

ISLE OF WIGHT
Scouting



Adult Trainers Handbook

Adult Training Team

D Turner,
County Training Manager
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adult *training*

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Introduction

This handbook has been put together to assist Adult Trainers to understand the organisation of Adult Training on the Island, how Adult Learners access modules delivered as courses, as well as assisting them to prepare for and deliver modules from The Scout Associations Adult Training Scheme.

To fit in with the already busy lives of adult volunteers juggling family life, work and their role in Scouting, the Adult Training Scheme has been designed to be flexible with several methods of learning for many of the modules.

These methods give a greater variety of experiences and aim to meet the needs of the adult learners, recognising restrictions such as childcare and shift patterns have an effect on the ability of learners to attend training sessions.

Adult Training on the Isle of Wight

The annual Training Programme involving the delivery of training modules as courses is decided by the Training Management Team (County Training Manager, Local Training Managers & County Training Administrator).

This programme will take into account the needs of the Adults in Training at the time the programme is produced (reflected in their Personal Learning Plans). The Training Team is dedicated to ensure that flexibility is built into the programme, and that new ways of delivering training are considered and tried out when appropriate.

Once the training programme has been decided, it will be advertised to Adult Learners through a variety of media including the County website, brochures, County Newsletter, displays, email and mail shots.

The Team of Adult Trainers will also receive the Training Programme, and be asked about their availability to assist with the delivery of the advertised courses. As set out in the Role Description for Adult Trainers (appendix 1), it is expected that each Trainer will make themselves available for at least 3 courses a year.

Adult Learners can book onto training in a number of different ways:

- Electronically, by completing an application form through the training diary on the County Website, or emailing a completed form to the County Training Administrator
- By post, by submitting an Module application form to the County Training Administrator
- By telephone, by contacting the County Training Administrator

Requesting Training Modules

The set up of the Training Team on the Island allows for delivery of the Training Courses to the Scout Groups, often in their own headquarters.

Scout Groups, Sections or groups of individuals can request for training modules to be delivered at a time and place convenient to them as long as the following conditions are met:

1. A suitable venue – the venue needs easy access with adequate parking facilities either adjacent or near by. A hall for the delivery of plenary sessions with enough space or separate areas/rooms to enable breakout into discussion groups. Suitable kitchen and toilet facilities as well as adequate lighting and heating.
2. Guaranteed minimum numbers – in order for the training to be worthwhile minimum numbers will need to be guaranteed. This is necessary for two reasons – first is the importance of interaction between participants and the sharing of information, ideas and experience: the second reason is the effort made by the Adult Trainers preparing, collecting and transporting all of the equipment necessary for the delivery of the module(s).
3. Refreshments – as mentioned above, the Adult Trainer will be organising and transporting all of the equipment and resources necessary for delivery of the module, therefore suitable refreshments will need to be provided by the organising/hosting group/section.

When requesting modules to be run as courses, the Training Team would encourage inter-group working in order to meet minimum numbers, as well as inviting those who already have their Wood Badges to modules which they might find useful, particularly if the last training they attended was some years ago.

Adult Trainers Responsibilities

Adult Trainers are responsible for planning and delivering Training Modules from The Scout Associations Adult Training Scheme, as well as assisting with locally organised training.

The modules from the Adult Training Scheme may be delivered as standalone modules, blended modules or part of a weekend course.

Adult Trainers are drawn from a local pool of trainers who have validated, or are working towards validating modules 28, 29, 31 & 32 of the Adult Training Scheme.

When running and delivering a training module, Trainers are responsible for:

- Preparing the delivery of the module
- Recruiting further staff as necessary
- Briefing other staff as necessary
- Collecting the module resources box and any necessary training equipment (Laptops, projectors, screens, flipcharts etc.)
- Checking levels of handouts, CD's, worksheets and other materials
- Delivering the course
- Debriefing course staff & providing evidence/validation
- Forwarding the course register to the County Training Administrator within 3 days
- Forwarding the Trainer & Participant evaluations to the County Training Manager within 3 days
- Returning the module resources box and any training equipment used

Course Evaluations

Following delivering training, Adult Trainers are asked to complete an evaluation of the learning experience from their perspective, recording what went well, and what could be improved next time. This form (appendix 2) can be found in the Module Resources Folder.

Trainers should also ask course participants to fill out a course evaluation form which can also be found in the Module Resources Folder.

Course Charges

There are no direct charges for courses being attended by Adult Leaders, as their training costs are covered by an initial charge following their Appointments Approval Meeting.

However, there are charges for courses where meals are provided, or participants are not Leaders within Scouting (i.e. Guiders). Where there is a cost to participants, an invoice will be sent to them directly, either before or after the course, therefore, Adult

Trainers are not responsible for or expected to collect any relevant course fees.

Expenses

No member of the Adult Training Team should be expected to self-fund any administration or activity performed as part of his or her role within the Adult Training Team. Therefore, Adult Trainers can claim any expense(s) they incur as part of their role within the Adult Training Team. The process for claiming expenses is set out in the most current version of the Adult Training Team Expenses Policy which is available from the County Training Manager.

Resources

There are a number of resources available to Adult Trainers to assist with their role:

- **Module Resource Boxes** – each Module from the training scheme has a resource box which is stored in the Adult Training Resources Room at Corf. Each box contains a Module Resource Folder, handouts, factsheets, worksheets, and some task materials. The Module Resource Folder contains course registers, a printout of the PowerPoint Presentation, evaluation forms, certificates, handout, worksheet and factsheet originals, HQ Module Teaching outline and laminated task cards. A list of the resource box contents, as well as any addition items needed to deliver the module can be found on the lid to the box.
- **Training Equipment** – There is a range of training equipment available including Module Stationary & Team Stationary boxes, laptops, data projectors, printer/scanner/copier, mobile internet, overhead projector, projection screens, speakers, flipcharts, resuscitation manikins, paper, extension leads and some task materials. All but the electrical equipment is stored in the Adult Training Resource Room at Corf. Laptops come pre-loaded with some course materials and the PowerPoint Presentations for all the Training Modules.

- **Internet Resources** – There are two websites which provide support and resources for Adult Trainers. One is the local County Website, in particular the training pages. There is one page dedicated to Adult Trainers and the resources available to them. The second website is the National website which contains numerous resources for Trainers including Module Materials, Ice breakers, PowerPoint templates and much more.

Local Website:

<http://www.isleofwightscouts.org.uk>

National website:

<http://www.scouts.org.uk/trainersresources>

- **Pre-course Checklist** – A Pre-course Checklist (appendix 3) has also been developed to help Trainers during their preparation for the course. This checklist can be downloaded from the Adult Trainers Page of the local website.
- **Adult Training Database** – Adult Trainers have ‘read only’ access to a secure, on-line Training Database containing the records of all of the Adult Leaders in Training on the Island. This database is used to manage the training records of these adults, as well as the training bookings. Adult Trainers need to request an account for this database before being able to access it, the web address for the database is available upon request from the County Training Manager.

Role Description for an Adult Trainer



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Title: Adult Trainer

Outline: Responsible for organising, presenting and running Modules from the Adult Training Scheme

Responsible for: N/A

Responsible to: County Training Manager

Main contacts: County Training Manager, County Training Administrator, Local Training Manager, Training Advisers, other Adult Trainers, Facilitators, adults undertaking training.

Appointment requirements: To be available to deliver a minimum of 3 modules of the Adult Training Scheme per year, completion of modules 28 *Facilitating*, 29 *Presenting*, 31 *Planning a learning experience*, 32 *Delivering a learning experience*.

Main Tasks

- Keep regular contact with the County Training Manager to advise of availability to deliver training modules
- Plan and deliver Modules of the Adult Training Scheme using a variety of methods
- Work with other Adult Trainers/Facilitators to facilitate small group work during training modules
- Complete and return registers of attendance at training modules to the County Training Administrator
- Maintain high standards of delivering/facilitating Modules of the Adult Training Scheme by taking part in yearly reviews
- Any other task agreed with the County Training Manager

Person Specification

Personal Qualities:

- ✓ Organised
- ✓ Approachable
- ✓ Flexible
- ✓ Confident

Abilities:

- ✓ Planning
- ✓ Presenting skills
- ✓ Communication
- ✓ Motivation
- ✓ Willing to travel

Experience:

- ✓ 5 years scouting as an adult
- ✓ Scout training knowledge

Qualifications

- ✓ Wood badge

Isle of Wight Adult Team Adult Trainer Course Evaluation

Adult Trainers are asked to complete a Course Evaluation following delivering a training module. This Form should be completed and forwarded to the County Training Manager within 3 days of the course being evaluated.

Module No & Title:		Date:	
Venue:			
Presenter(s):			
Facilitator(s):			
No of participants booked onto course:		No of participants attended:	
What went Well?	Why?	Suggested Future Action	
What difficulties occurred?	Why?	Suggested Future Action	
Any General Comments:			
Signed:			
County Training Manager Comments/Actions:			
Signed:			

Isle of Wight Adult Training Team Pre-course Checklist

Module:			
Date:			
Times:			
Venue:			
Adult Trainers:			
Facilitators:			
Register:		Name Labels:	
Certificates		Evaluation Forms:	
Factsheet CD's		PowerPoint Presentation:	
Pre-course material:			
Worksheets needed:			

Factsheets needed:		
Other materials/ resources:		

Expected number of Participants:	
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