

Role Description for Training Adviser



Sept 07 Version 2

Title: Training Adviser

Outline: Responsible for supporting and assessing up to four participants through their training up to the award of the Wood Badge

Responsible for: N/A

Responsible to: Appointed Local Training Manager

Main contacts: CTM, LTM, adults undertaking training, the line managers of adults undertaking training (e.g. GSL, DC, CC, Chief Commissioner), other training advisers, those validating modules and training administrators

Appointment requirements: Completion of Module 25, *Assessing Learning*

Main Tasks

- Meet with allocated adult learners to brief them about the Adult Training Scheme, and create their Personal Learning Plan
- Meet regularly with each adult learner to support and encourage the individual; review progress of their Personal Learning Plan; and plan actions to work towards its completion
- Validate modules for participants as appropriate (some Modules may be validated by other people)
- Maintain and update records informing the LTM and Training Administrator of the adult learners progress
- Review and validate completed Personal Learning Plans, complete and submit Wood Badge recommendation form and completed PLP to CTM for approval
- Meet with other TA's, CTM and LTM to discuss progress; consider items of concern and issues; keep informed of the local training opportunities; update with regard to local and national developments/projects and make plans for developing the support offered to adult learners by Training Advisers
- Any other task agreed with the County Training Manager

Person Specification

Personal Qualities:

- ✓ Organised
- ✓ Approachable
- ✓ Flexible
- ✓ Motivated

Abilities:

- ✓ Record keeping
- ✓ Communication
- ✓ Motivation
- ✓ Willing to travel

Experience:

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

Qualifications

- ✓ Wood badge