



Scouts
QUEENSLAND

**Personal Leader Adviser Handbook
(Queensland Branch)**

Resources that you require –

- Training Flow Chart
- Learning and Assessment Plan – contains Basic Practical, Basic Outdoor Skills (if required for role) and Advance Practical course e-learning and mandatory attachments requirements
- Current Version of the training calendar
- Personal Leader Adviser Log Book
- Personal Leader Adviser Handbook
- Ceremonies Book
- Basic PLA Conversation Guide (available under Intro to Basic Leadership Training at [Scout Central](#))
- Advanced PLA Conversation Guide (available under Intro to Advanced Leadership Training at [Scout Central](#))

These must be checked regularly at the source document to ensure that current information is being passed on to new Leaders.

Key Elements of the Role

Mentoring:

As the primary contact person for the new Leader, you should:

- Strive to form a good relationship with the new Leader
- Set an example of support and loyalty to the Movement
- Help the Leader gain confidence in the new role

Guiding through the training program

It is important that you have a sound knowledge of the Training Program.

As Personal Leader Advisor, you need to:

- Have a copy of the current Training Flow Chart
- Know the Leader's present training level
- Understand where each course fits within the whole Wood Badge Training Program

Teaching New Skills

New Leaders will learn the skills they need from a variety of sources.

The Personal Leader Adviser should be prepared to:

- Provide additional instruction or clarification where necessary
- Enlist the assistance of other Leaders who may have specialized skills, if needed
- Assist the new Leader to find resource material

Providing Support

Leaders progressing through the Wood Badge Training Program will need varying degrees of support from the Personal Leader Advisor.

An important part of your role is to:

- Be prepared to encourage, if the Leader becomes "bogged down"
- Provide current, factual information when there is any confusion or difference in the interpretation of Scouting practices – refer to P&R and/or QBSI
- Accept that unforeseen developments will often interrupt the Leader's progress through the Wood Badge Training Program, and the Leader will need help and understanding during this time
- Be prepared to tactfully guide an over-enthusiastic Leader towards a more realistic goal

Getting Started – The First Meeting

New Leaders may be hesitant to make the first contact, so the Personal Leader Adviser must be prepared to welcome the Leader and initiate the first meeting. Your first meeting with a new Leader is very important and needs to be planned carefully.

- Select a non-threatening venue, eg the Scout Den
- Be friendly – help the Leader feel at ease
- Create a good first impression – be organized (use your checklist and wear your uniform)
- Explain your current Scout role, and your role as Personal Leader Adviser
- Share appropriate experiences
- Advise the Leaders of your contact details
- Enter the Leader’s contact details etc, into the Personal Leader Adviser Log Book

The amount of material covered at the first meeting will depend on the time available

A good start would be:

- Explain the Wood Badge raining Program and expectations of the new Leader
- Discuss skills and knowledge the Leader brings and relate this to in-service training
- Discuss investiture of the Leader
- Explain the format of the Training Calendar and outline and approximate schedule for attending Training Courses (Do NOT complete applications for all courses, as a missed or cancelled courses will delay attendance at those that follow)
- Provide an overview of the Learning and Assessment Plan, and perhaps suggest a few activities which could be completed before your next meeting, eg Group Support Committee meeting, Group Council meeting etc.

Plan all subsequent meetings carefully, so that none of the e-Learning or relevant attachments are overlooked.

The Training Program Outlined

BASIC TRAINING (complete within the first 12 months)

Introduction to Scouting - Completed at sign up and will take approximately 1-2 hours

- Mutual Agreement
- Code of Conduct
- Aim and Principles
- Introduction to Scouting

E- Learning Modules

- WHS and Child Safe Module must be completed within 6 months of sign up
- Basic Common Core
- Basic Sectional Specific
- Mandatory attachments completed and reviewed by PLA

In service Training

- In-Service Activities
- Technical Training Tasks

Basic Practical Face to Face Supplement - (Residential commencing Friday evening to Sunday afternoon)

- Pre-requisites
 - Basic e-Learning modules complete
 - Completed mandatory attachments

For Scout, Venturer Scouts, Rover Scouts and Rover Advisors completion of

- E- Learning Modules for Basic Outdoor Skills
- Completion of Basic Outdoor Skills Assessment of Proficiency workbook (found in e-learning system)
- Attendance at the Basic Outdoor Skills Course, Basic Outdoor Skills Proficiency Course or completion of the RPL.

Issue of Certificate of Adult Leadership and Certificate of Appointment

ADVANCED TRAINING (complete within 3 years of signup)

Consists of 4 parts

- E-Learning
- Face to Face practical supplement
- Wood Badge Project
- Wood Badge Evaluation

E- Learning Modules

- Advanced Common Core
- Advanced Basic Sectional
- Mandatory attachments

Advanced Practical Face to Face Supplement - (Residential commencing Friday evening to Sunday afternoon)

- Pre-requisites
 - Advanced e-Learning modules complete
 - Completed mandatory attachments

Wood Badge Project

One of the final tasks of Advanced Training is the completion of the Wood Badge Project. The project gives the leader an opportunity to develop greater personal understanding and appreciation of the Fundamentals of Scouting in an area of interest identified during their training.

The Wood Badge project will be planned using attachments 4.40, 4.41 and the completed activity documented using attachments 4.59 and 4.60. These attachments will be provided at the conclusion of the Basic Practical Course, and are also available in the Intro to Advanced Leadership Training e-learning module.

The project should not be commenced until after the completion of the Advance Practical Course. Project ideas should be discussed with the PLA and/or Team Leader, and options documented on Attachment 4.40. This is then brought to the Advanced Practical Course for discussion and approval of the Course Leader. Once the project is agreed then Attachment 4.41 is completed.

On completion of the project, attachments 4.59 & 4.60 are completed and discussed with the PLA or Team Leader. The project needs to be completed prior to the Wood Badge evaluation being conducted.

Wood Badge Evaluation

Post completion of the Advanced Practical Course and successful completion of the mandatory attachments there is a four (4) month Wood Badge evaluation period. During this time regular contact should be maintained with the Team Leader and/or PLA. At the end of the evaluation period the District / Region Commissioner, or nominee will conduct an evaluation interview and complete a Wood Badge evaluation form. This form includes confirmation that the Wood Badge Project and attachments have been completed.

The Wood badge evaluation period is regarded as a period of observation and support of the work of a Leader to ensure:

1. The Association and Leader concerned are satisfied their training has been adequate.
2. The training is being applied.
3. That an acceptable level of proficiency has been reached.

In particular, the Leader working within their appointment is expected to demonstrate:

1. Skills leadership
2. Ability to apply the knowledge of Scouting's Aim and Methods for the betterment of each Youth Member
3. Ability to work productively with other Leaders and Support Members at all levels
4. Good example, particularly in acceptance of the Promise and Law
5. Good spirit
6. Satisfaction from the practice of skills.

It may be identified that during this period a Leader needs personal coaching in points not fully grasped during earlier training or counselling, or personal aspects of implementation. If required, the 4 months evaluation period may be extended.

Other Courses

There are other courses available to supplement the formal training program. These can be found in the training calendar.

Accredited Training

Leaders can gain qualifications through Scouts Australia Institute of Training (SAIT – RTO 5443) via a Recognition of Prior Learning (RPL) process. The qualifications available range from Certificate II to Diploma in the areas of Business, Leadership and Management, Outdoor Recreation, Creative Industries and Volunteering. These are also available to Youth Members 14 years and over. For further information on what is required for a particular qualification, the Training Administration Officer at the Branch Support Office should be contacted.

LEADERS CHANGING SECTIONS

In most cases, a Leader changing sections from one Youth Program section to another and holds a Wood Badge will be required to complete

- Basic e-learning sectional techniques for the new section
- Mandatory attachments
- Basic Face to Face Practical Course
- Basic Outdoor Skill e-learning, Assessment of Proficiency workbook, if required for the section
- Basic Outdoor Skills Course or Basic Outdoor Skills Proficiency Course or request RPL, if required for the section

For Leaders who do not hold a Wood badge but have been issued a Certificate of Adult Leadership

- Basic e-learning sectional techniques for the new section
- Mandatory attachments
- Basic Face to Face Practical Course
- Basic Outdoor Skill e-learning, Assessment of Proficiency workbook, if required for the section
- Basic Outdoor Skills Course or Basic Outdoor Skills Proficiency Course or request RPL, if required for the section
- Advanced e-Learning core
- Advanced e-Learning sectional techniques
- Mandatory attachments
- Advanced Face to Face Practical Course
- Wood Badge Project
- Wood Badge evaluation

LEADERS TRANSFERRING FROM INTERSTATE and REJOINING THE MOVEMENT AFTER A PERIOD OF ABSENCE IN EXCESS OF FOUR YEARS

Although the Training Program is a National Scheme each Branch has its own delivery method, administration and procedures (some rules and regulations do vary from state to state).

The point at which a Leader will join the Training Program will be approved by the Branch Commissioner Adult Training and Development for Training and will be decided by:

- When and where the Leader was trained
- What courses have been completed
- What role the Leader held previously
- What will the Leaders new role will be
- Can Skills Recognition (SR) be applied

This process is facilitated by an email to the Training Administration Officer at the Branch Support Office asking for the record of the leader to be obtained from the particular State/s, providing the Leaders name and the member number for the particular state, if member number is not known then date of birth and dates that the leader was a member in that state.

TECHNICAL SKILLS

Instruction in Technical Skills should be undertaken with the PLA prior to attending the Basic Face to Face Practical weekend. This can be done either on

- On a one-to-one basis
- With a group of new Leaders together or
- As a training segment at a District Training Meeting (DTM) or Regional Training Meeting (RTM)

VISITS

The Personal Leader Adviser's role is to help the Leader plan visits to youth program meetings and other meetings as outlined in the mandatory attachments and to discuss the outcomes of these with the Leader.

You may also need to provide contact details for the Group / Youth Program section to be visited.

Before each visit, ensure approval has been obtained from the Youth Program Leader, so the visit does not interfere with the program arranged for the day.

You may like to accompany the new Leader but there is no obligation to do so.

MEETINGS

As set out in the Mandatory attachments, new Leaders must attend a Group Council and Group Committee meeting (Leaders of Adults will attend an equivalent meeting appropriate to their role) and discuss the outcomes with their Personal Leader Adviser assistance is not usually required, but if, for any reason, a Leader chooses to visit a different Group or District, the Personal Leader Adviser may need to assist with contact information etc.

ADMINISTRATION

Administration is discussed at the Basic Face to Face Course, but it is the responsibility of the Personal Leader Adviser to ensure that the new Leader has a sound working knowledge of the use and importance of the various forms – especially those directly associated with the Leaders role and section.

The Personal Leader Advisor should concentrate on the forms that will be used regularly by the Leader, emphasizing the importance of using the current versions of forms, entering correct details, returning by the required date, the handling money, etc.

SCOUTING KNOWLEDGE

The Personal Leader Advisor should have a sound knowledge of Scouting enabling them to assist the new Leader in answering the questions in the attachments. If the new Leader has a problem with reading or writing, then the Personal Leader Advisor may need to complete the attachments during discussion with the Leader. It is acceptable to assist in this way, however what is written must be the words of the Leader.

N.B. Essay – type answers are not required or expected – just a few words to show that the Leader has carried out some research, and some knowledge in the questions being asked.

ASSESSING

While working with a new Leader, you will need to continually assess the Leader's progress and level of competence. This is an important aspect of the Personal Leader Adviser's role, which must be undertaken with care and responsibility, and must not be a "tick and flick" exercise.

Documentation is essential, and will remain an important part of the whole "Scouting life" of any Leader. The Personal Leader Adviser is responsible for keeping the Log Book (one per Leader) up to date at all times, and notifying the District Commissioner or Regional Commissioner if there are any concerns or issues with a Leader's progress.

Leaders attending formal training courses are expected to have the skills necessary for the course, so Personal Leader Advisers may need to provide some extra coaching in areas where skills are lacking or below standard.

NUMBER OF TRAINEES

This will vary according to the time each Personal Leader Adviser is able to devote to the role, but it is not a good idea to have too many Leaders “on the go” at one time. Each new Leader deserves a significant level of support from the Personal Leader Adviser, and this is not possible if there are too many to look after.

Those Personal Leader Advisers who have another Scouting role must ensure that they can carry out both roles effectively and not allow either one to suffer. Talk to your District Commissioner or Regional Commissioner about the number of new Leaders in your District or Region – maybe there is a need to have more personal Leader Advisers appointed.

OTHER DUTIES

As part of your Personal Leader Adviser role, you could be asked to:

- Help a new Group Leader or District Commissioner with areas of their role where they lack experience, e.g. checking and assessing Mob / Pack holidays or Camp programs
- Run an occasional Youth Program meeting
- Be the ‘authorised Leader’ assisting a new Leader until they have completed Basic Training
- Accept the role of Tutor on Training courses

Before accepting any of these extra duties, you must ensure that you have the time (and energy!) to fulfill them effectively.

CHANGES TO THE TRAINING PROGRAM

The Scout Training Program is under constant review, to ensure that the training delivered is relevant and essential to the needs of Leaders. Personal Leader Advisers must constantly check that the information they pass on to new Leaders is correct and current. Branch will endeavor to keep Personal Leader Advisers up to date with any changes, via the Branch newsletters and also by mail and email.

If at any time you are unsure of the latest policy regarding any aspect of Scouting, please contact the Training Department at Branch Headquarters who will be happy to provide you with information you require.

WHO HELPS THE PERSONAL LEADER ADVISER

Personal Leader Advisers play an important part in the development of a new Leader, and helping someone work through the training program and becoming confident in their new role is very rewarding and satisfying. From time to time, problems do arise however, and you need to remember that support is always available.

If you find that you have a problem with any aspect of your role, or with a specific Leader, your first point of contact should always be your District or Regional Commissioner. Other Personal Leader Advisers may also be of assistance – especially if circumstance prevent you from devoting sufficient time to a Leader.

Remember; Do not leave a Leader without any form of support. Advise the District or Regional Commissioner if you can no longer remain in your role so that a new Personal Leader Adviser can be assigned.

List of Members who I am PLA for

Date	Name	Position	Formation	Best Contacts	Notes