



# HEREFORD AND WORCESTER TRAINING BULLETIN

Issue 12—Autumn 2016

## GETTING BACK TO NORMAL

Once again I feel the need to start my introduction to the Training Bulletin with a comment about the membership database. Fortunately this year I can be positive. Compass is back and running reasonably smoothly. There are still a few issues but these are being sorted out by our colleagues at Gilwell.

The Training Team have worked hard to try to ensure that everyone's record on Compass is as accurate as possible - but if you feel that there is an issue with your record please have a word with your Local Training Manager (LTM) who will try to sort things out for you.

Inevitably after such a long period with little access to training records there are now quite a large number of Leaders who need to get their mandatory ongoing learning up to date. Much of this can be done by e-learning but workshop options can be made available - again please speak to your LTM.

There has been one major change to the training scheme - a new module 1E - Essential Information for Executive Committee Members has been introduced - more about this on page 2.

There are also major changes on the horizon for Managers and Supporters. The current "manager" modules - 21-25 - will be replaced by a new scheme of training especially designed to support Managers and Supporters. The full details of the scheme are still not available but there is a little more information on page 4.

As always, I would like to record my thanks to everyone involved in the provision of Adult Training. Without the support of a valuable and very dedicated team of Local Training Managers, Trainers, Tutors and Training Advisers we would not be able to offer the wide range of training opportunities that you will find on pages 7 and 8 of this Bulletin.

John Day

DCC (Adult Support)



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## COURSE CALENDAR PUBLISHED

### Elsewhere in this issue:

Module 1E for Executive Members	2	Ensuring Safe Activities	2
Safeguarding for Managers and Supporters			3
Line Managers and Training Advisers Conference 2017			4
New Leadership and Management Training			4
Executive Committee Training	5	Visits Abroad	5
New Application Form	6	Closing Dates	6
Course Calendar—2017	7	Draft Course Calendar—2018	8

# MODULE 1E

## Essential Information for Executive Committee Members

After their 2016 AGM all Officers and Members of an Executive Committee (County, District or Group) will be required to become Members or Associate Members of the Scout Association, register on the membership database and obtain a DBS disclosure. This will ensure that they are recognised as Trustees and receive the benefits of the Association's Trustee Indemnity

Insurance (Unity Insurance have confirmed that only Trustees recorded on Compass are insured).

The Association has introduced new training for members of Executive Committees - Module 1E: Essential Information for Executive Committee Members covers the Fundamentals of Scouting and also provides more specific information about the responsibilities of Executive Committees and Trusteeship.

If an Executive Committee Member has already completed Module 1: Essential Information, they do not need to complete Module 1E. However, we would encourage them to complete any relevant parts, such as the 'Executive Committees and Trusteeship' section to gain further knowledge in this area.

Similar to other Getting Started modules in the Adult Training Scheme, Executive Committee Members will have five months in which to complete their training. The five months begin from when the member is elected, nominated or co-opted onto the Executive Committee. Line managers will need to ensure that this requirement is complied with.

This training does not need to be renewed once it is validated. However guidance, rules and laws which affect Executive Committees are updated all the time, so individual members should ensure they keep up to date with the latest changes as necessary.

Module 1E will be available in two formats:

Online e-learning is available by going to the Scout Association website at this link:

<https://members.scouts.org.uk/supportresources/4569/01e-essential-information-for-executive-committee-members/?cat=23,223,235&moduleID=10>

Alternatively, a local training course can be arranged by your Local Training Manager and this will last for approximately two hours.

As with all adult training the learning will need to be validated and to do this you will need to attend a meeting of your Executive Committee and discuss with your Line Manager how you contributed to the meeting.

## On Compass = Member = Insured

### ENSURING SAFE ACTIVITIES

On our Training Courses we frequently refer to POR (Policy, Organisation and Rules) and to the vast amount of information available on [www.scouts.org.uk](http://www.scouts.org.uk).

We cannot refer to all the information available on our courses so please remember that this is your main source of information. Please remember to check the rules and the website **BEFORE** you arrange an activity for your young people.

**The essential source of information about any activity you want to include in your programmes can be found at**

<https://members.scouts.org.uk/supportresources/search/?cat=26,407>.

Here you will find ideas and guidance about each activity, details of any national governing bodies, links to relevant factsheets, web pages and rules. There is everything you will need to know about Scout Led and Externally Led adventurous activities. The website pages will guide you through the requirements for each activity - e.g. which rules apply, whether an activity permit is required or additional insurance is required and much, much more.

**THE USE OF THIS FACILITY IS AN ESSENTIAL PART OF  
KEEPING OUR YOUNG PEOPLE SAFE**

**LIKE A CHALLENGE?**

**FANCY A CHANGE?**

**Why not become a member of  
the County Training Team—  
good fun and very rewarding.**

**WHAT ABOUT BECOMING A  
LOCAL TRAINING MANAGER  
OR A TRAINER OR A  
TRAINING ADVISER.**

**There are lots of opportuni-  
ties—like to discuss them?**

**Contact any of the team—see  
page 1—and we will be pleased  
to have a chat.**

## **Safeguarding for Managers and Supporters**

There is a new support resource available for Managers and Supporters.  
**It is not an alternative to the mandatory Ongoing Safeguarding Training**  
but is a valuable resource to help Managers and Supporters in their roles.

It is worth having a look at, even as a reminder, and you can record this as ongoing learning.  
(There is no certificate to print off).

It will take about 30 minutes to look at all of the six areas on-line but remember to click on everything; otherwise you can't move on. The six areas covered are:

- *Creating a Safe Environment* - How do you help adult volunteers to understand the importance of safeguarding?
- *Spot the concerns: introductions* - What defines unsafe practices and how can you spot the signs?
- *Spot the concerns: unsafe practices* - What defines unsafe practices? How can you spot the signs?
- *Spot the concerns: welfare* - What child welfare concerns are you likely to encounter? How can you spot the signs?
- *Spot the concerns: adult behaviour* - What sort of behaviour should you look for?
- *Report it* - How do you make a report? What do you need to include? What happens afterwards?

You can access the training at this link:

[http://members.scouts.org.uk/training\\_module/150424\\_ken14219\\_scouts\\_safeguarding\\_final/?dm\\_i=31ME.9LPB.3R6OR2.WESY.1](http://members.scouts.org.uk/training_module/150424_ken14219_scouts_safeguarding_final/?dm_i=31ME.9LPB.3R6OR2.WESY.1)

Have a look and let Val Leddington, Safeguarding Awareness Coordinator, know what you think.  
[safeguarding@hwscouts.org.uk](mailto:safeguarding@hwscouts.org.uk)

## **ARE YOUR DETAILS ON COMPASS UP TO DATE?**

**Please take a few minutes to check that your address, telephone numbers and email details are correct and PLEASE remember to update Compass if anything changes in the future.**

## **ARE YOU UP TO DATE WITH YOUR MANDATORY ONGOING LEARNING?**

**(Safety, Safeguarding and First Aid)**

If you are not up to date then you are in breach of the rules of the Scout Association and this will be a problem when your appointment is due for review with your Line Manager.

It seems that when Compass was unavailable a lot of Leaders forgot about the mandatory ongoing learning. If that describes you then please check your Compass record and if necessary get yourself up to date as quickly as possible.

**PLEASE ENSURE THAT, IF YOU ARE UNABLE TO ATTEND A COURSE ON WHICH YOU HAVE BOOKED A PLACE, YOU LET US KNOW AS SOON AS POSSIBLE**

## CALLING ALL DCs, GSLs AND TAs

### ANNOUNCING THE FIRST

### JOINT LINE MANAGER AND TRAINING ADVISER CONFERENCE

It is of paramount importance that we try to ensure that the coalition of the Line Manager, the Training Adviser and the Learner is as effective as possible in ensuring a seamless training process for the Learner. In this way we can ensure that existing learning is properly recognised and that any training needs are met swiftly.

Our conference will address this issue and seek to ensure that it is effective across the county.

We will also look in detail at the new scheme of Leadership and Management training (see below) and look at ways to improve the initial role selection and briefing of new volunteers. There will be plenty of time to network and share your successes and discuss any problems.

**SATURDAY 25TH MARCH 2017**

**St. Andrews Church Centre, Churchdown Road, Poolbrook, Malvern, WR14 3JX**

**PUT IT IN YOUR DIARY—KEEP THE DATE CLEAR—BOOKING STARTS SOON**

## New Leadership and Management Training

From the start of 2017 the new training provision for Managers and Supporters in Scouting will be rolled out in phases; in different parts of the UK.

The current Manager and Supporter modules will be replaced with more up to date resources, to better support our volunteers in these critical roles.

In the interim, a range of Independent Learning resources has been launched, the first of which are five videos with accompanying learning guides. They are available at this link:



<http://members.scouts.org.uk/supportresources/4597/new-leadership-and-management-training?cat=419,23,224,833>

The new training scheme will consist of:

- Getting Started - Essential Information, PLP and Tools for the Role (Managers and Supporters)
- Training for All Appointments - Fundamentals of Scouting, Changes in Scouting, Scouting for All, First Aid, Administration, Delivering a Quality Programme
- Independent Learning - this will cover the knowledge required by learners to understand the key topics of leadership and management and related Scouting processes. The learning will be accessed via a variety of methods, including videos, e-learning and workbooks.

- Skills courses – this will consist of three courses (Skills of Management, Meeting the Challenges and Achieving Growth) where learners have an opportunity to discuss and demonstrate different skills relating to leadership and management.

The details of how the new scheme will work are still unclear. We do know that the training will be provided regionally by specially trained trainers. We will publish more information as soon as it is available.

## Another Training Opportunity for Executive Committee Members

In addition to the new mandatory training for Executive Committee members (Module 1E) we are able to offer additional training to assist the Committees to perform their role as effectively as possible. The half day event focuses in more detail on the work of the Executive Committee, the responsibilities of the Members of the Committee, Trusteeship, working together, charity finance, and much more.

Courses can be arranged for individual Districts or a group of Districts. To arrange a course please contact your Local Training Manager.

## On Compass = Member = Insured



### The Visits Abroad Process is changing from January 2017

For seasoned Scout travellers - send for your new pack now and familiarise yourself with the process

Never been abroad before? - why not give it a try as it is an exciting and enjoyable way to get those Global aspects into your programme.

Lots of advice and information comes with the pack and your ACC International and many Leaders in the County can give you lots more support and advice.

Further information on travelling abroad and ideas for other Global issues are given on Module 19 – book now!

The next Module 19 course will be held on Thursday 17<sup>th</sup> November 2016

Or contact the ACC(International) – Ann Clark on [ann@raclark.fsnet.co.uk](mailto:ann@raclark.fsnet.co.uk) 01299 826862



**WEEKEND COURSES ARE FUN—APPLY EARLY TO AVOID DISAPPOINTMENT**

**Not all work—you might be able to do something silly!!!!**



### Recommendation:

**It is advisable to ensure that you have completed Modules 12 A & B prior to undertaking Module 38.**

**Leaders are encouraged to complete Modules 12 A & B as early as possible in their training.**

## REVISED COURSE APPLICATION FORM

As we all know no person should attend a Scouting activity unless they have a current Scout Association disclosure. This is particularly relevant to our residential training courses which are held on camp sites where young members are present.

However, the County Team has agreed that in future only Members with current Scout Association disclosures will be permitted to attend training courses. The only exception to this will be for modules 1, 1E, 3 and 10 which are run locally and are often attended by new Members whose DBS clearance may still be progressing through the vetting process.

We have revised our course application form to include details of the applicant's disclosure expiry date (this can be found on your Compass record).

**PLEASE ENSURE THAT ALL FUTURE APPLICATIONS ARE MADE ON THIS LATEST VERSION OF THE FORM. A copy is inserted into this Training Bulletin and it can also be accessed at this link on the County website <http://www.hwscouts.org.uk/?q=node/119> where you will also find the latest course calendars**

**PLEASE NOTE that from 2017 we will no longer accept applications for courses unless they are accompanied by a fully completed application form.**



[www.amillionhands.org.uk](http://www.amillionhands.org.uk)



### COURSE APPLICATION CLOSING DATES

Please try to ensure that your course applications are sent before the closing dates.

The closing date for courses, except the module 16 & 38 course and the modular weekends, is three weeks prior to the date of the course. For the module 16 & 38 course and the modular weekends we ask for applications 12 weeks before the course.

This is to ensure that we do not incur cancellation charges should there be insufficient applications.

Late applications can sometimes be accepted where the course is not full or we have had a cancellation.



### MODULES 16 & 38

Please remember that the module 16 and 38 course is a combined course and that attendance on **BOTH** the single day and the weekend is compulsory.

**HEREFORD AND WORCESTER  
ADULT TRAINING SCHEME  
PROGRAMME OF COURSES 2017**



Date	Module	Title	Time	Venue
Sun 15 January 2017	21	Growing the Movement	day	PYPLC
Sun 5 February 2017	Ongoing Learning	The Young Leader Scheme	day	PYPLC
Sun 12 February 2017 ***	5	The Fundamentals of Scouting	day	PYPLC
	8	Skills of Leadership		
	9	Working with Adults		
Thu 23 February 2017	16	Introduction to Residential Experiences	evening	PYPLC
Sun 19 March 2017	12A	Delivering a Quality Programme	day	PYPLC
	12B	Programme Planning		
Wed 5 April 2017	15	Promoting Positive Behaviour	evening	PYPLC
Sun 25 June 2017	7	Scouting for All	a.m.	PYPLC
Tue 12 September 2017	11	Administration	evening	PYPLC
Sun 17 September 2017	12A	Delivering a Quality Programme	Day	PYPLC
	12B	Programme Planning		
Sun 24 September 2017	13	Growing the Section	a.m.	PYPLC
	14	Supporting Young People	p.m.	
Sun 15 October 2017	17	Running Safe Activities	a.m.	PYPLC
	18	Practical Skills	a.m.	
Tue 24 October 2017	16	Introduction to Residential Experiences	evening	PYPLC
Thu 16 November 2017	19	International	evening	PYPLC
Sun 19 November 2017	25	Assessing Learning	day	PYPLC

\*\*\* On this multi-module day attendance at the whole day is essential  
Because the programme will integrate the modules

**MODULES 16 & 38 (this is a combined course and BOTH parts MUST be attended)**

7 May 2017 <b>AND</b>	<b>16 AND 38</b>	Introduction to Residential Experiences	day	Kinver Camp
9,10,11 June 2017		Skills for Residential Experiences	w/e	

**MODULAR WEEKENDS – NOTE: MODULE CONTENT HAS BEEN AMENDED SINCE THE DATES WERE FIRST PUBLISHED**

Date	Module	Title	Time	Venue
10,11,12 March 2017 Residential Weekend <b>SECTION LEADERS</b>	11	Administration	w/e	Blackwell Court
	13	Growing the Section		
	14	Supporting Young People		
	17	Running Safe Activities		
	18	Practical Skills		
	19	International		
12,13,14 May 2017 Residential Weekend <b>SECTION LEADERS</b>	5	The Fundamentals of Scouting	w/e	Blackwell Court
	7	Scouting for All		
	8	Skills of Leadership		
	9	Working with Adults		
	12A	Delivering a Quality Programme		
	12B	Programme Planning		
6,7,8 October 2017 Residential Weekend <b>SECTION LEADERS</b>	15	Promoting Positive Behaviour	w/e	Blackwell Court
	11	Administration		
	13	Growing the Section		
	14	Supporting Young People		
	17	Running Safe Activities		
	18	Practical Skills		
	19	International		

**HEREFORD AND WORCESTER  
ADULT TRAINING SCHEME  
PROGRAMME OF COURSES 2018**



Date	Module	Title	Time	Venue
Sun 4 February 2018	Ongoing Learning	The Young Leader Scheme	day	PYPLC
Sun 11 February 2018 ***	5	The Fundamentals of Scouting	day	PYPLC
	8	Skills of Leadership		
	9	Working with Adults		
Thu 22 February 2018	16	Introduction to Residential Experiences	evening	PYPLC
Sun 18 March 2018	12A	Delivering a Quality Programme	day	PYPLC
	12B	Programme Planning		
Wed 11 April 2018	15	Promoting Positive Behaviour	evening	PYPLC
Sun 24 June 2018	7	Scouting for All	a.m.	PYPLC
Tue 11 September 2018	11	Administration	evening	PYPLC
Sun 16 September 2018	12A	Delivering a Quality Programme	Day	PYPLC
	12B	Programme Planning		
Sun 23 September 2018	13	Growing the Section	a.m.	PYPLC
	14	Supporting Young People	p.m.	
Sun 14 October 2018	17	Running Safe Activities	a.m.	PYPLC
	18	Practical Skills	a.m.	
Tue 23 October 2018	16	Introduction to Residential Experiences	evening	PYPLC
Thu 15 November 2018	19	International	evening	PYPLC
Sun 18 November 2018	25	Assessing Learning	day	PYPLC

\*\*\* On this multi-module day attendance at the whole day is essential because the programme will integrate the modules

**MODULES 16 & 38 (this is a combined course and BOTH parts MUST be attended)**

20 May 2018 <b>AND</b>	<b>16 AND 38</b>	Introduction to Residential Experiences	day	Kinver Camp
8,9,10 June 2018		Skills for Residential Experiences	w/e	

**MODULAR WEEKENDS**

Date	Module	Title	Time	Venue
9,10,11 March 2018 Residential Weekend <b>SECTION LEADERS</b>	5	The Fundamentals of Scouting	w/e	Blackwell Court
	7	Scouting for All		
	8	Skills of Leadership		
	9	Working with Adults		
	12A	Delivering a Quality Programme		
	12B	Programme Planning		
	15	Promoting Positive Behaviour		
11,12,13 May 2018 Residential Weekend <b>SECTION LEADERS</b>	11	Administration	w/e	Blackwell Court
	13	Growing the Section		
	14	Supporting Young People		
	17	Running Safe Activities		
	18	Practical Skills		
	19	International		
5,6,7 October 2018 Residential Weekend <b>SECTION LEADERS</b>	5	The Fundamentals of Scouting	w/e	Blackwell Court
	7	Scouting for All		
	8	Skills of Leadership		
	9	Working with Adults		
	12A	Delivering a Quality Programme		
	12B	Programme Planning		
	15	Promoting Positive Behaviour		

PYPLC—Perdiswell Young Peoples' Leisure Club, Droitwich Road, Worcester, WR3 7SN