporters who may support residential experiences for young people, to understand the purpose that residential experiences play in Scouting.	<ul style="list-style-type: none"> <li>■ Residential experiences and their importance in Scouting</li> <li>■ Organisation and administration</li> <li>■ Nights Away Permit Scheme</li> </ul>	<ul style="list-style-type: none"> <li>■ Course</li> <li>■ One to one</li> <li>■ Small group</li> </ul>
17 Running Safe Activities	To enable adults to plan and run exciting, safe and developmental activities for the young people in their section.	<ul style="list-style-type: none"> <li>■ Importance of activities in a balanced Programme</li> <li>■ Planning and carrying out activities safely</li> <li>■ Permits</li> <li>■ Risk assessment</li> <li>■ Leader in charge</li> </ul>	<ul style="list-style-type: none"> <li>■ Course</li> <li>■ One to one</li> <li>■ Small group</li> <li>■ Workbook</li> </ul>
18 Practical Skills	To enable adults to gain and develop practical skills for the benefit of young people in their section.	<ul style="list-style-type: none"> <li>■ Range of practical skills</li> <li>■ Training others</li> </ul>	<ul style="list-style-type: none"> <li>■ Course</li> <li>■ Small group</li> </ul>

Module	Aim	Topics	Methods
19 International	To provide an international focus appropriate to their section and appreciate the global nature of Scouting.	<ul style="list-style-type: none"> <li>■ World-wide family of Scouting</li> <li>■ International aspects of the programme</li> <li>■ International events and activities</li> <li>■ Programme ideas</li> </ul>	<ul style="list-style-type: none"> <li>■ Course</li> <li>■ One to one</li> <li>■ Small group</li> </ul>
20	This Module was previously Administration for Managers and Supporters. Managers and Supporters should now complete Module 11: Administration.		
21 Growing the Movement	To cover the ways in which a manager or supporter in Scouting can help develop the Movement and facilitate the growth of Scouting in their area.	<ul style="list-style-type: none"> <li>■ Importance of growth</li> <li>■ Recruitment and retention of adults and young people</li> <li>■ Tools and support to help growth</li> <li>■ Development plans</li> <li>■ Role of the manager or supporter in growing the Movement</li> </ul>	<ul style="list-style-type: none"> <li>■ Course</li> <li>■ One to one</li> <li>■ Small group</li> <li>■ Workbook</li> </ul>
22	This Module was previously Section Support. Managers and Supporters should now complete Module 12(A): Delivering a Quality Programme.		
23 Safety for Managers and Supporters	To provide managers and supporters with an understanding of the processes and systems in place to ensure safe Scouting and an understanding of their role in achieving this.	<ul style="list-style-type: none"> <li>■ Responsibilities</li> <li>■ Risk assessments</li> <li>■ Activity Permits</li> <li>■ Insurance</li> <li>■ Accident reporting</li> <li>■ Leader in charge</li> <li>■ Culture of safety</li> </ul>	<ul style="list-style-type: none"> <li>■ Course</li> <li>■ One to one</li> <li>■ Small group</li> <li>■ Workbook</li> </ul>
24 Managing Adults	To cover the skills and knowledge required to enable participants to provide effective management of adults.	<ul style="list-style-type: none"> <li>■ Personal development areas of adults</li> <li>■ Adult training</li> <li>■ Group dynamics</li> <li>■ Motivation</li> <li>■ Delegation</li> <li>■ Conflict resolution</li> <li>■ Team building</li> <li>■ Adults in Scouting model</li> </ul>	<ul style="list-style-type: none"> <li>■ Course</li> <li>■ One to one</li> <li>■ Small group</li> <li>■ Workbook</li> </ul>
25 Assessing Learning	To provide the knowledge, skills and attitudes necessary to effectively support, validate and assess adults in The Scout Association's Adult Training Scheme, the Adventurous Activity Permit Scheme, Nights Away Permit Scheme and the Scout Show National Recognition Scheme.	<ul style="list-style-type: none"> <li>■ Learning and development needs of adults</li> <li>■ Undertaking appropriate assessments and validations</li> <li>■ Providing positive and constructive feedback</li> <li>■ Role-specific elements for managers, Training Advisers, activity assessors, Nights Away</li> </ul>	<ul style="list-style-type: none"> <li>■ Course</li> <li>■ One to one</li> <li>■ Small group</li> <li>■ Workbook</li> </ul>
26 Supporting Adults	To cover the skills and knowledge required to enable supporters to provide effective support to adults in sections.	<ul style="list-style-type: none"> <li>■ Adults in Scouting model</li> <li>■ Personal development areas of adult training</li> <li>■ Group dynamics</li> <li>■ Motivation</li> <li>■ Consultation</li> <li>■ Running meetings</li> </ul>	<ul style="list-style-type: none"> <li>■ Course</li> <li>■ Small group</li> <li>■ Workbook</li> </ul>

Module	Aim	Topics	Methods
27 Instructing Practical Skills	To provide the skills, knowledge and attitudes necessary to instruct practical skills.	<ul style="list-style-type: none"> <li>■ Skills instruction</li> <li>■ Safety</li> <li>■ Feedback</li> <li>■ Records of skills instruction</li> </ul>	<ul style="list-style-type: none"> <li>■ Course</li> <li>■ One to one</li> <li>■ Small group</li> </ul>
28 Facilitating	To provide the skills, knowledge and attitudes to facilitate individuals and small groups.	<ul style="list-style-type: none"> <li>■ Training methods</li> <li>■ Communication in a learning environment</li> </ul>	<ul style="list-style-type: none"> <li>■ Course</li> <li>■ One to one</li> <li>■ Small group</li> </ul>
29 Presenting	To provide the skills, knowledge and attitudes to make effective presentations.	<ul style="list-style-type: none"> <li>■ Planning and delivering presentations</li> <li>■ Learning methods</li> <li>■ Resources and facilities</li> <li>■ Feedback</li> </ul>	<ul style="list-style-type: none"> <li>■ Course</li> <li>■ One to one</li> <li>■ Small group</li> </ul>
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.	<ul style="list-style-type: none"> <li>■ Communication</li> <li>■ Allocating Training Advisers</li> <li>■ Procedures</li> <li>■ Monitoring progress</li> </ul>	<ul style="list-style-type: none"> <li>■ Course</li> <li>■ One to one</li> <li>■ Small group</li> </ul>
31 Planning a Learning Experience	To provide the skills, knowledge and attitudes necessary to research and design training experiences.	<ul style="list-style-type: none"> <li>■ Systematic planning and balanced learning</li> <li>■ Supporting material</li> <li>■ Evaluation of learning experience</li> </ul>	<ul style="list-style-type: none"> <li>■ Course</li> <li>■ One to one</li> <li>■ Small group</li> </ul>
32 Delivering a Learning Experience	To provide the skills, knowledge and attitudes necessary to plan prepare and run a training experience.	<ul style="list-style-type: none"> <li>■ Planning and managing learning</li> <li>■ Staff teams</li> <li>■ Evaluation</li> </ul>	<ul style="list-style-type: none"> <li>■ Course</li> <li>■ One to one</li> <li>■ Small group</li> </ul>
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.	<ul style="list-style-type: none"> <li>■ Needs of Adult Training Scheme</li> <li>■ Current training trends</li> <li>■ Drafting and producing learning plans</li> </ul>	<ul style="list-style-type: none"> <li>■ Course</li> <li>■ One to one</li> <li>■ Small group</li> <li>■ Workbook</li> </ul>
34 Managing a Learning Provision	To provide the skills, knowledge and attitudes to enable County Training Managers to manage the learning provision for their area.	<ul style="list-style-type: none"> <li>■ Plan implementation</li> <li>■ Monitoring progress</li> <li>■ Quality control</li> <li>■ Plan maintenance</li> <li>■ Amendments</li> </ul>	<ul style="list-style-type: none"> <li>■ Course</li> <li>■ One to one</li> <li>■ Small group</li> <li>■ Workbook</li> </ul>
35 Internal Moderation	To provide the skills, knowledge and attitudes to monitor the quality of The Scout Association's Adult Training Scheme.	<ul style="list-style-type: none"> <li>■ Sampling of portfolios</li> <li>■ Quality control</li> </ul>	<ul style="list-style-type: none"> <li>■ External course</li> </ul>
36 Special Needs	To provide information, support and resources for those working with young people with special needs.	<ul style="list-style-type: none"> <li>■ Equal Opportunities Policy with regard to special needs</li> <li>■ Good practice</li> <li>■ Available resources</li> </ul>	<ul style="list-style-type: none"> <li>■ Course</li> <li>■ One to one</li> <li>■ Small group</li> </ul>
37 Advising on Adult Appointments	To enable an adult to participate fully as a member of the Appointments Advisory Committee.	<ul style="list-style-type: none"> <li>■ The structure and responsibilities of the Appointments Advisory Committee</li> <li>■ The appointment process</li> <li>■ Running approval meetings</li> </ul>	<ul style="list-style-type: none"> <li>■ Course</li> <li>■ One to one</li> <li>■ Small group</li> <li>■ DVD</li> </ul>
38 Skills for Residential Experiences	To enable adults to acquire the appropriate skills to plan and run successful residential experiences for the young people in their section.	<ul style="list-style-type: none"> <li>■ Practical skills for planning and running a residential experience</li> </ul>	<ul style="list-style-type: none"> <li>■ Course</li> <li>■ One to one</li> <li>■ Small group</li> </ul>