

Scouts Australia Institute of Training NSW Campus

2005

Adult Training and Development Calendar



CODE OF CONDUCT

This Code of Conduct is expected of all adults, uniformed and non-uniformed, who work within the Movement, recognising that at all times they should act responsibly and exercise a duty of care to the youth members.

1. Adults in Scouting respect the dignity of themselves and others.
2. Adults in Scouting demonstrate a high degree of individual responsibility, recognising that at all times their words and actions are an example to other members of the Movement.
3. Adults in Scouting act at all times in accordance with Scouting Principles, thereby setting a suitable example for all.
4. Adults in Scouting do not use the Movement to promote their beliefs, behaviour or practices where they are not compatible with Scouting Principles.
5. Adults in Scouting act with consideration and good judgement in all interpersonal relationships both inside and outside of Scouting.
6. Adults in Scouting respect everyone's right to personal privacy at all times. They take special care where sleeping, changing of clothing, bathing and ablutions are associated with any Scouting activity.
7. Adults in Scouting avoid unaccompanied and unobserved activities with youth members wherever possible.
8. Adults in Scouting , for their own protection, should avoid potentially compromising situations by ensuring, where reasonably possible, that at least two adults are in attendance whilst supervising and/or accompanying youth members.

It is recognised that, in certain circumstances, it may be necessary for a Leader or adult, whilst acting Responsibly and exercising their duty of care, to be alone with a youth member.

9. Adults in Scouting realise that bullying, physical or verbal abuse, neglect or any other type of abuse, is unacceptable conduct by any member of the Movement.

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Glenrock Scout Camp, Hunter and Coastal Region

2004 & 2005 TRAINING-CONVERSION TABLE

The following gives a general outline of course equivalents for 2005. As the content of courses have changed, the following equivalents are available for 2005 only.

Please note that all Assessment Tasks need to be completed prior to appointment or award of the Wood Badge. Because of course content changes, you may have missed some Assessment tasks. These can be caught up at your Final Assessment Interview.

There will be individual variations for Leaders who may not have completed their training in order. Please contact your Regional Commissioner Adult Training and Development if you have any questions.

Leader of Youth Basic Training

	Completed				
	Preliminary Core Module	Preliminary Core Module	Preliminary Core Module	Preliminary Core Module	Preliminary Core Module
	Basic Leadership 1	Basic Core Module	Basic Core Module	Basic Core Module	Basic Core Module
Need to Complete	Basic Leadership 2	Basic Leadership 2	Basic Sectional Techniques	Basic Sectional Techniques	Basic Sectional Techniques
	Basic Leadership 3	Basic Leadership 3	2004 Bridging Activities	Bridging Activities	Bridging Activities
	2005 In-Service	2005 In-Service	2004 IS	2004 In-Service	2004 In-Service
	Final Assessment	Final Assessment	Final Assessment	Final Assessment	Final Assessment

Leader of Youth Advanced Training

	Completed				
	Advanced Core Module	Advanced Core Module	Advanced Core Module	Advanced Core Module	Advanced Core Module
	Advanced Leadership 2	Advanced Outdoor Skills	Advanced Outdoor Skills	Advanced Outdoor Skills	Advanced Outdoor Skills
Need to Complete	Advanced Leadership 3	Advanced Leadership 3	Adv Sectional Techniques	Adv Sectional Techniques	Adv Sectional Techniques
	Project	Project	Project	Project	Project
	Commissioner Evaluation	Commissioner Evaluation	Commissioner Evaluation	Commissioner Evaluation	Commissioner Evaluation
	Final Assessment	Final Assessment	Final Assessment	Final Assessment	Final Assessment

Group Leader / Leader of Adults Basic Training

	Completed			
	Preliminary Core Module	Preliminary Core Module	Preliminary Core Module	Preliminary Core Module
	Basic Leadership 1	Basic Core Module / LOA Ph1	Basic Core Module / LOA Ph1	Basic Core Module / LOA Ph1
Need to Complete	Basic Leadership 2	Basic Leadership 2	Phase 2 Seminar	Phase 2 Seminar
	Basic Leadership 3	Basic Leadership 3	2004 Bridging Activities	Phase 2 Worksheets
	2005 In-Service	2005 In-Service	2004 IS	
	Final Assessment	Final Assessment	Final Assessment	Final Assessment

Group Leader / Leader of Adults Advanced Training

	Completed			
	Advanced Core Module	Advanced Core Module	Advanced Core Module	Advanced Core Module
	Advanced Leadership 2	Adv Sectional Techniques	Adv Sectional Techniques	Adv Sectional Techniques
Need to Complete	Advanced Leadership 3			
	Project	Project	Project	Project
	Commissioner Evaluation	Commissioner Evaluation	Commissioner Evaluation	Commissioner Evaluation
	Final Assessment	Final Assessment	Final Assessment	Final Assessment

TRAINING TO BE A LEADER

The following steps will lead you to becoming a Leader in Scouting. They must be followed in order with the exception of In-Service Training which may be commenced at any time during your Basic Training.

Step 1: Introductory Kit

The Introductory Kit provides the materials you will need to begin your training as well as other information you may need as a Leader in Scouting.

The Introductory kit is available from your Group Leader or Region Office (See page 26).

Step 2: Introductory Interview

At the Introductory Interview your Personal Leader Adviser will discuss the basics of Scouting. Scouting's Aims, Principles and Structures as well as the obligation and commitment involved in becoming a Leader and in turn what you can expect from Scouts Australia.

Your Group Leader or Region Office (See page 26) will be able to tell you how Introductory Interviews are conducted in your Region.

Step 3: In-Service Training

In-Service Training provides you with practical leadership experience as well as a chance to see alternate ideas and methods to those of your own Group.

Your Personal Leader Adviser will help you arrange your In-Service Training at the Introductory Interview.

Step 4: Basic Leadership 1

Basic Leadership 1 builds on the material covered in the Introductory Interview. It begins to look at the qualities and techniques that help us lead young people in Scouting, including Recruitment, Fundraising and Resources, Leadership Skills, Scout Safety and Games.

Basic Leadership 1 is typically conducted in a formal course environment over a weekend. Dates and locations are given on page 10.

Step 5: Basic Leadership 2

Basic Leadership 2 moves onto look at further knowledge and skills required by Leaders in Scouting. These include Administration and Policies, Problem Solving, Programming, Creative Thinking and Helping Others Learn.

Basic Leadership 2 is also conducted in a formal course environment over a weekend. Dates and locations are given on page 11.

Step 6: Basic Leadership 3 (Sectional)

You are required to attend the Basic Leadership 3 course for the section you are training for. These courses take a closer look at the specific needs of the young people in each section and the skill needed to help them grow and develop. Topics include Weekly Programming, Activities for the Age Group, Behaviour Management and Award Schemes.

Basic Leadership 3 is also conducted in a formal course environment over a weekend. Dates and locations are given from page 12.

Step 7: Basic Assessment Interview

This final interview is conducted with a member of the State Training Team and is designed to tie up any loose ends in your training and ensure that you are comfortable and competent in the skills developed during basic training.

Again your Region Office (See page 26) will be able to tell you how these interviews are arranged in your Region.

Step 8: Appointment

The final step to becoming an appointed Leader in Scouting is to submit your Application for Adult Appointment (W2). This paperwork would have been provided and discussed at the Introductory Interview and needs to be sent to your Region Office (See page 26).

The Gilwell Woggle

The first Scout Leader Training was conducted at Gilwell Park in England. Since then Scout Leader Training has been termed Wood Badge Training as it culminates in the Wood Badge Award.

The Gilwell Woggle is a two strand Turks Head knot and all Scout Leaders who have completed the first section of Wood Badge Training are eligible to wear it.



TRAINING TO BE A ROVER CREW LEADER APPOINTED

The following steps will lead you to becoming a Rover Crew Leader Appointed. They must be followed in order with the exception of In-Service Training which may be commenced at any time during your Basic Training.

Step 1: Rover Introductory

Provides a short course for the Introductory Interview and Basic Leadership 1 Course.

Rover Introductory is typically conducted in a formal course environment. Dates and locations are given on page 10.

Step 2: Rover Programming

Provides a short course for the Basic Leadership 2 Course

Rover Programming is typically conducted in a formal course environment. Dates and locations are given on page 11.

Step 3: Rover In-Service Training

This is the same material as for Rover Advisers.

Step 4: Rover Basic Leadership 3

This is the same material as for Rover Advisers.

TRANSFERRING APPOINTMENTS

To transfer appointments the following training needs to be completed;

Step 1: GL/LOA Transfer Kit (Group Leaders and Leader of adults only)

Step 2: In-Service Training for the new section (all Leaders)

Step 3: Basic Leadership 3 for the new section (all Leaders)

BASIC TRAINING COURSE DATES

Basic Leadership 1

Prerequisite: Introductory Interview

Apply To	Number			Location	Start	Dates	Closes	Cost
HC	462	05	001	Glenrock	9am Sat	Feb 12 - 13	Jan 21	\$95
SCT	462	05	002	Mt Keira	9am Sat	Feb 19 - 20	Jan 28	\$95
SM	462	05	003	Hurstville	7.30pm	Feb 23, Mar 2, 9, 16, 23	Jan 28	\$50
NW	462	05	004	Kamilaroi	9am Sat	Mar 5 - 6	Feb 11	\$95
SM	462	05	005	Heathcote	9am Sat	Mar 12 - 13	Feb 18	\$95
NSW	462	05	006	Glenreagh	9am Sat	Mar 19 - 20	Feb 25	\$95
SN	462	05	007	Pennant Hills	9am Sat	Mar 19 - 20	Feb 25	\$95
RIV	462	05	008	Camp Kurrajong	9am Sat	Mar 19 - 20	Feb 25	\$95
SCT	462	05	009	Mt Keira	9am Sat	May 14 - 15	Apr 22	\$95
HC	462	05	010	Glenrock	9am Sat	May 21 - 22	Apr 29	\$95
SM	462	05	011	Heathcote	9am Sat	Jun 4 - 5	May 13	\$95
SN	462	05	012	Pennant Hills	9am Sat	May 28 - 29	May 6	\$95
SM	462	05	013	Hurstville	7.30pm	Jul 20, 27, Aug 3, 10, 17	Jun 24	\$50
SCT	462	05	014	Mt Keira	9am Sat	Jul 23 - 24	Jul 1	\$95
HC	462	05	015	Glenrock	9am Sat	Jul 23 - 24	Jul 1	\$95
RIV	462	05	016	Camp Kurrajong	9am Sat	Aug 13 - 14	Jul 22	\$95
SN	462	05	017	Pennant Hills	9am Sat	Aug 20 - 21	Jul 29	\$95
SM	462	05	018	Heathcote	9am Sat	Sep 10 - 11	Aug 19	\$95
NSW	462	05	019	Glenreagh	9am Sat	Sep 17 - 18	Aug 26	\$95
NW	462	05	020	Kamilaroi	9am Sat	Sep 17 - 18	Aug 26	\$95
HC	462	05	021	Glenrock	9am Sat	Oct 15 - 16	Sep 23	\$95
SCT	462	05	022	Mt Keira	9am Sat	Oct 15 - 16	Sep 23	\$95
SN	462	05	023	Pennant Hills	9am Sat	Nov 12 - 13	Oct 21	\$95
SM	462	05	024	Heathcote	9am Sat	Dec 3 - 4	Nov 11	\$95

Rover Introductory

Prerequisite: Hold current Rover Membership

Apply To	Number			Location	Start	Dates	Closes	Cost
SN	484	05	001	Chatswood		May 25 & Jun 1	Apr 29	\$12
SN	484	05	002	Chatswood		Nov 2 & 9	Oct 7	\$12

Basic Leadership 2

Prerequisite: Basic Leadership 1

Apply To	Number			Location	Start	Dates	Closes	
HC	463	05	001	Glenrock	8pm Fri	Feb 25 - 27	Feb 4	\$105
SN	463	05	002	Pennant Hills	8pm Fri	Apr 1 - 3	Mar 11	\$105
HC	463	05	003	Glenrock	8pm Fri	Jun 3 - 5	May 13	\$105
SCT	463	05	004	Mt Keira	8pm Fri	Mar 11 - 13	Feb 18	\$105
NSW	463	05	005	Glenreagh	8pm Fri	Apr 1 - 3	Mar 11	\$105
SM	463	05	006	Heathcote	8pm Fri	Apr 1 - 3	Mar 11	\$105
NW	463	05	007	Lynchwood	8pm Fri	Apr 1 - 3	Mar 11	\$105
RIV	463	05	008	Camp Kurrajong	8pm Fri	Apr 1 - 3	Mar 11	\$105
SM	463	05	009	Heathcote	8pm Fri	Jun 17 - 19	May 27	\$105
SN	463	05	010	Pennant Hills	8pm Fri	Jun 17 - 19	May 27	\$105
SCT	463	05	011	Mt Keira	8pm Fri	Jun 17 - 19	May 27	\$105
SCT	463	05	012	Mt Keira	8pm Fri	Aug 5 - 7	Jul 15	\$105
HC	463	05	013	Glenrock	8pm Fri	Aug 5 - 7	Jul 15	\$105
SM	463	05	014	Hurstville	7.30pm	Aug 24, 31, Sep 7, 14, 21	Jul 29	\$55
SN	463	05	015	Pennant Hills	8pm Fri	Aug 26 - 28	Aug 5	\$105
RIV	463	05	016	Camp Kurrajong	8pm Fri	Sep 9 - 11	Aug 19	\$105
NW	463	05	017	Lynchwood	8pm Fri	Oct 21 - 23	Sep 30	\$105
NSW	463	05	018	Glenreagh	8pm Fri	Oct 28 - 30	Oct 7	\$105
SM	463	05	019	Heathcote	8pm Fri	Nov 11 - 13	Oct 21	\$105
SN	463	05	020	Pennant Hills	8pm Fri	Nov 18 - 20	Oct 28	\$105
HC	463	05	021	Glenrock	8pm Fri	Nov 25 - 27	Nov 4	\$105

Rover Programming

Prerequisite: Rover Introductory Course

Apply To	Number			Location	Start	Dates	Closes	Cost
SN	488	05	001	Bundilla	tba	Aug 28	Aug 5	\$10

Joey Scout Basic Leadership 3

Prerequisite: Basic Leadership 2

Apply To	Number			Location	Start	Dates	Closes	Cost
HC	464	05	001	Glenrock	8pm Fri	Mar 18 - 20	Feb 25	\$95
NSW	464	05	002	Glenreagh	8pm Fri	Apr 29 - May 1	Apr 8	\$95
NW	464	05	003	Lynchwood	8pm Fri	Apr 29 - May 1	Apr 8	\$95
RIV	464	05	004	Camp Kurrajong	8pm Fri	May 20 - 22	Apr 29	\$95
SM	464	05	005	Heathcote	8pm Fri	Jun 17 - 19	May 27	\$95
RIV	464	05	006	Camp Kurrajong	8pm Fri	Oct 21 - 23	Sep 30	\$95
SCT	464	05	007	Mt Keira	8pm Fri	Sep 16 - 18	Aug 26	\$95
NW	464	05	008	Lynchwood	8pm Fri	Nov 11 - 13	Oct 21	\$95
NSW	464	05	009	Glenreagh	8pm Fri	Nov 18 - 20	Oct 28	\$95
SN	464	05	010	Pennant Hills	8pm Fri	Nov 25 - 27	Nov 4	\$95

Cub Scout Basic Leadership 3

Prerequisite: Basic Leadership 2

Apply To	Number			Location	Start	Dates	Closes	Cost
HC	465	05	001	Glenrock	8pm Fri	Mar 11 - 13	Feb 18	\$95
SCT	465	05	002	Mt Keira	8pm Fri	Apr 1 - 3	Mar 11	\$95
NSW	465	05	003	Glenreagh	8pm Fri	Apr 29 - May 1	Apr 8	\$95
NW	465	05	004	Lynchwood	8pm Fri	Apr 29 - May 1	Apr 8	\$95
SM	465	05	005	Heathcote	8pm Fri	May 13 - 15	Apr 22	\$95
RIV	465	05	006	Camp Kurrajong	8pm Fri	May 20 - 22	Apr 29	\$95
SN	465	05	007	Pennant Hills	8pm Fri	Jun 3 - 5	May 13	\$95
SCT	465	05	008	Mt Keira	8pm Fri	Aug 26 - 28	Aug 5	\$95
HC	465	05	009	Glenrock	8pm Fri	Sep 9 - 11	Aug 19	\$95
RIV	465	05	010	Camp Kurrajong	8pm Fri	Oct 21 - 23	Sep 30	\$95
SN	465	05	011	Pennant Hills	8pm Fri	Oct 28 - 30	Oct 7	\$95
NW	465	05	012	Lynchwood	8pm Fri	Nov 11 - 13	Oct 21	\$95
NSW	465	05	013	Glenreagh	8pm Fri	Nov 18 - 20	Oct 28	\$95
SM	465	05	014	Heathcote	8pm Fri	Nov 25 - 27	Nov 4	\$95

Scout Basic Leadership 3

Prerequisite: Basic Leadership 2

Apply To	Number			Location	Start	Dates	Closes	Cost
HC	466	05	001	Glenrock	8pm Fri	Mar 11 - 13	Feb 18	\$95
SCT	466	05	002	Mt Keira	8pm Fri	Mar 18 - 20	Feb 25	\$95
NSW	466	05	003	Glenreagh	8pm Fri	Apr 29 - May 1	Apr 8	\$95
NW	466	05	004	Lynchwood	8pm Fri	Apr 29 - May 1	Apr 8	\$95
SM	466	05	005	Heathcote	8pm Fri	May 13 - 15	Apr 22	\$95
RIV	466	05	006	Camp Kurrajong	8pm Fri	May 20 - 22	Apr 29	\$95
SCT	466	05	007	Mt Keira	8pm Fri	Aug 19 - 21	Jul 29	\$95
HC	466	05	008	Glenrock	8pm Fri	Sep 9 - 11	Aug 19	\$95
RIV	466	05	009	Camp Kurrajong	8pm Fri	Oct 21 - 23	Sep 30	\$95
NW	466	05	010	Lynchwood	8pm Fri	Nov 11 - 13	Oct 21	\$95
NSW	466	05	011	Glenreagh	8pm Fri	Nov 18 - 20	Oct 28	\$95
SN	466	05	012	Pennant Hills	8pm Fri	Nov 25 - 27	Nov 4	\$95

Venturer Scout Basic Leadership 3

Prerequisite: Basic Leadership 2

Apply To	Number			Location	Start	Dates	Closes	Cost
HC	467	05	001	Glenrock	8pm Fri	Mar 18 - 20	Feb 25	\$95
NW	467	05	002	Lynchwood	8pm Fri	Apr 29 - May 1	Apr 8	\$95
NSW	467	05	003	Glenreagh	8pm Fri	Apr 29 - May 1	Apr 8	\$95
RIV	467	05	004	Camp Kurrajong	8pm Fri	May 20 - 22	Apr 29	\$95
SN	467	05	005	Pennant Hills	8pm Fri	Jun 3 - 5	May 13	\$95
SCT	467	05	006	Mt Keira	8pm Fri	Aug 12 - 14	Jul 22	\$95
RIV	467	05	007	Camp Kurrajong	8pm Fri	Oct 21 - 23	Sep 30	\$95
SM	467	05	008	Heathcote	8pm Fri	Nov 25 - 27	Nov 4	\$95



Adult Training Course 2004 - Pitching the Dining Fly

Rover Basic Leadership 3

Prerequisite: Basic Leadership 2

Apply To	Number			Location	Start	Dates	Closes	Cost
SM	468	05	001	Heathcote	8pm Fri	Apr 29 - May 1	Apr 8	\$95
SN	468	05	002	Bundilla	8pm Fri	Sep 9 - 11	Aug 19	\$95

Group Leader Basic Leadership 3

Prerequisite: Basic Leadership 2

Apply To	Number			Location	Start	Dates	Closes	Cost
SN	470	05	001	Pennant Hills	8pm Fri	Mar 18 - 20	Feb 25	\$95
NSW	470	05	002	Glenreagh	8pm Fri	Apr 29 - May 1	Apr 8	\$95
NW	470	05	003	Lynchwood	8pm Fri	Apr 29 - May 1	Apr 8	\$95
SCT	470	05	004	Mt Keira	8pm Fri	May 20 - 22	Apr 29	\$95
HC	470	05	005	Glenrock	8pm Fri	Aug 19 - 21	Jul 29	\$95
SM	470	05	006	Heathcote	8pm Fri	Oct 28 - 30	Oct 7	\$95

Leader of Adults Basic Leadership 3

Prerequisite: Basic Leadership 2

Apply To	Number			Location	Start	Dates	Closes	Cost
SN	471	05	001	Pennant Hills	8pm Fri	Mar 18 - 20	Feb 25	\$95
NSW	471	05	002	Glenreagh	8pm Fri	Apr 29 - May 1	Apr 8	\$95
NW	471	05	003	Lynchwood	8pm Fri	Apr 29 - May 1	Apr 8	\$95
SCT	471	05	004	Mt Keira	8pm Fri	May 20 - 22	Apr 29	\$95
HC	471	05	005	Glenrock	8pm Fri	Aug 19 - 21	Jul 29	\$95
SM	471	05	006	Heathcote	8pm Fri	Oct 28 - 30	Oct 7	\$95

WOOD BADGE TRAINING

Wood Badge Training further develops your skills and personal development for both your own benefit and the benefit of the young people and adults with whom you work. The steps to earning the Wood Badge Award are as follows.

Step 1: Advanced Leadership 1

Advanced leadership 1 is a generic course completed by all Leaders working toward their Wood Badge. It builds onto Basic training by taking a deeper look into aspects of being a Leader. Topics include The Fundamentals of Scouting, Personal Leader Advisers, Personal Competence, Communication and Problem Solving. The World Scouting Elective is included in this course. Course Dates and Locations can be found on page 16.

Step 2: Advanced Leadership 2 (Sectional - Outdoors)

Advanced Leadership 2 is a sectional course and topics will vary between sections. Topics include Scout Safety, Promoting Scouting, Weekend Activities and Outdoor Activities.

Second Electives covered in these courses are;

Cub Scout – Pack Holidays and Camping for Cub Scouts

Scout – Time Management

Venturer Scout / Rover - Counselling

Course Dates and Locations can be found on page 16 and 17.

Step 3: Advanced Leadership 3 (Sectional)

Advanced Leadership 3 is also a sectional course and topics will vary between sections. Topics include the Wood Badge Project, Programming, Award Schemes, Meetings and Reports, Youth Needs and Behaviour Management, Sectional Activities and Skills.

Second Electives covered in these courses are;

Joey Scouts – Creativity for Joey Scouts

Course Dates and Locations can be found on page 17 and 18.

Step 4: Wood Badge Project and Evaluation

The Wood Badge Project will be set and explained at your Advanced Leadership 3 course. It involves a 10 hour task based on the Fundamentals of Scouting.

The Wood Badge Evaluation is a local evaluation completed four months after your Advanced Leadership 3 course and looks at the way you are applying what you have learnt in your everyday Scouting activities.

Step 5: Advanced Assessment Interview

This final interview is conducted with a member of the State Training Team and is designed to tie up any loose ends in your training and ensure that you are comfortable and competent in the skills developed during advanced training. Again your Region Office (See page 26) will be able to tell you how these interviews are arranged in your Region.

WOOD BADGE COURSE DATES

The Wood Beads and Gilwell Scarf

The first Wood Beads were issued by Lord Baden-Powell at Gilwell Scout Park to Leaders who had finished their Wood Badge Training. The beads came from the necklace of King Dinizulu which denoted his status as Zulu chief. Today's beads are made to match.

The colour Gilwell Scarf is dove grey on the outside, signifying humility. The red inside, signifying warmth and friendship, is meant to be effective in absorbing the heat of the sun. Initially this material was only made in India. MacLaren tartan is used in memory of Kenneth duBois MacLaren who provided the original land for Gilwell Park.



Advanced Leadership 1

Prerequisite: Basic Training in the relevant section

Apply To	Number			Location	Start	Dates	Closes	Cost
NSW	472	05	001	Camp Kurrajong	8pm Fri	Feb 25 - 27	Feb 4	\$85
NSW	472	05	002	Pennant Hills	8pm Fri	Mar 4 - 6	Feb 11	\$85
NSW	472	05	003	Hurstville	7.30pm	May 4, 11, 18, 25, Jun 1	Apr 8	\$35
NSW	472	05	004	Glenrock	8pm Fri	May 13 - 15	Apr 22	\$85
NSW	472	05	005	Glenreagh	8pm Fri	Jul 22 - 24	Jul 1	\$85
NSW	472	05	006	Mt Keira	8pm Fri	Jul 29 - 31	Jul 8	\$85
NSW	472	05	007	Lynchwood	8pm Fri	Jul 29 - 31	Jul 8	\$85
NSW	472	05	008	Pennant Hills	8pm Fri	Oct 28 - 30	Oct 7	\$85

Joey Scout Advanced Leadership 2

Prerequisite: Basic Training in the Joey Scout Section

Apply To	Number			Location	Start	Dates	Closes	Cost
NSW	473	05	001	Heathcote	8pm Fri	Apr 1 - 3	Mar 11	\$90
NSW	473	05	002	Glenreagh	8pm Fri	Aug 5 - 7	Jul 15	\$90
NSW	473	05	003	Glenrock	8pm Fri	Aug 26 - 28	Aug 5	\$90
NSW	473	05	004	Mt Keira	8pm Fri	Oct 21 - 23	Sep 30	\$90

Cub Scout Advanced Leadership 2

Prerequisite: Basic Training in the Cub Scout Section

Apply To	Number			Location	Start	Dates	Closes	Cost
NSW	473	05	001	Heathcote	8pm Fri	Mar 11 - 13	Feb 18	\$90
NSW	473	05	002	Pennant Hills	8pm Fri	Jun 24 - 26	Jun 3	\$90
NSW	473	05	003	Glenreagh	8pm Fri	Aug 5 - 7	Jul 15	\$90
NSW	473	05	004	Glenrock	8pm Fri	Aug 19 - 21	Jul 29	\$90
NSW	473	05	005	Mt Keira	8pm Fri	Oct 21 - 23	Sep 30	\$90

Scout Advanced Leadership 2

Prerequisite: Basic Training in the Scout Section

Apply To	Number			Location	Start	Dates	Closes	Cost
NSW	474	05	001	Pennant Hills	8pm Fri	Aug 12 - 14	Jul 22	\$90
NSW	474	05	002	Heathcote	8pm Fri	Apr 1 - 3	Mar 11	\$90
NSW	474	05	003	Glenreagh	8pm Fri	Aug 5 - 7	Jul 15	\$90
NSW	474	05	004	Glenrock	8pm Fri	Aug 26 - 28	Aug 5	\$90
NSW	474	05	005	Mt Keira	8pm Fri	Nov 18 - 20	Oct 28	\$90

Venturer Scout / Rover Advanced Leadership 2

Prerequisite: Basic Training in the Venturer Scout or Rover Section

Apply To	Number			Location	Start	Dates	Closes	Cost
NSW	475	05	001	Glenrock	8pm Fri	Apr 1 - 3	Mar 11	\$90
NSW	475	05	002	Mt Keira	8pm Fri	Nov 4 - 6	Oct 14	\$90

Group Leader / Leader of Adults Advanced Leadership 2

Prerequisite: Advanced Leadership 1

Apply To	Number			Location	Start	Dates	Closes	Cost
NSW	487	05	001	Glenrock	8pm Fri	Apr 1 - 3	Mar 11	\$90

Joey Scout Advanced Leadership 3

Prerequisite: Advanced Leadership 1 and Joey Scout Advanced Leadership 2

Apply To	Number			Location	Start	Dates	Closes	Cost
NSW	477	05	001	Pennant Hills	8pm Fri	Jun 24 - 26	Jun 3	\$120
NSW	477	05	002	Glenreagh	8pm Fri	Aug 26 - 28	Aug 5	\$120

Cub Scout Advanced Leadership 3

Prerequisite: Advanced Leadership 1 and Cub Scout Advanced Leadership 2

Apply To	Number			Location	Start	Dates	Closes	Cost
NSW	478	05	001	Pennant Hills	8pm Fri	Aug 12 - 14	Jul 22	\$120
NSW	478	05	002	Glenreagh	8pm Fri	Aug 26 - 28	Aug 5	\$120
NSW	478	05	003	Glenrock	8pm Fri	Oct 28 - 30	Oct 7	\$120
NSW	478	05	004	Mt Keira	8pm Fri	Nov 11 - 13	Oct 21	\$120

Scout Advanced Leadership 3

Prerequisite: Advanced Leadership 1 and Scout Advanced Leadership 2

Apply To	Number			Location	Start	Dates	Closes	Cost
NSW	479	05	001	Mt Keira	8pm Fri	Apr 29 - May 1	Apr 8	\$120
NSW	479	05	002	Pennant Hills	8pm Fri	Sep 16 - 18	Aug 26	\$120
NSW	479	05	003	Glenreagh	8pm Fri	Aug 26 - 28	Aug 5	\$120
NSW	479	05	004	Glenrock	8pm Fri	Oct 28 - 30	Oct 7	\$120

Venturer Scout Advanced Leadership 3

Prerequisite: Advanced Leadership 1 and Venturer Scout Advanced Leadership 2

Apply To	Number			Location	Start	Dates	Closes	Cost
NSW	480	05	001	Pennant Hills	8pm Fri	Oct 21 - 23	Sep 30	\$120

Rover Advanced Leadership 3

Prerequisite: Advanced Leadership 1 and Rover Advanced Leadership 2

Apply To	Number			Location	Start	Dates	Closes	Cost
NSW	481	05	001	Pennant Hills	8pm Fri	Oct 21 - 23	Sep 30	\$120

Group Leader / Leader of Adults Advanced Leadership 3

Prerequisite: GL/LOA Advanced Leadership 2

Apply To	Number			Location	Start	Dates	Closes	Cost
NSW	483	05	001	Pennant hills	8pm Fri	Jul 8 – 10	Jun 17	\$140

ELECTIVES

- Prerequisites:**
- be a current Adult Member or have completed the Introductory Interview
 - other as specified by specific elective

The following electives are also available. Please contact your Regional Commissioner Adult Training and Development regarding the feasibility of running one in your Region.

- Advanced Risk Management
- Anger Management
- Assertiveness
- Basic Map and Compass (1 day)
- Behaviour Management
- Campfire Leader (Weekend)
- Communication
- Counselling
- Dealing with Trauma
- Delegating
- Effective Management of Youth People (1 day)
- Empowerment
- Gender Inclusive Training
- Handcraft
- Health Issues (6 hours)
- Managing Conflict
- Negotiating
- Pack Holidays and Camping for Cub Scouts
- Relationship Skills
- Self Esteem
- Speaking in Public
- Spirituality for Rovers
- Time Management
- Working with Associate Venturer Scouts
- Working with Different Cultures
- Working with Youth with Disabilities (2 days)

Campfire Leader

Apply To	Number			Location	Start	Dates	Closes	Cost
NSW	372	05	001	Glenreagh	9am Sat	Sep 17 - 18	Aug 26	\$70

Disabilities Seminar

Apply To	Number			Location	Start	Dates	Closes	Cost
NSW	451	05	001	Pennant Hills	9am Sat	May 14 - 15	Apr 22	TBA

SPECIALISED ACTIVITIES

Prerequisites:

- Basic Courses*
- 15 years of age or above
 - be a current member or have completed the Introductory Interview
 - other as specified by specific courses

- Advanced Courses*
- completed the applicable Basic Course
 - other as specified by specific courses

Specialised Activities Courses are available in the following activities;

Activity	Extra Prerequisites if Applicable
Basic Specialised Activities Abseiling	
Basic Specialised Activities Bushwalking	
Basic Specialised Activities Canoeing	
Basic Specialised Activities Caving	Basic Specialised Activities Abseiling
Basic Specialised Activities Rock Climbing	Basic Specialised Activities Abseiling
Basic Specialised Activities Ski Touring	Basic Specialised Activities Bushwalking
Basic Specialised Activities White Water Rafting	Basic Specialised Activities Flat Water Canoeing
Advanced Specialised Activities Abseiling	Basic Specialised Activities Abseiling
Advanced Specialised Activities Buskwalking	Basic Specialised Activities Bushwalking
Advanced Specialised Activities Canoeing	Basic Specialised Activities Canoeing
Advanced Specialised Activities Caving	Advanced Specialised Activities Abseiling
Advanced Specialised Activities Rock Climbing	Advanced Specialised Activities Abseiling
Advanced Specialised Activities Ski Touring	Advanced Specialised Activities Bush Walking
Advanced Specialised Activities White Water Rafting	Advanced Specialised Activities Canoeing



Canoeing on a Scout Advanced Outdoor Skills Module 2004

VENTURER SCOUTS

Youth Helper

Prerequisites: - be between 15 and 17 years of age

Apply To	Number			Location	Start	Dates	Closes	Cost
NW	354	05	001	Kamilaroi	9am	Mar 12 - 13	Feb 18	\$35
SCT	354	05	002	Mt Keira	9am	Apr 3,	Mar 11	\$35
SN	354	05	003	Bundilla	9am	Jul 23,	Jul 1	\$35
SCT	354	05	004	Mt Keira	9am	Aug 28,	Aug 5	\$35

Venturer Scout Leadership

Prerequisites: - be at least 16 years of age and hold current Venturer Scout Membership

Apply To	Number			Location	Start	Dates	Closes	Cost
NSW	409	05	001	Glenreagh	8pm Fri	Jun 17 - 19	May 27	tba
SCT	409	05	002	SCT	9am Sat	Jun 17 - 19	May 27	tba
HC	409	05	003	Glenrock	9am Sat	Jul 23 - 24	Jul 1	tba

Venturer Scout Unit Management

Prerequisites: - be at least 15 years of age and hold current Venturer Scout Membership

Apply To	Number			Location	Start	Dates	Closes	Cost
SCT	410	05	001	SCT	9am	Mar 12,	Feb 18	tba
NSW	410	05	002	Glenreagh	9am	Mar 19 - 20	Feb 25	tba
HC	410	05	003	Kanwal	9am	Apr 30,	Apr 8	tba
SCT	410	05	004	SCT	9am	Aug 27,	Aug 5	tba
NSW	410	05	005	Glenreagh	9am Sat	Sep 17 - 18	Aug 26	tba
SCT	410	05	006	SCT	9am	Sep 18,	Aug 26	tba
HC	410	05	007	Telarah	9am	Sep 18,	Aug 26	tba

RECOGNITION OF TRAINING OUTSIDE SCOUTING

The following certificates and diploma are recognised by the Australian National Training Authority (ANTA).

Certificate II in Leadership Support

The Certificate II in Leadership Support is available to people between the ages of 15 and 17 inclusive.

To be eligible for the Certificate II you will need to complete the Certificate II workbook and complete a Senior First Aid Certificate.

You do not have to complete work specifically for the Certificate II but can include work completed for school, the Queen Scout Award or any other reason in the workbook. As you complete anything relevant to the Certificate II, simply make a copy and put it in your workbook.

For details on how to register for the Certificate II, please contact your Regional Office.

For more details regarding the Certificate II refer to the Information handbook attached.

Certificate III Leadership Support and Certificate IV in Leadership

The Certificate III is completed during Basic Training and the Certificate IV during Advanced Training. If you have completed training under the current scheme and have provided a certified copy of a current Senior First Aid certificate you will be awarded the Certificates.

The Certificate III and IV in Business (Frontline Management) has the same requirements as the Certificate III in Leadership Support and certificate IV in Leadership except they do not require the First Aid component.

If you completed your leader training under an earlier training scheme and wish to receive either the Certificate III or Certificate IV you will be required to complete the relevant workbook which is now covered on courses. These workbooks are available from your Regional Office.

For more details regarding the Certificate III and IV refer to information handbook attached.

Diploma Units

To attain the Diploma of Leadership you need to complete a total of 11 units. These comprise of 5 core units and 6 elective units.

For more details regarding the Diploma please refer to the information handbook attached.

Prerequisite: Hold a Wood Badge

Fundamentals (SAF501A)

Unit	Apply To	Number			Location	Start	Dates	Closes	Cost
Fundamentals SAF501A	NSW	436	05	001	State Office	10am	Jan 29,	Jan 7	\$50
Programming SAP501A	NSW	438	05	001	State Office	10am	Feb 19,	Jan 28	\$50
Leadership BSBFLM502A	NSW	439	05	001	State Office	10am	Mar 19,	Feb 25	\$50
Communicate with Others BSBFLM506A	NSW	442	05	001	State Office	10am	Apr 16,	Mar 25	\$50
Quality Service BSBFLM507A	NSW	443	05	001	State Office	10am	May 7,	Apr 15	\$50
Work in Teams BSBFLM504A	NSW	448	05	001	State Office	10am	Jun 4,	May 13	\$50
Innovation & Change BSBFLM510A	NSW	449	05	001	State Office	10am	Jul 2,	Jun 10	\$50
Learning Environment BSBFLM511A	NSW	450	05	001	State Office	10am	Aug 6,	Jul 15	\$50
Operational Planning BSBFLM505A	NSW	453	05	001	State Office	10am	Sep 3,	Aug 12	\$50
Relationships BSBFLM503A	NSW	454	05	001	State Office	10am	Oct 8,	Sep 16	\$50
Promotions CHCORG20B	NSW	444	05	001	State Office	10am	Nov 12,	Oct 21	\$50

Workshops are held on the above dates. Each Elective can be applied for separately or in multiple units. Each unit has a separate course application and is paid for at the time of application. These units are all self directed and there is the opportunity of completing them at home or in the workshops.

Applications for the Distance Learning format must be sent to NSW State Office, mark the location as "Distance Learning" with the \$50 fee. Assessors for each unit will be appointed by the Branch Commissioner Adult Training and Development.

TRAINING APPLICATIONS

Applying for Training

Please use the Training Course Application (L1 02/04) to apply for training.

You can find a copy in the back of this calendar or you can download a copy from www.nsw.scouts.com.au/atd/forms/forms.

Training Fees

All costs listed are for Scout Members only. Fees must be paid on application for a course.

Training Refunds

Notification of withdrawal from a course must be made to the office handling applications for that course. The NSW Training Refund Policy is as follows;

Withdrawal before the Closing Date	Full Refund
Withdrawal more than 10 days before the course	Full refund less \$10 administration charge
Withdrawal less than 10 days before the course	50% Refund
No notification of withdrawal	No Refund



Inside the new Colonel John Hill Training building at the Baden - Powell Scout centre, Pennant Hills.

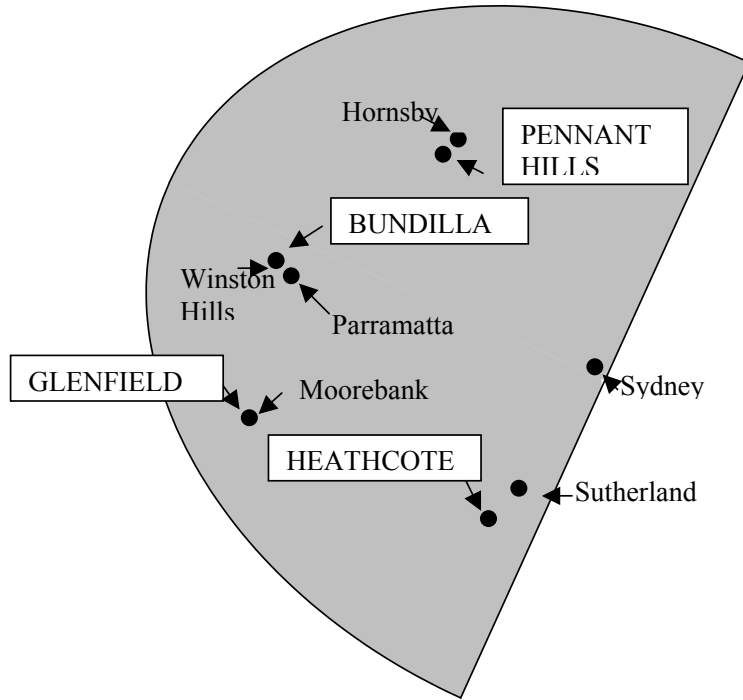
Region Offices

NSW Scout Website www.nsw.scouts.com.au

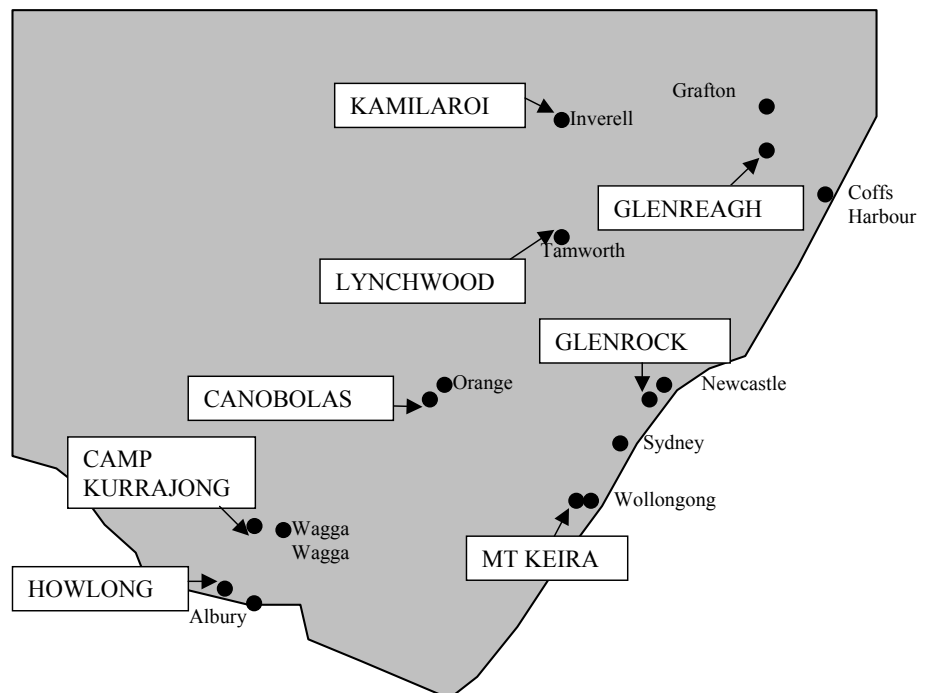
NSW (NSW State Office)	hq@nsw.scouts.com.au
PO Box 125 LIDCOMBE NSW 1825	Phone: 9735-9000 Fax: 9735-9001
GWS (Greater Western Sydney Region)	gws.region@nsw.scouts.com.au
6 Paden Powell Place WINSTON HILLS NSW 2153	Phone: 9693 2488 Fax: 9689 2510
HC (Hunter & Coastal Region)	hc.region@nsw.scouts.com.au
PO Box 854 THE JUNCTION NSW 2291	Phone: 4929 1760 Fax: 4929 1753
HUM (Hume Region)	hum.region@nsw.scouts.com.au
PO Box 1153 CAMPBELLTOWN NSW 2560	Phone: 4628 4994 Fax: 4628 0416
NC (North Coast Region)	nc.region@nsw.scouts.com.au
PO Box 169 GLENREAGH NSW 2450	Phone /Fax: 6649 0975
NW (North West)	nw.region@nsw.scouts.com.au
PO Box 353 TAMWORTH NSW 2340	Phone / Fax: 6766 4189
RIV (Riverina Region)	riv.region@nsw.scouts.com.au
PO Box 2202 WAGGA WAGGA NSW 2650	Phone: 6921 1870 Fax: 6921 2507
SCT (South Coast & Tablelands Region)	sct.region@nsw.scouts.com.au
PO Box 200 PORT KEMBLA NSW 2505	Phone: 4274 1099 Fax: 4274 6334
SM (South Metropolitan Region)	sm.region@nsw.scouts.com.au
1 Carrington Avenue HURSTVILLE NSW 2220	Phone: 9570 4525 Fax: 9580 6286
SN (Sydney North Region)	sn.region@nsw.scouts.com.au
2 Ellis Street CHATSWOOD NSW 2067	Phone: 9411 4088 Fax: 9411 4371
TGW (The Golden West Region)	tgw.region@nsw.scouts.com.au
PO Box 1991 BATHURST NSW 2795	Phone / Fax: 6334 3464

TRAINING CENTRE LOCATIONS

Sydney Metropolitan Training Centres



Country Training Centres



RECOGNITION OF PRIOR LEARNING

Currency of Training

In today's society it is necessary to show that our Leaders not only have the necessary skills and knowledge but that these are kept current. Generally, current is accepted to be anything completed within the last three years.

To show that your skills and knowledge are current, you need to be able to show one of the following;

1. That you completed the applicable training within the last three years and were deemed competent at the time.
2. That you show active service in the relevant section within the last three years.

If neither of these situations apply, and you believe that you hold the skills and knowledge applicable to a part of training, you will need to apply for Recognition of Prior Learning or Current Competency.

Recognition of Prior Learning or Current Competency

Please note that recognition can only be given for training. Please do not apply for recognition of an appointment, for example Cub Scout Leader. Applications of this type can not be processed.

The following steps are involved in gaining Recognition of Prior Learning or Current Competency;

1. Apply for Assessment

Please complete and submit an Application for Recognition of Prior Learning or Current Competency (L6). A copy can be obtained from your Region Office (see page 25) or downloaded from www.nsw.scouts.com.au/atd/forms/forms.

2. Assessment

Your Regional Commissioner for Adult Training and Development will assign an Assessor to your application. This person will help you provide the evidence required to support your application. Please remember that it is your responsibility to provide the necessary evidence.

When the Assessor is satisfied that you have the required evidence, he or she will submit an Assessment report to the RCATD with copies of that evidence.

3. Endorsement and Processing

The RCATD will submit the report to Branch Headquarters for endorsement by the Branch Commissioner Adult Training and Development. If approved, a Statement of Attendance will be sent to you. If further information is required, your RCATD will contact you.

DISTANCE LEARNING

Distance Learning is available for a limited number of courses. Please contact your Regional Commissioner Adult Training and Development for more information.



**INFORMATION HANDBOOK
FOR MEMBERS PARTICIPATING IN
VOCATIONAL EDUCATION AND
TRAINING (VET) STUDIES**

**DIPLOMA OF LEADERSHIP
CERTIFICATE IV IN LEADERSHIP
CERTIFICATE III IN LEADERSHIP SUPPORT
CERTIFICATE II IN LEADERSHIP SUPPORT**

NAME: _____

COURSE: _____

**VOCATIONAL EDUCATION & TRAINING (VET)
INFORMATION HANDBOOK**

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INTRODUCTION

WELCOME: *Congratulations on your decision to become a Leader within Scouts Australia – This enables you to complete a nationally recognised vocational course as part of your commitment to Scouting.*

THE ORGANISATION

Scouting is the leading international volunteer youth organisation with over 25 million members in more than 180 countries. It is recognised within the community for the impressive youth development programs it has offered for more than ninety years. Supporting these exciting youth adventure programs is an adult training program known internationally as the Wood Badge Training Scheme. Scouts Australia delivers the internationally recognised Wood Badge Scout training scheme through a number of programs, many of which are accredited through the National Training Information Service operated by the Australian government.

Scouting in Australia is coordinated at national level with each State and Territory operating a Branch that independently manages Scouting. Each Branch has its own training facilities and equipment and delivers the Wood Badge Training Program. The content of this has been developed to meet the World Organisation of Scout Movement's requirements as well as current contemporary national legislation and community requirements.

A National Training Team comprises authorised Trainers and Assessors. These are led by the National Commissioner for

PROGRAMS AVAILABLE

Diploma of Leadership - Adults in Scouting who have completed and are experienced as Wood Badge Leaders. This will also attract the dual qualification of Diploma of Business provided electives are chosen from within the Business Services Area, Units of Competency.

Certificate IV in Leadership – Adults in Scouting who are undertaking Advanced Wood Badge training.

Certificate III in Leadership Support – Adults in Scouting who are undertaking Basic leadership Wood Badge training.

Certificates III/IV will also attract the dual qualification of Certificate III/IV in Frontline Management provided electives are chosen from within the Business Services Area, Units of Competency.

Certificate II in Leadership Support

This qualification is available to all members in the 15 – 18 age group. It provides a nationally recognised Certificate II vocational qualification that can be completed based on involvement in a Venturer Scout Unit or similar youth group. If a further two core Units of Competency from the Business Services Area are selected, the qualification Certificate II in Business may also be awarded.

Adult Training and Development through the respective Branch Commissioners for Adult Training and Development. The Trainers and Assessors have many years Scouting experience and they conform to industry standards.

Scouts Australia has been a Registered Training Provider since 1994 and since then has delivered a number of registered training courses. In November 2002 Scouts Australia achieved national accreditation of four Leadership qualifications. Four leadership qualifications are available – three at the adult leader level and one at vocational entry-level, the latter being specifically developed for the Venturer Scout age group.

PURPOSE OF THIS HANDBOOK

This handbook has been written to provide members with important information about the Vocational Education and Training programs offered by Scouts Australia. The handbook outlines your rights and responsibilities as a VET participant.

You will be asked to sign that you have read this handbook, so please take the time to study it carefully and to ask your Personal Leader Advisor/mentor if you are unsure about anything. You should keep this handbook for reference throughout your enrolment.

The contents of this handbook represent the key points of various VET Policies and Procedures developed by Scouts Australia to meet the defined government legislation in relation to Vocational Education and Training.

Successful completion of these qualifications will lead to the participant receiving a nationally recognised Diploma/Certificate, and/or Statements of Attainment for those Units of Competency. This Diploma/ Certificate/ Statement of Attainment is part of the Australian Qualifications Framework (AQF), and as such will be recognised in all states/territories in Australia.

Your Trainer will provide you with full information about the VET qualification/s you are aiming to complete. This will include an overview of the specific units of competency, assessment requirements and vocational outcomes, etc.

1. STUDENT SELECTION, ENROLMENT AND INDUCTION/ORIENTATION PROCEDURES

Information is made available about the courses of study to all prospective participants as part of general information sessions and reinforced through the mentoring that occurs as part of the Scouting ethos.

2. COURSE INFORMATION, INCLUDING CONTENT AND VOCATIONAL OUTCOMES

The following tables indicate the qualification, course code and name, and units of competency that form individual qualifications.

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COURSE OVERVIEW

Course

Qualification Name:

Code:

30286QLD Diploma of Leadership/Diploma of Business

30287QLD Certificate IV in Leadership/Certificate IV in Business (Frontline Management)

30288QLD Certificate III in Leadership Support /Certificate III in Business (Frontline Management)

30289QLD Certificate II in Leadership Support/Certificate II in Business

		Diploma	Youth Leader/ Adult Managers Certificate IV	Certificate III	Certificate II
		Complete 11 Units including 6 electives to gain Diploma	Complete 10 Units including 5 electives to gain Certificate IV	Complete 10 Units including 5 electives to gain Certificate III	Complete all 10 Units to gain Certificate II
First Aid Certification – current certificate to be provided prior to completion of qualification		Not a requirement	Advanced/ equivalent (12 hours)	Senior/ equivalent (6 hours)	Senior/ equivalent (6 hours)
Core units	Fundamentals	SAF501A	SAF401A	SAF301A	SAF201A
	Programming	SAP501A	SAP401A	SAP301A	SAP201A
	Leadership	BSBFLM502A	BSBFLM402A	BSBFLM302A	BSBFLM302A
	OH&S		BSBCMN411A	BSBCMN311A	BSBCMN211A
	Communicate with Others	BSBFLM506A	BSBFLM406A	BSBFLM306A	BSBCMN209A
	Quality Service	BSBFLM507A			
Optional additional qualification - minimum 70% of competencies from the Business Services' National Training Package					

SCOUTS AUSTRALIA

Elective Units					
Business Services	Select a minimum 4 units from Group A – 5 at the Diploma level				
Group A	Work in Teams	BSBFML 504A	BSBFML 404A	BSBFML 304A	BSBCMN20 4A
	OH&S	BSBMGT 505A			
	Relationships	BSBFML 503A	BSBFML 403A	BSBFML 303A	BSBCMN20 3A
	Organisation		BSBCMN 402A	BSBCMN 302A	BSBCMN20 2A
	Operational Planning	BSBFML 505A	BSBFML 405A	BSBFML 305A	
	Learning Environment	BSBFML 511A			
	Innovation & Change	BSBFML 510A	BSBCMN 412A	BSBCMN 312A	BSBCMN21 0A
Community Services	Select 1 Unit from Group B or any other National Training Package:				
Group B	Group Activities		CHCGRO UP3C	CHCGRO UP1C	CHCGROU P1C
				CHCGRO UP2B	
	Manage Young People	CHCYTH 5C	CHCYTH 5C*		
	Human Resources	CHCORG 7B*	CHCORG 7B*		
	Projects & Strategies	CHCORG 9B*			
	Promotions	CHCORG 20B*			
	* lower level available to learner if required to ensure underpinning knowledge and skills				

SCOUTS AUSTRALIA

Adults in Scouting will complete the same *Core Units* at each level. The Elective Stream defines the adult leader's role within the organisation. If a leader changes organisational role there may be a need to complete those additional elective units to gain Statements of Attainment additional to the qualification. Under no circumstances will a leader be required to complete Units of Competency they have already successfully completed.

3. FEES AND CHARGES, INCLUDING REFUND POLICY (3.4) (3.5)

There are no fees involved for members of the Scouts Australia involved in this course at the Basic or Advanced training level.

4. PROVISIONS FOR LANGUAGE, LITERACY AND NUMERACY SUPPORT

Mentor/Personal Leader Advisor support is provided to every member of the organisation and where additional assistance (such as literacy and/or numeracy support) is required the member will be directed to the appropriate personnel for assistance.

5. STUDENT SUPPORT, WELFARE AND GUIDANCE SERVICES (1.2)(1.3)

Scouts Australia recognises that many adult learners may have special needs in relation to re-engaging in study and as such, members of this organisation have access to a wide range of support to ensure these needs are fully met. Close contact with the learner will always be maintained by a Mentor/Personal Leader Advisor/Trainer/Team helper.

Level II participants will be provided with assistance that is appropriate to their needs – such as further education and training and career information.

6. LEARNING AND ASSESSMENT PROCEDURES (8.1)

The following represent the VET assessment principles of this organisation. They are designed to promote fairness and equity in assessment.

(i) All VET participants within Scouting will be fully informed of the assessment procedures and requirements and have the right to appeal any decision.

- (ii) Information provided to participants will include:
- the criteria against which they will be assessed
 - advice about the assessment methods
 - assessment procedures
 - space for comments and feedback

(iii) Participants are invited to sight their profile sheet of VET results at least annually.

(iv) The assessment approach chosen will cater for the language, literacy and numeracy needs of participants.

v) Any special geographic, financial or social needs of participants will be considered in the development and conduct of the assessment.

(vi) Reasonable adjustment will be made to the assessment strategy to ensure equity for all participants, while maintaining the integrity of the assessment outcomes.

(vii) Opportunities for feedback and review of all aspects of assessment will be provided to participants.

(viii) Clearly documented mechanisms for appeal against assessment processes and decisions will be available to participants.

COMPETENCY BASED ASSESSMENT

Studies offered to VET participants are accredited courses and/or recognised units of competency. In order to be successful in gaining recognition of each competency, participants must demonstrate they have the necessary underpinning knowledge and skills and can apply these in a practical way within Scouting/workplace setting at an acceptable industry standard.

Assessment will occur as agreed throughout the year. Results for each assessment item will be recorded on a subject profile sheet / database. This allows participants to monitor their assessment progress and achieve competency as their skills improve.

Assessment of competencies will be graded as either C (Competent) or NYC (Not Yet Competent).

People are considered to be competent when they are able to apply their knowledge and skills to successfully complete similar activities in a range of situations and environments, in accordance with the standard of performance expected in the workplace. Those undertaking training and assessment in the context of Scouts Australia are able to apply and practice their skills within the organisation, within their paid employment or other volunteer/lifeskills role.

There are four skill areas, which relate to being competent:

- (a) task skills (performing a specific workplace task).
- (b) task management skills (managing a number of different tasks to complete a whole activity).
- (c) contingency management skills (responding to problems and irregularities when undertaking a work activity). Examples could be: changes to routine, unexpected results, difficult or dissatisfied clients' etc.
- (d) job/role environment skills (dealing with the responsibilities and expectations of the work environment). Examples could be: working with others, interacting with clients or suppliers, complying with standard operating procedures etc.

This requires demonstration of a competency, not just in isolation but in a range of different circumstances.

7. APPEALS, COMPLAINTS AND GRIEVANCE PROCEDURES (1.8)

GRIEVANCE POLICY

All participants have the right to request reconsideration of the results of assessment of an element of competency/learning outcome which has been assessed as Not Yet Competent. It is the participant's responsibility to use the processes set up for

SCOUTS AUSTRALIA

this purpose within two (2) weeks of results being received. The policy of Scouts Australia is a maximum of three attempts at achieving competency. Further instruction and adequate practice time will be provided.

All process steps are to be completed within a period of six (6) weeks from date of lodgement of appeal.

STEPS TO FOLLOW

1. Participant completes form.
2. Form given to team leader within two (2) weeks of receipt of results. Team leader forwards to Branch Commissioner, Adult Training and Development (BC ATD) for consideration.
3. Trainer/Assessor reconsiders the assessment outcome and reaches a decision.
3. If not satisfactory to participant, the Trainer/Assessor takes all information to Branch Commissioner, Adult Training and Development for reconsideration.
5. Branch Commissioner, Adult Training and Development considers as necessary and reaches decision, interviews participant, advises final decision.
6. Final decision is conveyed in writing to student.
7. All information is documented and archived as required under the provisions of the Privacy Act.

8. DISCIPLINARY PROCEDURES

Participants are expected to abide by the Policy and Rules of Scouts Australia. Where it is necessary to take any action, this will be done in consultation with the Branch Commissioner, Adult Training and Development

9. ACCESS AND EQUITY (6.1)

ACCESS AND EQUITY GUIDELINES

The following access and equity guidelines are designed to remove barriers and obstacles so that all students have the opportunity to gain skills, knowledge and experience through access to VET subjects. These guidelines should be applied in conjunction with Scouts Australia VET admissions policy.

Access and equity guidelines will be implemented through the following strategies:

- Having regard for the available human and physical resources, the organisation will provide a limited range of free VET qualifications and/or outcomes for members.
- Links with other providers, such as TAFE institutes will be considered where additional resources are required.
- Where possible, participants will be provided with the opportunity to gain a full qualification.
- For participants with special needs, access to additional assistance will be provided.
- Access to VET programs will be available to all participants regardless of gender or race.

- Where poor literacy and/or numeracy skills present a barrier to participation, additional support will be provided to the participants within the capacity of the organisation's resources to provide such support and/or external assistance will be accessed as required.

CODE OF PRACTICE (6.2)

ACCESS AND EQUITY POLICY

As a Registered Training Organisation, Scouts Australia has agreed to operate within the Australian Recognition Framework, (ARF). This includes a commitment to recognise the training qualifications issued by other Registered Training Organisations.

Scouts Australia will meet all legislative requirements of the State and Federal Government - in particular Workplace Health and Safety and Workplace Relations.

The Access and Equity Policy will inform that decisions in regard to access to VET subjects comply with equal opportunity legislation.

Scouts Australia has a commitment to providing a quality service and a focus on continuous improvement. Its members value feedback from the community, business and employers for incorporation into future programs.

Scouts Australia has sound management practices to ensure effective participant service. In particular it has service standards to ensure timely issue of student assessment results and qualifications. These will be appropriate to competence achieved and issued in accordance with national guidelines.

Scouts Australia's quality focus includes:

- A Recognition of Prior Learning Policy
- A Grievance and Appeal Policy
- Access and Equity Policy
- Student Welfare and Guidance Services.

The qualification overview explains course content, assessment procedures and vocational outcomes and pathways.

Scouts Australia has agreed to participate in external monitoring and audit processes as required by Queensland Department of Employment and Training. This may include random compliance audit, audit following complaint and audits for the purposes of re-registration.

Scouts Australia markets its vocational education programs with integrity, accuracy and professionalism, avoiding vague and ambiguous statements. In the provision of information, no false or misleading comparisons are drawn with any other Registered Training Organisation or training product.

Scouts Australia has personnel throughout Australia with appropriate qualifications and experience to deliver the training and facilitate assessment relevant to the training product offered. Assessment will meet the National Assessment Principles. Access to adequate physical resources will ensure the learning environment is conducive to successful outcomes.

Scouts Australia will honour all guarantees outlined in the Code of Practice. Members understand that if they do not meet the obligations of this Code of Practice or supporting regulatory

SCOUTS AUSTRALIA

requirements, they may have Registered Training Organisation status withdrawn.

MARKETING

At this time, Scouts Australia does not market its training courses to the general public.

CONTINUOUS IMPROVEMENT

The Scouts Australia policy of Continuous Improvement ensures that all training and assessment materials, methods and resources meet or exceed the current vocational requirements of their nationally accredited products.

MUTUAL RECOGNITION (MR) (5.2)(5.3)

Information about mutual recognition is disseminated to members.

If a participant presents a qualification (obtained from another registered training organisation) to the Trainer/Assessor, the Trainer/Assessor will take a copy and bring it to the attention of the BC ATD.

The course manager or equivalent will verify the authenticity of the qualification. The verified copy of the qualification is placed in the participant's file.

Once the qualification is verified, the participant is exempt the unit/s of competency identified in the qualification and the participant's records will be updated accordingly. At all times, however, the participant is required to maintain the necessary Scouting 'content' knowledge as part of considered 'competence'.

10. RECOGNITION OF PRIOR LEARNING (RPL)

RECOGNITION OF PRIOR LEARNING POLICY (RPL) (8.2)

All participants have the right to request Recognition of Prior Learning in respect of an element/s of competency which has been learned previously and that is not already covered by provision within the Unit of Competency for such recognition. (e.g. - a portion of a competency that needs to be signed off within a practical vocational setting – perhaps a campsite or by a workplace Trainer elsewhere).

It is the participant's responsibility to use the processes set up for gaining RPL.

STEPS TO FOLLOW

1. Participant to complete RPL Application Form.
2. The Form, together with full supporting documentation and references, if appropriate, are given to the mentor/Trainer/Assessor.
3. Trainer/Assessor reaches decision in consultation with BC ATD.
4. Trainer/Assessor advises decision.
5. If not satisfactory to participant, participant has the right to appeal.

6. Appeals must be lodged (**using the RPL Appeals Form**) by participant with full supporting documentation within two (2) weeks of initial decision.

(See RPL Appeal Form and Grievance Policy and Procedures – available from your PLA)

RECOGNITION OF PRIOR LEARNING/CURRENT COMPETENCY

On commencing any Nationally Accredited Course the participant will be provided with a copy of the Units of Competency. If considered past training and/or experience in any of those units exists, the participant is encouraged to apply for Recognition of Prior Learning/Current Competency.

If the participant has completed any of the actual Units of Competency and has been using those skills regularly since – **DO NOT COMPLETE** a *Recognition of Prior Learning* form, instead request a *Mutual Recognition* process occur and provide certified copies of Statements of Attainment to obtain Credit.

HOW TO APPLY FOR RECOGNITION OF PRIOR LEARNING/CURRENT COMPETENCE

The participant should carefully read the information supplied before completing the form and discuss it with support person/PLA. The form asks for information about the participant and their knowledge and skills that are the basis of the application for RPL/RCC.

After completing the form, check all relevant information is provided – people underestimate their skills and personal achievements.

It is not a difficult process, but can be quite onerous if records have not been kept of past achievements. The participant may ask for a '*challenge test*' to prove his/her currency and competency – this may require the completion of the unit assessment (for a whole competency) or a simple demonstration of portions of the competency where *substantial evidence* cannot be provided.

'Substantial evidence' - in Vocational terms is being able to confidently and competently complete a task over a range of different contexts... i.e. make and receive telephone calls for a number of different reasons and/or organisations...what evidence of this would you require? The following points provide aspects of 'evidence' that will support your application. You must include several different aspects that show your ability to function competently over a range of activities:

- a) Letter/s from a supervisor in your workplace explaining that part of your job role was to take incoming calls from clients and make outgoing calls/appointments for sales staff.
- b) Letter from your Leader confirming that you had been part of a group that set up the travel schedules for a Jamboree etc and that you were required to make a number of calls to set this up
- c) A copy of your diary for this activity – organisation names, contact persons, dates and reason for contact
- d) Letter/s from your school detailing the telephone applications you had made as part of gaining employment
- e) Letter from your parents if they operate a business and you are involved with telephone answering for it

SCOUTS AUSTRALIA

- f) Letter/s from another organisation whose telephone system you have operated and that you have volunteered with or been employed by.
- g) Audio/Video tape/s of a Role Play scenario you have developed where you are seeking specific information by using the telephone
- h) Video tape/s of you in a workplace using a multi-line system under normal working conditions

The form requires the participant to provide the following information:

Section 1: General information about yourself and your experience.

Section 2: The relationship between your experience and the unit for which you are seeking RPL/RCC

1 GENERAL INFORMATION

After completing the form you may be invited to attend an interview. Please take to the interview anything you believe could assist your claim, for example:

- (a) copies of reports, certificates or statements about your education and training (bring originals of official documents for the interviewer to view and/or photocopy, but make sure you take them home with you)
- (b) outlines of any courses you have undertaken
- (c) copies of non-confidential memos, letters, minutes of meetings from other organisations where you have participated in a similar role
- (d) letters of recommendation from employers, Trainers/Assessors, other organisations that you have assisted
- (e) photographs, video/audio tapes, scrap books
- (f) any other information you feel might aid the assessment of your request.

THE INTERVIEW

You may be asked to attend an interview. The interview will gather further information about how your experience etc, related to the course units described in Section 2. The purpose of the interview will be to confirm and clarify your request for RPL and to make sure that all relevant learning experiences have been identified.

Be prepared to answer questions and/or demonstrate to the Assessor your abilities.

You may ask a person who knows you to come to the interview with you. This person would normally work closely with you. Their role will be to help you in the interview and verify your claims.

Most people underestimate their skills and abilities so it is really good to have someone with you who knows your capabilities.

2 SECTION 2

When completing Section 2 of the RPL/RCC Application Form, applicants should consider carefully whether they meet each learning outcome/required competency and its associated assessment criteria before ticking the box provided.

LEGISLATIVE FRAMEWORK

It is essential that Scouts Australia confirms with all relevant Federal and State legislation. Specifically within Queensland this includes:

- *Workplace Health and Safety Act 1995* and *Workplace Health and Safety Regulation 1997*, which details the requirements for safe work practices and the responsibilities and all people in these areas.
- *Queensland Anti Discrimination Act 1991* which includes obligations for equal opportunity, racial vilification, victim's action, equal employment and opportunity.
- *Disability Services Act, 1992* which covers the rights and accommodations for people with disabilities.
- *Training and Employment Act, 2000*, which governs the provision of training and related services.

Copies of these can be accessed at
www.legislation.qld.gov.au



**COURSE INFORMATION HANDBOOK
- VERIFICATION**

(Please complete.

*Retain the original in this Course Information Book and
return a photocopy to the Course Administrator at Branch)*

- CERTIFICATE II in LEADERSHIP SUPPORT**
- CERTIFICATE III in LEADERSHIP SUPPORT**
- CERTIFICATE IV in LEADERSHIP**
- DIPLOMA OF LEADERSHIP**

DATE:

BRANCH:.....

MENTOR/PLA NAME:.....

STUDENT NAME:.....

I have read the Student Handbook and understand my Rights and Responsibilities in relation to this Nationally Accredited Training Course.

Student Signature.....

Mentor/PLA Signature.....

Date.....



New South Wales
 P O Box 125
 LIDCOMBE (PO) NSW 1825
 Phone: 02 9735 9000
 Fax: 02 9735 9001
 e-mail: info@nsw.scouts.com.au

TRAINING COURSE APPLICATION

INSTRUCTIONS

1. Completed application and payment for full course fees must be sent directly to the Region or Branch Headquarters listed as responsible for the course in the Adult Training Calendar.
2. Applications must be received before the closing date advertised in the Adult Training Calendar.

COURSE DETAILS											
Course Number	<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table> (as shown in the Adult Training Calendar)										
Course Name	_____										
Course Dates	_____ Course Fee _____										
Location	_____ Apply To <u>BHQ</u>										

APPLICANT'S PERSONAL DETAILS		
Membership No _____	Title _____	Family Name _____
Given Names _____	Preferred Name _____	
Mailing Address _____		
Town/ Suburb _____	State <u>NSW</u>	Post Code _____
Home Phone _____	Work Phone _____	Mobile _____
Date of Birth _____	Age (years) _____	Religion / Denomination _____
E-mail _____	Occupation _____	

APPLICANT'S SCOUTING DETAILS		
Service in Scouting / Guiding	1) As a youth member _____ years	2) As an adult Member _____ years
	Current	Proposed
Position / Appointment	_____ (eg Venturer Scout, Rover, Group Chairman, Cub Scout Leader)	_____ (if this course is for another appointment you are transferring to)
Section	_____	_____
Formation	_____	_____
Region	_____	

PRE-COURSE ADMINISTRATION (OFFICE USE ONLY)	Application Received		Acceptance Sent	
	Eligibility Checked		Payment Received	

PAYMENT																			
Please charge my	<input type="checkbox"/> BankCard <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa <input type="checkbox"/> AMEX <input type="checkbox"/> Diners Club																		
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PLEASE COMPLETE BOTH SIDES OF FORM

COMPLETION OF PREREQUISITES:

Please list **dates** of the prerequisite courses (as listed in the Adult Training Calendar) you have completed. Please note: your attendance at this course may not be allowed if the prerequisite course(s) have not been satisfactorily completed.

Course	Date	Course	Date

IMPORTANT INFORMATION:

In case of accident please give the name of a relative or friend who may be contacted

Name	Relationship to Applicant	Phone	Mobile

Please give details, either in the space provided or in a sealed envelope addressed to the "The Course Leader" and attached to this application form, of any physical disability, condition, special diet or other need about which the Course Leader should be aware.

Will you need accommodation for the evening prior to the course commencing ? Yes No
 Will you need accommodation for the evening on which the course concludes ? Yes No

Please give details of any Special Skills that you have, relevant to this Course

PARENTAL CONSENT (IF APPLICANT UNDER 18 YEARS OF AGE):

I consent to (Applicant) _____ attending the (Course) _____
 on (dates) _____ at (Location) _____

I consent to his/her participation in: swimming activities water/boating activities (if applicable)

I authorise any officer, member or servant of The Scout Association of Australia, New South Wales Branch, in the event of any accident or illness to obtain such urgent medical assistance or treatment for the above named youth member, including the administration of any anaesthetic or blood transfusion as he or she may consider expedient and for this purpose to engage any first aiders, ambulance officers, doctors, dentists, nursing assistance or hospital accommodation and in this event I agree to pay the said Association on demand all such doctors', dentists', nurses', ambulance and hospital fees (other than fees and expenses recoverable by the said Association under any policy of insurance).

Signature of Parent/Guardian: _____ Date: _____

APPLICANT'S SIGNATURE: _____ Date: _____

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Trainee Name _____		Membership No _____											
Course Name _____		Course Number <table border="1" style="display: inline-table;"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>											
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