

# MODULE MATRIX

This is a summary of The Scout Association's Adult Training Scheme and ongoing learning. For further information on the training requirements for specific roles please refer to The Scout Association's Adult Training Scheme.



- All Appointments
- Section Leaders and Section Supporters
- Supplementary
- Managers, Section Supporters, Other Supporters
- Mandatory Ongoing Learning

Getting Started		
To be completed within 5 months of appointment		
Module	Aim	Methods
Personal Learning Plan (02)	To create a plan for an individual's learning based on the requirements of the job and taking into account the individual's needs.	<ul style="list-style-type: none"> <li><span style="color: #4F81BD;">■</span> One to one</li> <li><span style="color: #4F81BD;">■</span> Workbook</li> </ul>
Essential Information (01) Or Essential Information for Executive Committee Members (01E)	To provide all adults in Scouting with the essential information needed to get started in their role.	<ul style="list-style-type: none"> <li><span style="color: #4F81BD;">■</span> Course</li> <li><span style="color: #4F81BD;">■</span> One to one</li> <li><span style="color: #4F81BD;">■</span> Small group</li> <li><span style="color: #4F81BD;">■</span> e-learning</li> </ul>
Tools for the Role (Section Leaders) (03)	To provide the basic information on the individual's role or area of responsibility and some practical help to get the individual started in the role.	<ul style="list-style-type: none"> <li><span style="color: #800080;">■</span> Course</li> <li><span style="color: #800080;">■</span> One to one</li> <li><span style="color: #800080;">■</span> Small group</li> <li><span style="color: #800080;">■</span> e-learning</li> </ul>
Tools for the Role (Managers and Supporters) (04)	To provide key information about the individual's role, areas of responsibility and where they can find further information and support.	<ul style="list-style-type: none"> <li><span style="color: #008080;">■</span> Course</li> <li><span style="color: #008080;">■</span> One to one</li> <li><span style="color: #008080;">■</span> Small group</li> <li><span style="color: #008080;">■</span> e-learning</li> </ul>

Training For All Appointments		
Module	Aim	Methods
Delivering a Quality Programme (12A)	To provide Leaders, Managers and Supporters with information about how to deliver quality Scouting to young people, and how we ensure it meets their needs. This module is recommended as a priority.	<ul style="list-style-type: none"> <li><span style="color: #4F81BD;">■</span> Course</li> <li><span style="color: #4F81BD;">■</span> One to one</li> <li><span style="color: #4F81BD;">■</span> Small group</li> <li><span style="color: #4F81BD;">■</span> e-learning</li> </ul>
Fundamentals of Scouting (05)	To explore the Fundamentals of Scouting and the Religious Policy; and consider their relationship with the quality Programme delivered to young people.	<ul style="list-style-type: none"> <li><span style="color: #4F81BD;">■</span> Course</li> <li><span style="color: #4F81BD;">■</span> One to one</li> <li><span style="color: #4F81BD;">■</span> Small group</li> <li><span style="color: #4F81BD;">■</span> e-learning</li> </ul>
Scouting For All (07)	To provide an introduction to equal opportunities and practical advice about how to make Scouting inclusive for all.	<ul style="list-style-type: none"> <li><span style="color: #4F81BD;">■</span> Course</li> <li><span style="color: #4F81BD;">■</span> One to one</li> <li><span style="color: #4F81BD;">■</span> Small group</li> <li><span style="color: #4F81BD;">■</span> Workbook</li> </ul>
Administration (11)	To provide information and best practice on how to manage administrative tasks in Scouting, including responsibilities relating to the Data Protection Act, record keeping, finances and insurance requirements.	<ul style="list-style-type: none"> <li><span style="color: #4F81BD;">■</span> Course</li> <li><span style="color: #4F81BD;">■</span> One to one</li> <li><span style="color: #4F81BD;">■</span> Small group</li> <li><span style="color: #4F81BD;">■</span> Workbook</li> </ul>
First Aid (10)	To cover the skills and knowledge necessary to enable adults to manage an incident and provide basic first aid.	<ul style="list-style-type: none"> <li><span style="color: #4F81BD;">■</span> External course</li> </ul>
Changes in Scouting (06)	To provide an overview of the Movement's history focusing on its development to meet the changing needs of society.	<ul style="list-style-type: none"> <li><span style="color: #4F81BD;">■</span> DVD</li> <li><span style="color: #4F81BD;">■</span> Factsheet</li> </ul>

## Section Leaders and Section Supporters

### The Programme

Module	Aim	Methods
<b>Programme Planning (12B)</b>	To provide Section Leaders with an opportunity to plan and review a sectional Programme including the use of a variety of methods to generate Programme ideas.	<ul style="list-style-type: none"> <li>■ Course</li> <li>■ One to one</li> <li>■ Small group</li> </ul>
<b>Running Safe Activities (17)</b>	To enable adults to plan and run exciting, safe and developmental activities for the young people in their section.	<ul style="list-style-type: none"> <li>■ Course</li> <li>■ One to one</li> <li>■ Small group</li> <li>■ Workbook</li> </ul>
<b>Practical Skills (18)</b>	To enable adults to gain and develop practical skills for the benefit of young people in their section.	<ul style="list-style-type: none"> <li>■ Course</li> <li>■ Small group</li> </ul>
<b>Introduction to Residential Experiences (16)</b>	To enable Section Leaders and supporters who may support residential experiences for young people, to understand the purpose that residential experiences play in Scouting.	<ul style="list-style-type: none"> <li>■ Course</li> <li>■ One to one</li> <li>■ Small group</li> <li>■ Workbook</li> </ul>
<b>International (19)</b>	To provide an international focus appropriate to their section and appreciate the global nature of Scouting.	<ul style="list-style-type: none"> <li>■ Course</li> <li>■ One to one</li> <li>■ Small group</li> </ul>

### The People

Module	Aim	Methods
<b>Supporting Young People (14)</b>	To enable adults to understand and meet the needs of young people and create a supportive environment.	<ul style="list-style-type: none"> <li>■ Course</li> <li>■ One to one</li> <li>■ Small group</li> <li>■ Workbook</li> </ul>
<b>Promoting Positive Behaviour (15)</b>	To enable adults to promote positive behaviour and appropriately manage challenging behaviour in their section.	<ul style="list-style-type: none"> <li>■ Course</li> <li>■ One to one</li> <li>■ Small group</li> <li>■ Workbook</li> </ul>
<b>Growing the Section (13)</b>	To cover ways in which an adult volunteering with a section can work with their line manager and others to plan and contribute to the growth of their Section and/or Group.	<ul style="list-style-type: none"> <li>■ Course</li> <li>■ One to one</li> <li>■ Small group</li> <li>■ Workbook</li> </ul>
<b>Working With Adults (09)</b>	To cover some key skills required to work effectively as a team, including communication, listening skills, decision-making structures and effectively representing others.	<ul style="list-style-type: none"> <li>■ Course</li> <li>■ Small group</li> </ul>
<b>Skills of Leadership (08)</b>	To cover the knowledge, skills and attitudes required to be an effective leader, including leadership styles, action-centred leadership and developing leadership skills in others.	<ul style="list-style-type: none"> <li>■ Course</li> <li>■ One to one</li> <li>■ Small group</li> </ul>

Additional ongoing learning opportunities for all members can be found at [scouts.org.uk/ongoinglearning](https://scouts.org.uk/ongoinglearning)

## Managers and Supporters

Core Skill Areas	Independent Learning Methods: e-learning, videos and learning guides, workbooks, information sheets.	Skills Courses		
		Skills of Management	Achieving Growth	Meeting the Challenges
<b>Managing Your Time and Personal Skills</b>	Managing Time and Personal Skills	●		
<b>Achieving Results</b>	Building Effective Teams	●		
	Project Management	●	●	
	Getting the Word Out	●	●	●
<b>Providing Direction</b>	Planning for Growth		●	
	Leading Local Scouting	●	●	
<b>Working with People</b>	Finding, Appointing and Welcoming Volunteers	●	●	
	Keeping, Developing and Managing Volunteers	●	●	
	Safeguarding			●
	Dealing with Difficult Situations			●
	Supporting the Adult Training Scheme	●		
<b>Enabling Change</b>	Enabling Change		●	●
<b>Using Resources</b>	Financial and Physical Resources	●	●	
	Executive Committees and Being a Trustee	●		
	Decision Making	●	●	●
<b>Safety</b>	Safety for Managers and Supporters			

## Mandatory Ongoing Learning

Module	Aim	Methods
Safety	To revisit the rules, guidance and responsibilities related to safety in Scouting.	<ul style="list-style-type: none"> <li>■ Course</li> <li>■ e-learning</li> </ul>
Safeguarding	To revisit the rules, guidance and responsibilities related to safeguarding in Scouting.	<ul style="list-style-type: none"> <li>■ Course</li> <li>■ e-learning</li> </ul>

## Supplementary Modules

Module	Aim	Methods
Assessing Learning (25)	To provide the knowledge, skills and attitudes necessary to effectively support, validate and assess the adults in the Adult Training Scheme, the Adventurous Activity Permit Scheme, Nights Away Permit Scheme and the Scout Show National Recognition Scheme.	<ul style="list-style-type: none"> <li>■ Course</li> <li>■ One to one</li> <li>■ Small group</li> <li>■ Workbook</li> </ul>
Instructing Practical (27)	To provide the skills, knowledge and attitudes necessary to instruct practical skills.	<ul style="list-style-type: none"> <li>■ Course</li> <li>■ One to one</li> <li>■ Small group</li> </ul>
Facilitating (28)	To provide the skills, knowledge and attitudes to facilitate individuals and small groups.	<ul style="list-style-type: none"> <li>■ Course</li> <li>■ One to one</li> <li>■ Small group</li> </ul>
Presenting (29)	To provide the skills, knowledge and attitudes to make effective presentations.	<ul style="list-style-type: none"> <li>■ Course</li> <li>■ One to one</li> <li>■ Small group</li> </ul>
Supporting Local Learning (30)	To provide the skills, knowledge and attitudes for Local Training Managers to co-ordinate the learning plans of individuals to produce a programme of learning.	<ul style="list-style-type: none"> <li>■ Course</li> <li>■ One to one</li> <li>■ Small group</li> </ul>
Planning a Learning Experience (31)	To provide the skills, knowledge and attitudes necessary to research and design training experiences.	<ul style="list-style-type: none"> <li>■ Course</li> <li>■ One to one</li> <li>■ Small group</li> </ul>
Delivering a Learning Experience (32)	To provide the skills, knowledge and attitudes necessary to plan, prepare and run a training experience.	<ul style="list-style-type: none"> <li>■ Course</li> <li>■ One to one</li> <li>■ Small group</li> </ul>
Planning a Learning Provision (33)	To provide the skills, knowledge and attitudes to enable training managers to plan to meet the learning needs of an area.	<ul style="list-style-type: none"> <li>■ Course</li> <li>■ One to one</li> <li>■ Small group</li> <li>■ Workbook</li> </ul>
Managing a Learning Provision (34)	To provide the skills, knowledge and attitudes to enable County Training Managers to manage the learning provision for their area.	<ul style="list-style-type: none"> <li>■ Course</li> <li>■ One to one</li> <li>■ Small group</li> <li>■ Workbook</li> </ul>
Internal Moderation (35)	To provide the skills, knowledge and attitudes to monitor the quality of The Scout Association's Adult Training Scheme. Training resources for this module are currently unavailable. For further advice please contact your Regional Training Manager or Country Commissioner for Training.	<ul style="list-style-type: none"> <li>■ External course</li> </ul>
Additional Needs (36)	To provide information, support and resources for those working with young people with additional needs. Training resources for this module are currently under review. For advice on delivering this module please contact <a href="mailto:diversity.inclusion@scouts.org.uk">diversity.inclusion@scouts.org.uk</a> .	<ul style="list-style-type: none"> <li>■ Course</li> <li>■ One to one</li> <li>■ Small group</li> </ul>
Advising on Adult Appointments (37)	To enable an adult to participate fully as a member of the Appointments Advisory Committee.	<ul style="list-style-type: none"> <li>■ Course</li> <li>■ One to one</li> <li>■ Small group</li> <li>■ DVD</li> </ul>
Skills for Residential Experiences (38)	To enable adults to acquire the appropriate skills to plan and run successful residential experiences for the young people in their section.	<ul style="list-style-type: none"> <li>■ Course</li> <li>■ One to one</li> <li>■ Small group</li> </ul>