

Scouts

**Birmingham
Adult Training**

**Birmingham County
Training Brochure**

2019

Version 1 – January 2019

Birmingham County Adult Training 2019

The Scout Association's Adult Training Scheme enables adults to gain the skills necessary for them to deliver and/or support the Programme.

Specifically it is intended to:

- help people understand Scouting and their role within it
- give them the skills necessary to carry out that role
- improve the quality and quantity of Scouting delivered
- support adults in meeting their own personal development needs

The diagram below shows the modules required for various appointments.

Getting Started - All Appointments

Module 1: Essential Information
Module 2: Personal Learning Plan
Module 3: Tools for the Job
Module 4: Tools for the Job (Managers and Supporters)

All Appointments

Module 5: The Fundamentals of Scouting
Module 6: Changes in Scouting
Module 7: Scouting for All
Module 8: Skills of Leadership
Module 9: Working with Adults
Module 10: First Aid
Module 11: Administration
Module 12a: Delivering a Quality Programme

Section Leaders

Module 12b: Programme Planning
Module 13: Growing the Section
Module 14: Supporting Young People
Module 15: Promoting Positive Behaviour
Module 16: Residential Experiences
Module 17: Running Safe Activities
Module 18: Practical Skills
Module 19: International

Managers and Supporters

LMA: Achieving Results
LME: Enabling Change
LMM: Managing Time and Personal Skills
LMP: Providing Direction
LMS: Safety for Managers and Supporters
LMU: Using Resources
LMW: Working with people

Our Wood Badge training in Birmingham County is organised in the following manner:

Skills for Life 1 - Getting Started: Modules 1, 2, 3/4 and 6 (added to Getting started to help give context of the Scouting movement)

Skills for Life 2 - Getting Going: Modules 5, 7, 8, 9, and 11

Skills for Life 3 - Getting On: Modules: 12a, 12b, 13, 14, 15 and 19

Skills for Life 4 - Getting Out: Modules 16, 17, 18, and 19

Manager and Supporter Training: This training is being delivered regionally and information will be issued separately. Please look out for information from your LTM and Richard Hyland.

First Aid: Module 10 (provided by qualified external provider and subsidised by County)

Safeguarding: Face to face sessions as well as online however we recommend face to face in the first instance to support Module 1 and then alternate between face to face and online.

Ongoing Safety: face to face training as well as online similarly to the Safeguarding and we also recommend a face to face for the first session and then alternating.

GDPR: This forms part of the Getting Started suite of modules and whilst is currently mentioned briefly in Getting Started training, leaders are expected to complete the online training and present their TA the certificate to validate this module. Roles will move from provisional to full when the validation of this module with Modules 1 and 3/4 are validated on Compass

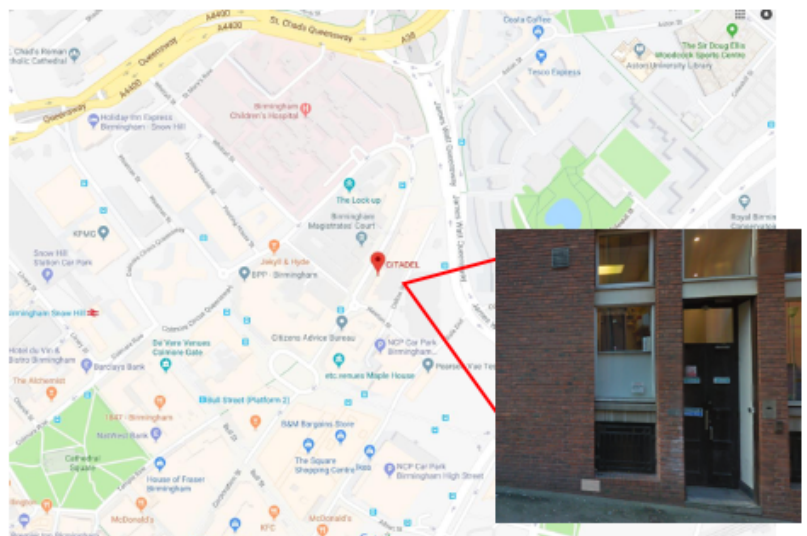
The content for each module can be found at this link:

<https://members.scouts.org.uk/supportresources/4675/learning-materials?cat=23,223&moduleID=10>

New Training Venue – Citadel, 190 Corporation Street, Birmingham, B4 6QD

With exception of the residential 'Getting Out' Courses which are held at Blackwell Court in Bromsgrove, all of our courses are held at the County Meeting facility in Corporation Street – access at weekends via Dalton Street as shown on the map.

This facility has a very good parking facilities in the local NCP car park where leaders attending courses will be able to get a discounted rate for parking. It is also close to various means of public transport.



Do I have to attend training courses?

The training scheme takes into account prior experience and existing knowledge and offers various learning methods. A module is only complete when a Training Advisor (TA) validates it for you.

The County Training Team provide a service to adults across the County to provide them with the skills, knowledge and experience to support them in working towards validating the core modules for attaining their wood badge. It is important to note that attending a training course doesn't mean that you have completed a module – you will still need to demonstrate to a TA that you have the knowledge and skills required – but equally you don't need to attend training if you are already confident that you can do everything required. Your Adult's Personal File sets out exactly what you need to do to have each module validated.

Not every adult needs to attend every training course. Some adults are able to validate learning based on prior experience that they may have gained outside of scouting in other hobbies or as part of their work. The Training Advisor will be able to advise the adult on the most appropriate route for their learning based on their prior experience. This will be documented in the Personal Learning Plan.

Many adults have found that although they have some knowledge of the course content they have attended training and enjoyed refreshing and updating their skills and knowledge. In addition, they also valued the time networking with other fellow scouters and making lasting county-wide friendships.

How long will my training take?

There is no minimum time: if you already have all of the knowledge and skills required then the only limitation is how much time you and your TA have available to get the modules validated.

However, by agreeing to take on the role you do commit to complete your training within specified time limits:

Getting Started: Modules 1-3 (leader) or 1, 2 and 4 (managers): these three modules cover the basic skills required for your role and they must be completed within **five months** of your appointment. We also add in Module 6 to the training to give new leaders an understanding of the Scouting movement they are joining.

Safeguarding Training should also be undertaken, in line with POR guidelines.

You must then complete the remaining modules within **three years** of your appointment.

These time limits can be enforced and if you fail to have the modules validated within the time limits your appointment may be suspended. We do understand that there will sometimes be good reasons as to why you have been unable to do everything within these time limits, but you must ensure that your manager is aware if this is the case.

Who is responsible for my training?

You are!

As an adult volunteer it is up to you to make sure that you have done all of the training that you need to do. There are plenty of people who will guide you through the process! These are:

Your line manager

For Section Leaders this will be your Group Scout Leader (GSL). For some managers this will be the District Commissioner (DC). Your line manager will be able to give you advice on training and will keep an eye on your progress, so they may remind you that you have modules to complete or prompt you to make contact with your Training Adviser. **Your line manager will not be able to be your Training Advisor as this will need to be another leader in the group, district or county.**

Your Training Adviser (TA)

Your Training Adviser will talk to you about what you need to do and how you are going to validate all of the different modules. They will help you make a personal learning plan appropriate to your role. (Top Tip: When you meet your TA it's always a good idea to arrange a time for your next meeting, to ensure that you keep things moving!)

Those leaders in a Manager or Supporter role, you will have a dedicated M&S Training Advisor who will take you through the specific training linked to your role.

How can I see what training I've had validated?

You should keep your own record of training and validation in your Adult's Personal File however your record on Compass is online and you are able to see what training you have completed, what has been validated and what you need to do. This includes any ongoing learning that is due to expire such as First Aid, Safeguarding, Safety and GDPR.

Course Costs

We are pleased to say that most training courses, including County led First Aid Courses will be **FREE** to all leaders in Birmingham. Leaders from other counties will pay a small donation.

All module courses are led by volunteers who give their time freely to support the development of leaders in the County. Should you be unable to attend the course, please let the course director know at least 72 hours before the event. A fee will be charged for cancellations after this time period and unexplained non-attendance. This is made clear on the booking forms.

Places on First Aid courses are initially limited to 12 and allocated on a first come-first served basis. Where there is more demand on particular dates, it may be possible to extend to 24.

How to book

Please use the online booking system to book your place on a course. The link can be found next to each course.

We take the booking deadline very seriously and need to inform participants or venues if the event is to be cancelled on this date. Please do not just turn up. You may find that the course is not running. Please ensure you use the booking link for each course you wish to attend ahead of the booking deadline.

How do I find out about courses?

All courses are updated and advertised on the Birmingham County Website as well as Birmingham County Training Facebook page, District Facebook pages and emailed around by the Communication Manager

Full details of the exact course location will be sent out by email in the course joining instructions at least 1 week prior to the course start date. If you have not heard anything, please contact the Course contact or the County Training Manager.

Participation in Adult Training

We firmly believe that you get out of a training course what you put in therefore we ask that all adults attending will participate to the full to ensure they gain as much as possible out of attending. We will ensure that all courses are interesting for all and that they will be delivered in a variety of ways – if this doesn't work for you - please let us know!

Ongoing Learning

All leaders are required to keep their skills and knowledge up to date within a 3 – 5 year time scale. Online learning and face to face booking links can be found in the relevant sections below. It is the responsibility of each leader to ensure they are up to date and failure of this can result in a suspension of role.

Questions?

Should you have any questions, queries or comments please do not hesitate in contacting the Local Training Manager for your training zone or one of the team:

County Training Manager: Steph Fawdry
steph.fawdry@birminghamscouts.org.uk

Getting On, Getting Going and Getting out Co-ordinator: Stuart Moseley
stuart.moseley@birminghamscouts.org.uk

Managers and Supporter Training: Richard Hyland
richard.hyland@birminghamscouts.org.uk

First Aid Co-ordinator: Oliver Reynolds
oliver.reynolds@birminghamscouts.org.uk

Safeguarding and Safety and Executive Committee Training : Alan Chambers
alan.chambers@birminghamscouts.org.uk

Training Zone Local Training Managers

North (Sutton East and Sutton West)

Tracie Baker (tracie.baker@birminghamscouts.org.uk)

Central (Spitfire and Tame Valley)

Claire King (claire.king@birminghamscouts.org.uk)

South (Cole Valley South and Rea Valley)

Kerry Johnson (kerry.johnson@birminghamscouts.org.uk)

Core Wood Badge Modules

Skills for Life 1 - Getting Started

Module 1: Essential Information

Module 2: Personal Learning Plan

Module 3: Tools for the Role (Section Leaders)

Module 3: Tools for the Role (Managers and Supporters) See E-learning link below

Module 6: Changes in Scouting

GDPR: All roles – See e-learning link below

It is essential for leaders wishing to attend to book before the closing date to allow sufficient Training Advisors to be allocated to each session. Leaders will receive their Adult Personal Files at this session and start to discuss their Personal Learning Plan.

Lunch is not provided but refreshments will be available throughout the session.

Online booking form link can be found here: <https://goo.gl/forms/OoabKBAK2kt0eS9g2>

Code	Dates	Course Contact	Start	Finish	Online Booking Closes
GS0119	Saturday 26th January 2019	Tracie Baker	10:00	13:00	19th January 2019
GS0219	Sunday 17th February 2019	Claire King			10th February 2019
GS0319	Saturday 23rd March 2019	Kerry Johnson			16th March 2019
GS0419	Saturday 27th April 2019	Tracie Baker			20th April 2019
GS0519	Saturday 25th May 2019	Claire King			18th May 2019
GS0619	Saturday 29th June 2019	Kerry Johnson			22nd June 2019
GS0719	Saturday 6th July 2019	Tracie Baker			29th June 2019
GS0819	Saturday 7th September 2019	Claire King			31st August 2019
GS0919	Saturday 26th October 2019	Kerry Johnson			19th October 2019
GS1019	Saturday 23rd November 2019	Tracie Baker			16th November 2019
GS0120	Sunday 12 th January 2020	Claire King			5th January 2020

Module 4: Tools for thre Role (Managers and Supporters)_ E-Learning -

https://members.scouts.org.uk/training_module/141205_ken14081_m05_r1157/#/id/co-05

GDPR: Online training for all roles: <https://members.scouts.org.uk/supportresources/4800>

Skills for Life 2 - Getting Going:

Module 5: The Fundamentals of Scouting
Module 7: Scouting for All
Module 8: Skills of Leadership
Module 9: Working with Adults
Module 11: Administration

Minimum number for this course is 6 and the Course Contact is Stuart Moseley

Online booking form link can be found here: <https://goo.gl/forms/i5Fjsmb5uNAYCUa22>

Code	Date	Start	Finish	Online Booking Closes
GG0119	Sunday 12 th January 2019	09:00	17:00	Booking Closed
GG0219	Saturday 11th May 2019	09:00	17:00	4th May 2019
GG0319	Sunday 1st September 2019	09:00	17:00	25th August 2019
GG0120	Saturday 11th January 2020	09:00	17:00	4th January 2020

Skills for Life 3 - Getting On:

Module 12a: Delivering a Quality Programme
Module 12b: Programme Planning
Module 13: Growing the Section
Module 14: Supporting Young People
Module 15: Promoting Positive Behaviour

Minimum number for this course is 6 and the Course Contact is Stuart Moseley

Online booking form link can be found here: <https://goo.gl/forms/2ljNhHm4WiHe2RhD3>

Code	Date	Start	Finish	Online Booking Closes
GO0119	Saturday 16th March 2019	09:00	17:00	9th March 2019
GO0219	Sunday 14th July 2019	09:00	17:00	7th July 2019
GO0319	Saturday 16th November 2019	09:00	17:00	9th November 2019

Skills for Life 4 - Getting Out:

Module 16: Residential Experiences
Module 17: Running Safe Activities
Module 18: Practical Skills
Module 19: International

Minimum number for this course is 8. It is a residential course and the Course Contact is Stuart Moseley

Course venue: Blackwell Adventure (B60 1PX)

Online booking form link can be found here: <https://goo.gl/forms/9qtYGdmXiSC3KxgF3>

Code	Date	Start	Finish	Online Booking Closes
GOR0119	02 & 03 March 2019	9.00	13:00	2 nd February 2019
GOR0119	21 & 22 September 2019	9.00	13:00	21 st August 2019

Managers and Supporters

Following a new scheme to better support leaders in the role of a manager or supporter, these courses are being run by the West Midlands region.

Below are dates for the skills courses which complement the online independent learning.

Managers must ensure they have completed the Module 12a online learning as this will not have been covered through Module training courses for these roles:

<https://members.scouts.org.uk/supportresources/2969/12a-delivering-a-quality-programme>

Independent learning can be found here: <https://members.scouts.org.uk/supportresources/4660>

Booking links will be issued by the region for the courses below via Eventbrite.

Date	Skill Course	Venue	Booking Link
9 th & 10 th February	Skills of Management	Holiday Inn, Walsall	https://www.eventbrite.com/e/skills-of-management-course-tickets-48805193648?aff=utm_source%3Demail%26utm_medium%3Demail%26utm_campaign%3Dnew_event_email&utm_term=event_url_text
Saturday 23 rd March	Meeting the Challenges	Central Birmingham Location - TBC	https://www.eventbrite.com/e/meeting-the-challenges-skills-course-tickets-48805232765?aff=utm_source%3Demail%26utm_medium%3Demail%26utm_campaign%3Dnew_event_email&utm_term=event_url_text
Sunday 24 th March	Achieving Growth	Central Birmingham Location - TBC	https://www.eventbrite.com/e/achieving-growth-skills-course-tickets-48805259846?aff=utm_source%3Demail%26utm_medium%3Demail%26utm_campaign%3Dnew_event_email&utm_term=event_url_text
19 th October 2019	Achieving Growth	TBC	Will be issued later in the year
20 th October	Meeting the Challenges	TBC	Will be issued later in the year
16 th & 17 th November 2019	Skills of Management	TBC	Will be issued later in the year

Additional Training

Safeguarding Face to Face Training

These courses are recommended for those new to the topic of Safeguarding and new to Scouting as well as those leaders who previously completed online training.

We suggest that whilst the e-learning option is available to those who wish to learn using this method that it is alternated with a face-to-face training session at time of renewal.

The course contact is Alan Chambers

The e-learning module can be found at: <http://members.scouts.org.uk/safeguardingonline>

Online booking form link can be found here: <https://goo.gl/forms/Rd3dVGrGYtXRK5Kk1>

Code		Start	Finish	Online Booking Closes
SG0119	Tuesday 29 th January 2019	19:30	21:30	22 nd January 2019
SG0219	Tuesday 14 th May 2019	19:30	21:30	7 th May 2019
SG0319	Tuesday 17 th September	19:30	21:30	10 th September 2019

Safety Face to Face Training

This course is recommended for those both new to scouting and for those who need to have this training current at time of renewal.

We suggest that whilst the e-learning option is available to those who wish to learn using this method that it is alternated with a face-to-face training session at time of renewal.

The course contact is Alan Chambers

The e-learning module can be found at: <https://members.scouts.org.uk/ongoinglearning/safety/#m05>

Online booking form link can be found here : <https://goo.gl/forms/wrvZgRHxnRkTXxCq1>

Code		Start	Finish	Online Booking Closes
SA0119	Tuesday 26 th March 2019	19:30	21:30	19 th March 2019
SA0219	Tuesday 9 th July 2019	19:30	21:30	2 nd July 2019
SA0319	Tuesday 9 th November 2019	19:30	21:30	2 nd November 2019

First Aid Training

These courses (except where indicated *) are for a 1 day Emergency First Aid Certificate that is valid for 3 Years which links with the new requirement for each role in scouting. This will be portable between Scouting and work if required and will meet and exceed requirements for first response.

Courses are led by qualified First Aid Trainers. There is a closing date for each course to allow the trainer sufficient time to notify if a course is to be cancelled. The minimum number on each course is 6 and the maximum is 12.

The course contact is Oliver Reynolds

Please note that the closing date is 4 weeks ahead of the course date – this will strictly be adhered to – please book early! There may be spaces after this date so please get in touch with the course contact if you are interested in attending.

Online booking form for this course can be found here: <http://tinyurl.com/jzcb23k>

Due to availability of the trainer dates for the first part of the year are issued. Further dates for the rest of the year will be communicated at a later date.

Code	Date	Start	Finish	Online Booking Closes
FA0119	Sunday 13th January 2019	09:00	16:00	Booking Closed
FA0219	Saturday 9th February 2019	09:00	16:00	16th January 2019
FA0319	Sunday 31st March 2019	09:00	16:00	28th February 2019
FA0419	Saturday 6th April 2019	09:00	16:00	6th March 2019
FA0519	Sunday 5th May 2019	09:00	16:00	5th April 2019