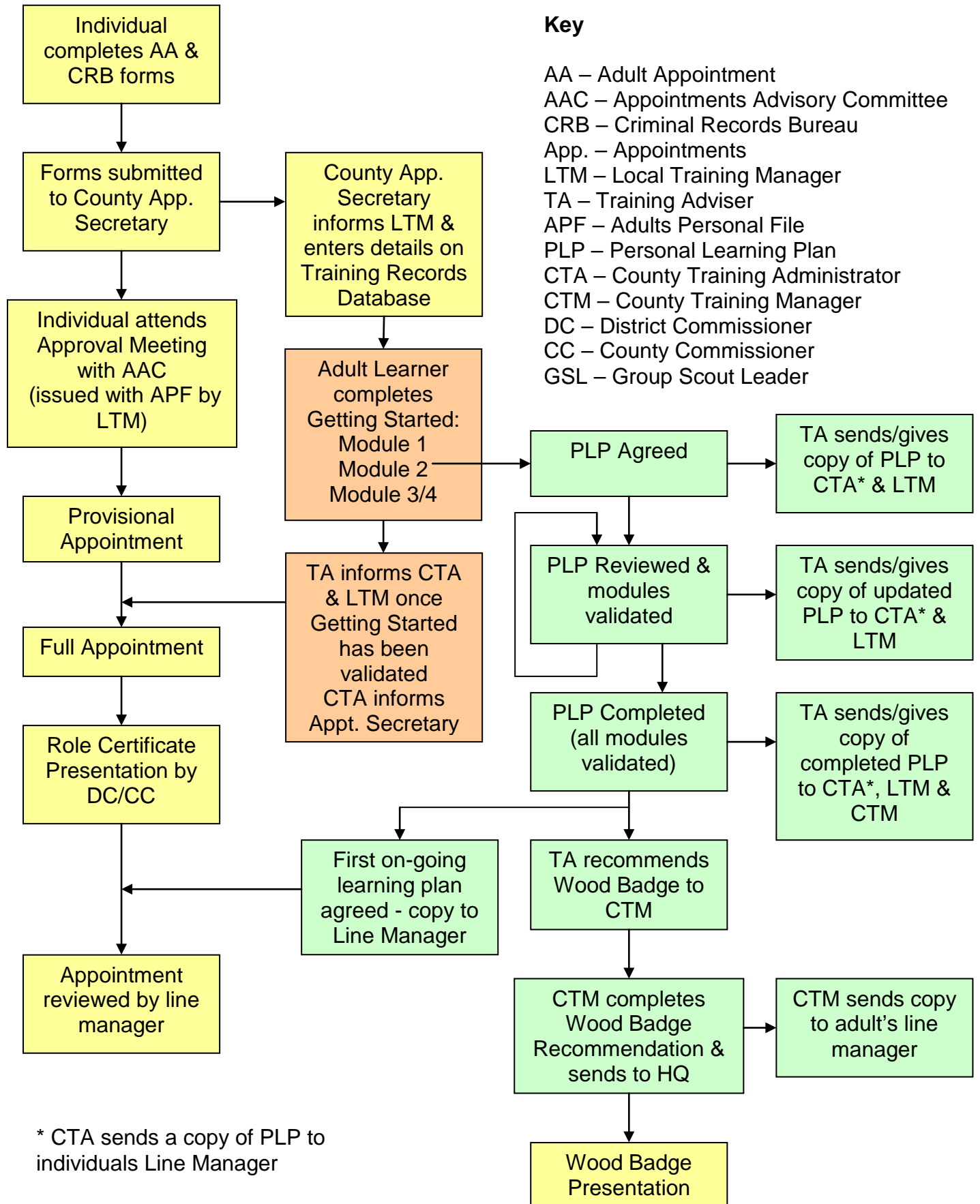


Isle of Wight Adult Training Team

Adult Leader Appointment & Training Process



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This document sets out the responsibilities of the Adult Training Team in respect of the Adult Appointments process and completion of training for the award of the Wood Badge.

Once an individual (applicant) has completed their AA & CRB forms they should be signed by the appropriate supporters and then submitted to the County Appointments Secretary (CAS). Once the CAS has received the applicant's forms they should send their details to the LTM's, and enter their details on the Training Records Database.

The Approval Meeting of the Appointments Advisory Committee Meeting should be attended by one of the LTM's, who after successful appointment will issue each Adult Learner with his or her Adults Personal File.

The LTM will then introduce the Adult Learner to the Adult Training Scheme on the Island using the local Welcome & Information Pack. The LTM will explain the Getting Started process with the new Adult Learner, discussing with them the options surrounding completion of the necessary modules.

If the adult learner wishes to use an option other than attendance at a course, the LTM will issue or arrange to send the relevant resources to them.

If the adult learner wishes to attend a training course to complete the necessary learning, the LTM will seek to book them onto the next available training session. The LTM will also attempt to arrange an appointment for the adult learner to have their PLP performed at the next available opportunity.

At this point, the LTM will explain that it is an expectation that the Adult Learner will have completed learning for at least Module 1, and if possible Module 3/4 prior to their first meeting with a TA.

If the Adult Learner is unable to make a firm booking on the relevant courses at the Approval Meeting, the LTM will contact them within 2 weeks of this meeting to confirm a booking on the relevant training courses, and an appointment for their PLP.

Due to the lack of available TA's, Adult Learners will be expected to attend Training Access Sessions in order to meet with a TA to complete their PLP and validation of modules. Special arrangements can be made for individual Adult Learners who would benefit from being assigned a TA for one-to-one supervision/support.

During the first meeting between the Adult Learner and TA, the TA should plan to validate at least module 1 of the Getting Started process.

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Once the Personal Learning Plan has been completed, copies will be given to the Adult Learner and others sent or given to the CTA & LTM, with the original retained by the TA if providing one-to-one support with the adult learner. The CTA will enter the information onto the Training Records Database, uploading a copy of the PLP to the relevant appointment. The CTA will also send a copy of the individuals PLP to their Line Manager.

Modules 1, 2 and 3/4 should be completed and validated within 5 months of the Adult Learners appointment; this time frame can be extended to 10 months in exceptional circumstances, which if necessary should be communicated to the CAS. The LTM who met the Adult Learner at the Approval Meeting is responsible for ensuring that they complete Getting Started within the 5 month time frame.

Once all three modules of Getting Started have been completed and validated, the TA will inform the CTA and LTM. The CTA will then inform the CAS and update the Training Records Database. Upon receipt of this information the CAS will send the relevant paperwork to HQ in order that the Adult Learners Full Appointment can be awarded and their role certificate presented locally.

The Adult Learner should then regularly access a TA via a Training Access Session to review their PLP and validate the learning they have completed relating to identified training modules. Following these meetings updated copies of the PLP will be given to the Adult Learner and copies given/sent to the CTA and LTM.

At the end of December each year the Training Management Team will complete the Notification of Module Completion/Validation Form (TRO 104) for all of the training modules validated by Adult Learners during the course of the year. These will be sent to HQ who will issue a certificate to the adult learner for the modules completed and validated during the year. Alternatively, they will update the National Records Database (My Backpack).

Each time the CTA receives an updated PLP from a TA, they will enter the information onto the Training Records Database, uploading a copy of the PLP to the relevant appointment, and send a copy of the individuals updated PLP to their Line Manager.

The Learner has 3 years from their appointment to complete all learning and validation of the necessary modules in order for their Appointment to continue and their Wood Badge to be awarded.

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Once all necessary modules have been completed and validated the TA will send a copy of the PLP to the CTA, LTM and CTM. Following completion of the PLP the TA should discuss and agree the Learners first On-going Learning Plan, a copy of which will be sent to their Line Manager. Once this has been completed the TA will contact the CTM and recommend the award of their Wood Badge.

The CTM will then review the PLP, and if satisfied, complete the Wood Badge Recommendation form. This form is sent to the Records Office at HQ, copies are sent to the Learners TA, DC/CC and GSL (if Group appointment).

HQ will issue the Wood Badge to the relevant DC/CC in order for presentation of the Wood Badge to be organised locally.

Their Line Manager will review and discuss the Learners on-going learning plan at their Appointment review every 5 years.