

Certifications Standard

(Adult Members)



Edition:

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Approved by the National Operations Committee 26/11/22

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Overview:

This Certification Standard is designed to specify the requirements for nationally approved certifications issued either by National or by Branches of the Scout Association of Australia. This standard does not seek to specify:

- any additional certifications provided by Branches as part of their operations
- the overall design of the certificates, provided the end look and feel meets the requirements of the Scouts Australia Brand Book
- the manner in which any certification is delivered to the recipient. That is to say; Branches may choose to deliver certificates digitally, in print or any other method according to their own approved practices.

It is expected that the final product reflects the general branding of the Branch – for example making use of Branch colour palettes / Gumtree graphics to present the final document with consistency to other Branch communications/documentation. Also, it is expected that the certificate is designed in a way that reflects the importance of the document and is endorsed in accordance with Branch procedures.

Note: all certifications are to carry a date issued.

This document supersedes all previous related documents, in particular the Certifications Style Guide (2014 – 2017) and complements the publication “Uniform Standards – Adult Members”.

	Why is this issued?	Who is the issuer?	Is there a time limit?	Insignia?	Who signs the document?	Other
Certificate of Adult Membership	Recognises the holder is an adult member of Scouting and commits to the Code of Ethics and Codes of Conduct	Branch	No – issued upon completing all pre-membership requirements of the Branch	Member chooses whether to wear (or not) uniform. Some Branches issue a small pin for wearing on non-uniform attire	Branch Chief Commissioner	Membership may be withdrawn by the Branch at any time. Upon moving to another Branch, a new application for Membership is required and a new Certificate of Adult Membership will be issued.
Certificate of Proficiency	Recognises the holder has completed training to be appointed “provisionally”	Branch	As agreed with the individual through the IAVP Phase 1	Gilwell Woggle is presented according to Branch custom	Branch Chief Commissioner Branch ATD Commissioner	A footer stating “This qualification complies with the World Organisation of the Scout Movement Training Standards” is to be included This certification is issued for an adult member in a Branch either as a Youth Program (Adult) Leader and/or a Program Support Leader on one occasion for each category during an uninterrupted period of adult membership. It may be used in evidence when transferring to another Branch. Note: the format of the certificate shall comply with the National standard. Refer Guide to Ceremonies

	Why is this issued?	Who is the issuer?	Is there a time limit?	Insignia?	Who signs the document?	Other
Certificate of Adult Appointment	<p>Recognises the holder has been appointed to a specific “uniformed” role in Scouting and will show:</p> <ul style="list-style-type: none"> • <i>Date commenced</i> • <i>Appointment title</i> • <i>Formation</i> • <i>Expiry date (where applicable)</i> 	Branch	Yes – usually for a term not exceeding three years, renewable	Where approved the relevant appointment Shoulder Badge is worn in accordance with the Uniform Standard for Adults	Branch Chief Commissioner	<p>For some appointments an overall maximum term in any one role may apply – usually six years</p> <p>This certificate is reissued at each successive appointment and may contain a chronological history of the holder’s appointments in Scouting</p> <p><i>Refer Guide to Ceremonies</i></p>
Certificate of Appointment	<p>Recognises the holder has been appointed to a specific “non-uniformed” role in Scouting and will show:</p> <ul style="list-style-type: none"> • <i>Date commenced</i> • <i>Appointment title</i> • <i>Formation</i> • <i>Expiry date (where applicable)</i> 	Branch	Yes – usually for a term not exceeding three years, renewable	None	Branch Chief Commissioner	<p>For some appointments an overall maximum term in any one role may apply – usually six years</p> <p>This certificate is reissued at each successive appointment and may contain a chronological history of the holder’s appointments in Scouting</p>
Wood Badge Parchment	Recognises the holder has completed the requirements of the Wood Badge	National	<p>As agreed with the individual through IAVP Phase 2.</p> <p>Note: only one Wood Badge is ever awarded (i.e., it is not Sectionally aligned)</p>	The Wood Badge (Two Wood Beads on a leather thong) and a Gilwell scarf issued from NHQ	Chief Commissioner of Australia and National Commissioner ATD	<p>Issued electronically by Scouts Australia on a template that meets WOSM standards for production and presentation by Branches</p> <p>Note: the format of the certificate shall comply with the National standard</p> <p><i>Refer Guide to Ceremonies</i></p>

	Why is this issued?	Who is the issuer?	Is there a time limit?	Insignia?	Who signs the document?	Other
Certificate of Higher Adult Leadership¹	Recognises the holder has completed the required training beyond the requirements of the Wood Badge including holding a Diploma on Scope with Scouts Australia Institute of Training	National	No Note: like the Wood Badge only issued once per holder	A gold-coloured miniature “axe and Log” that is clipped to the holders Wood Beads	Chief Commissioner of Australia and National Commissioner ATD	Note: the format of the certificate shall comply with the National standard.
Certificate of Course Completion	Recognise the holder has achieved the level of proficiency required by Scouting for the particular skill or capability	Branches	Generally, no. However, for some achievements an expiry date to enable renewal may be necessary	None	Person in charge of the Training event	
Guide Appointment	Recognises the holder has been appointed as a Guide	Branches	Yes – usually three years	Navy Blue rectangular badge with the words “GUIDE” embroidered in yellow	Chief Commissioner of the Branch and the Branch ATD Commissioner	As this is aligned to an activity area renewal is dependent upon the National Adventurous Activities Framework Note: the format of the certificate shall comply with the National standard.

¹ Sometimes referred to as the “Axe and Log” award

	Why is this issued?	Who is the issuer?	Is there a time limit?	Insignia?	Who signs the document?	Other
Assistant Leader Trainer / Leader Trainer	Recognises the holder has been appointed a member of the National Training Team	National	No. However, the appointment is subject to regular review	Wearing of three wood beads (ALT) or four wood beads (LT) around the neck on a leather thong and a name tape "National Training Team" on the right sleeve	National Commissioner ATD Chief Commissioner of Australia Regional Director – APR	Membership may be withdrawn at any time by National upon the recommendation of the National Commissioner ATD Note: the format of the certificate shall comply with the National standard.
Assessor	Recognises the holder has been appointed Nationally as an Assessor for the Scouts Australia Institute of Training (SAIT)	National	No. However, the appointment is subject to regular review	None	Principal of SAIT	Membership may be withdrawn at any time by SAIT upon the recommendation of the Principal SAIT

Special Notes:

1. The Certificate of Adult Appointment of the Chief Scout of Australia shall be issued by The Scout Association of Australia.
2. The Certificate of Adult Appointment of the Chief Scouts of Branches, the Chief Commissioner of Australia, the National Commissioners and the Chief Commissioners of Branches shall be issued by the Chief Scout of Australia.