



A GUIDE TO VOLUNTEER PLANS



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2. Purpose

In 2021 the National Operations Committee supported a recommendation for the National Adults in Scouting Committee that the Adult Development Plan (ADP) be replaced with a suite of plans which focus on learning and development outcomes tailored to each adult member. The plans are delivered in 4 phases, described in more detail below.

The first three phases deliberately include the term **Individual** in the plan to reinforce that every plan must recognise the importance of a personalised approach to establishing a volunteer plan for each adult member of Scouting. These are the Individual Adult Volunteer Plans (IAVP)

The fourth phase also recognises the volunteer nature of the commitment to Scouting whilst providing a framework to document, discuss and agree expectations where the performance of an adult member is not meeting previously agreed expectations. This is the Adult Volunteer Performance Plan (AVPP).

The implementation of the IAVP process is managed at a Branch level and is adapted to local operating needs - *please refer to your Branch headquarters for more detail*. However, the core tenets of an adult volunteer knowing what their role is, what they need to do to be proficient and to ensure they receive regular and supportive feedback applies throughout the process

3. Individual Adult Volunteer Plan (Phase 1): IAVP – Phase 1

The IAVP Phase 1 is to be completed by the adult member with their Team Leader when the individual first seeks to join Scouting as an adult member in a role which requires a Certificate of Proficiency. Also, an IAVP Phase 1 is to be completed by an adult member who is transitioning roles. IAVP Phase 1 includes a training plan which is completed to assist the adult member set completion targets for each element.

Team Leaders should consider taking the approach of agreeing the face-to-face course dates with the adult leader, referencing training calendars, then working backwards to ensure completion of course pre-requisites by the due date for course enrolment.

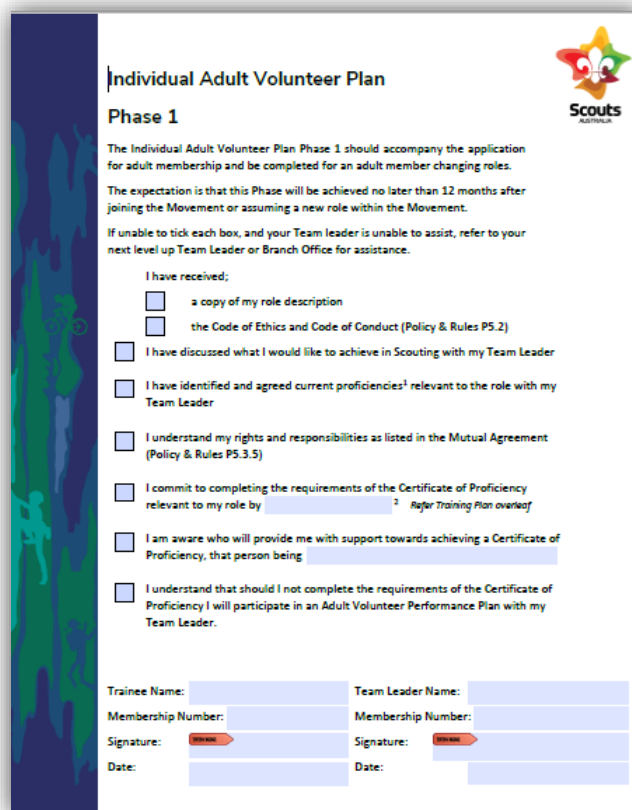
The focus of Phase 1 is achievement of the Certificate of Proficiency within 12 months of joining Scouting

A completed IAVP Phase 1 should accompany the application for adult membership. This requirement ensures that the adult member has received, discussed and is aware of the role they will be undertaking and the requirements of that role.

Branch administrative processes will manage the recording and archiving of the IAVP Phase 1.

Also, it ensures the adult member has an opportunity to have existing proficiencies recognised and agree achievement of the Certificate of Proficiency within an agreed time frame.

The requirements of the Certificate of Proficiency are contained within Phase 1 and should be completed by the adult member, with support from their Team Leader, by referencing the training calendars. Ongoing support towards achievement of the Certificate of Proficiency is captured in the IAVP Phase 1 through inclusion of the name of the person who will be supporting the individual adult volunteer in this Phase.



The image shows a form titled "Individual Adult Volunteer Plan Phase 1" with the Scouts Australia logo in the top right corner. The form contains the following text and checkboxes:

Individual Adult Volunteer Plan
Phase 1

The Individual Adult Volunteer Plan Phase 1 should accompany the application for adult membership and be completed for an adult member changing roles.

The expectation is that this Phase will be achieved no later than 12 months after joining the Movement or assuming a new role within the Movement.

If unable to tick each box, and your Team Leader is unable to assist, refer to your next level up Team Leader or Branch Office for assistance.

I have received;

- a copy of my role description
- the Code of Ethics and Code of Conduct (Policy & Rules P5.2)

I have discussed what I would like to achieve in Scouting with my Team Leader

I have identified and agreed current proficiencies¹ relevant to the role with my Team Leader

I understand my rights and responsibilities as listed in the Mutual Agreement (Policy & Rules P5.3.5)

I commit to completing the requirements of the Certificate of Proficiency relevant to my role by [redacted] ² Refer Training Plan overview

I am aware who will provide me with support towards achieving a Certificate of Proficiency, that person being [redacted]

I understand that should I not complete the requirements of the Certificate of Proficiency I will participate in an Adult Volunteer Performance Plan with my Team Leader.

Trainee Name: [redacted] Team Leader Name: [redacted]
Membership Number: [redacted] Membership Number: [redacted]
Signature: [redacted] Signature: [redacted]
Date: [redacted] Date: [redacted]

4. Individual Adult Volunteer Plan (Phase 2): IAVP – Phase 2

The IAVP Phase 2 is completed with the adult member immediately upon achievement of the Certificate of Proficiency. There is no requirement to wait until the Certificate has been presented – a check of Branch systems is sufficient. IAVP Phase 2 includes a training plan which is completed to assist the adult member set completion targets for each element.

Team Leaders should consider taking the approach of agreeing the face-to-face course date with the adult leader, referencing training calendars, then working backwards to ensure completion of course pre-requisites by the due date for course enrolment.

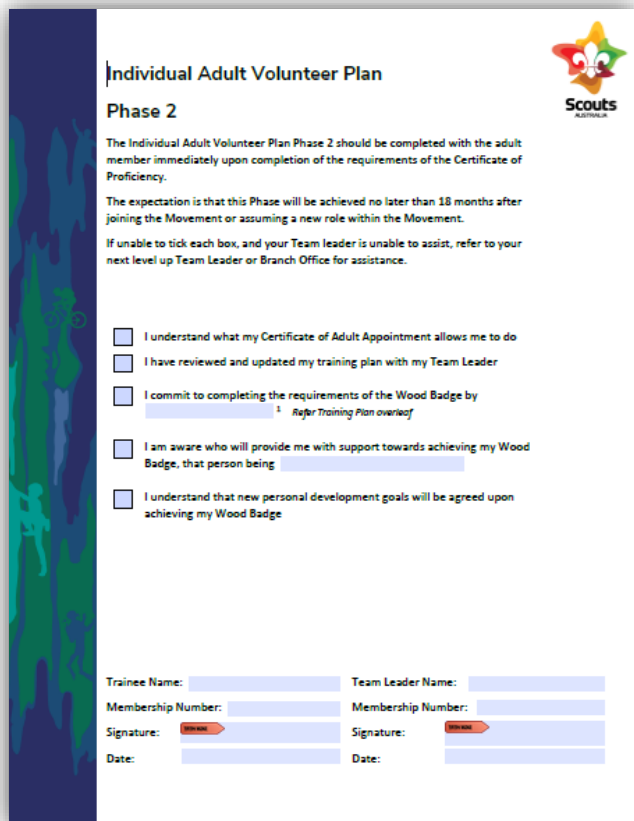
The focus of Phase 2 is the achievement of the Wood Badge.

Whilst other specialist training is available and may be undertaken by the adult member those opportunities should not be prioritised above achievement of the Wood Badge. The Wood Badge is the minimum level of training expected of all adult members – all youth members deserve a fully trained leader.

Completion of Phase 2 commitments is sought in a shorter timeframe than Phase 1 (i.e.; within 18 months of joining the Movement).

Branch administrative processes will manage the recording and archiving of the IAVP Phase 2.

This shorter timeframe recognises that the formal learning requirements demand less time commitment than achievement of the Certificate of Proficiency and that the On-the-Job training elements can be undertaken simultaneously.



The form is titled "Individual Adult Volunteer Plan Phase 2" and features the Scouts Australia logo in the top right corner. It includes a vertical decorative bar on the left side with a silhouette of a person climbing a tree. The text on the form provides instructions and expectations for Phase 2, followed by a checklist of five items, each with an empty checkbox. At the bottom, there are fields for Trainee Name, Team Leader Name, Membership Number, Signature, and Date, with red arrows pointing to the right.

Individual Adult Volunteer Plan
Phase 2

The Individual Adult Volunteer Plan Phase 2 should be completed with the adult member immediately upon completion of the requirements of the Certificate of Proficiency.

The expectation is that this Phase will be achieved no later than 18 months after joining the Movement or assuming a new role within the Movement.

If unable to tick each box, and your Team Leader is unable to assist, refer to your next level up Team Leader or Branch Office for assistance.

- I understand what my Certificate of Adult Appointment allows me to do
- I have reviewed and updated my training plan with my Team Leader
- I commit to completing the requirements of the Wood Badge by _____¹ Refer Training Plan overleaf
- I am aware who will provide me with support towards achieving my Wood Badge, that person being _____
- I understand that new personal development goals will be agreed upon achieving my Wood Badge

Trainee Name: _____ Team Leader Name: _____
Membership Number: _____ Membership Number: _____
Signature: _____ Signature: _____
Date: _____ Date: _____

5. Individual Adult Volunteer Plan (Phase 3): IAVP – Phase 3

The IAVP Phase 3 encourages ongoing personal and skill development by the adult member after achievement of the Wood Badge.

This presents an opportunity for a discussion with the adult member on specialist training options and opportunities provided for formal recognition through Scouts Australia Institute of Training.

Adult members will benefit from having the IAVP Phase 3 reviewed with their Team Leader annually to celebrate achievements, identify targets not met, and setting new goals.

Team Leaders should consider undertaking this process with members of their team at the start of each year referencing the Branch training calendar and any other known learning opportunities with the Branch, Nationally or Internationally.

Individual Adult Volunteer Plan
Phase 3

The Individual Adult Volunteer Plan Phase 3 should be completed upon attaining the Wood Badge and reviewed annually.
If unable to tick each box, and your Team Leader is unable to assist, refer to your next level up Team Leader or Branch Office for assistance.

- I have discussed my personal development goals in Scouting with my Team Leader
- I am aware of the specialist training opportunities offered in my Branch and pathways to appointment in secondary or other roles
- I am aware of the opportunities to undertake formal qualifications through Scouts Australia Institute of Training
- I have agreed a personal development plan with my Team Leader and documented overleaf

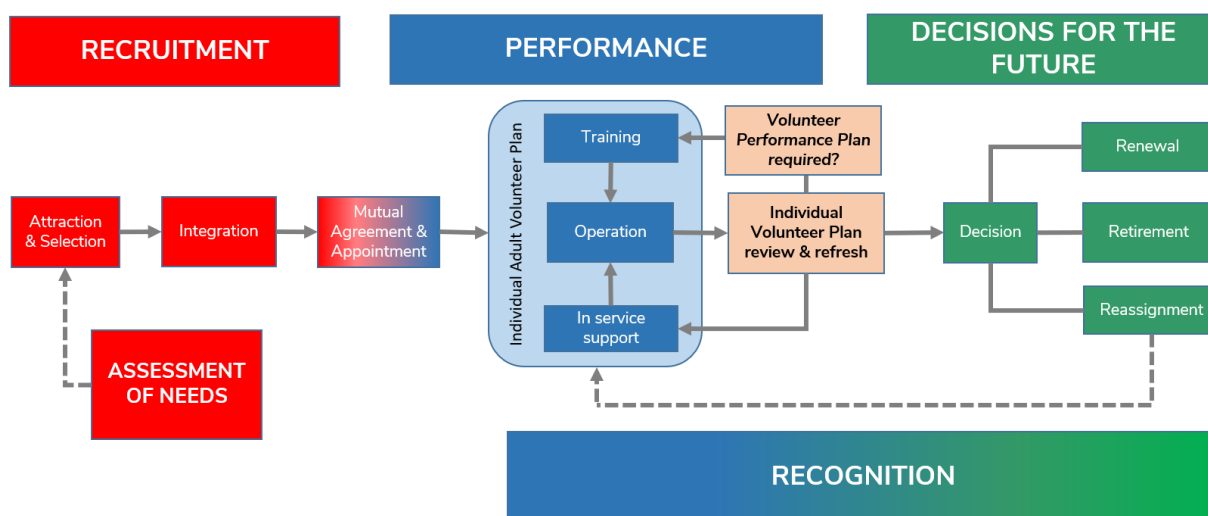
At the completion of my review period, I wish to

- Be reappointed to my current role
- Be reassigned to a new role agreed with my Team Leader or, where appropriate, other Adult in Scouting
- Retire from Scouting

Adult Volunteer Name: _____ Team Leader Name: _____
 Membership Number: _____ Membership Number: _____
 Signature: _____ Signature: _____
 Date: _____ Date: _____

The IAVP Phase 3 should be completed prior to a decision of the future for the adult leader. Where the decision for the future discussion leads towards a retirement from Scouting as a result of poor performance or non-achievement of critically agreed goals an Adult Volunteer Performance Plan must be completed prior to making that decision.

This is reflected in the Life Cycle of Adults in Scouting graphic copied below from the Adults in Scouting Standard¹.



¹ The Adults in Scouting Standard is available at <https://scouts.com.au/members/key-resources/>

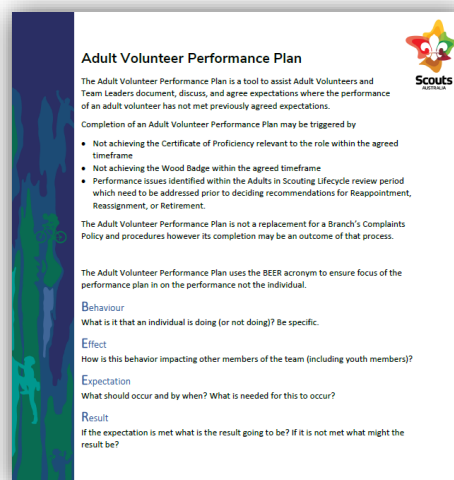
6. Adult Volunteer Performance Plan (Phase 4)

The Adult Volunteer Performance Plan (Phase 4) provides a tool to implement performance management in a manner consistent with the Adults in Scouting Standards²

This Phase provides for open, honest and timely feedback where an adjustment to performance is necessary. An important part of this process is ensuring the time from first identification of a performance concern to when it is acted upon is quick and decisive. Allowing matters to become protracted often turns a simple redirection into a more difficult conversation.

Further guidance on the practical application of this tool can be found in

- A Guide to Productive Performance Conversations, and
- Conflict Management Guidelines



These documents are available to members at www.scouts.com.au/members/key-resources/

² Adults in Scouting Standards 5.2.4 Performance Management