

# Standard Adult Training & Development



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Scouts Australia acknowledges the traditional custodians of the lands where we play the game of Scouting. We would also like to pay respects to their leaders past, present and emerging, and any Aboriginal and/or Torres Strait Islanders who are a part of our Movement today.

**AN AUSTRALIAN SCOUT PUBLICATION**

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Adult Training & Development Standard

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This Standard support Scouts Australia Policy & Rules R11.1 – Adult Training and Development Scheme.

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Monday, 24 November 2025

# MEMORANDUM

## Adult Training & Development Standard

To enable key transitional arrangements to realise outcomes of the Scouts Australia Strategic Plan 2024-2027 and for other purposes, the National Operations Committee has approved the following Adult Training & Development standards. These provisions **supersede** the relevant elements of the current Adult Training & Development Standard (V1.0 published 25 November 2023), and will be incorporated into a future version in due course.

*Relating to minimum standards for awarding the Certificate of Proficiency, the Wood Badge and Adventurous Activities training outcomes*

- Subject to the below and where necessary to achieve organisational outcomes, the National Commissioner – Adult Training & Development may vary the minimum standards for awarding the Certificate of Proficiency, the Wood Badge and Adventurous Activities training outcomes for any individual member or cohort of members.
- The National Commissioner – Adult Training & Development cannot unilaterally exempt any individual from the requirement to undertake the mandatory on-Demand Learning modules. This process will occur as detailed in Rule 3.1. of Scouts Australia Policy & Rules.
- Where a variation impacts a large cohort of members or is necessary to realise significant strategic outcomes, the variation must be made in consultation with the Chief Commissioner of Australia, who will determine whether the variation requires approval from the National Operations Committee. If such a variation will implement a decision of the National Operations Committee, additional approval is not required.

*Relating to expectations for appointments to the Scouts Australia Training Team, and expectations for appointments of Adventurous Activity Guides*

- To ensure the expectations of the Scouts Australia Training Team and Adventurous Activity Guides remain relevant to realise organisational objectives, the National Commissioner – Adult Training & Development can vary any training position description, in consultation with the National Training Committee, without requiring approval from the National Operations Committee. These variations cannot stray from the principles and minimum requirements detailed in the Adult Training & Development Standard.
- The BC – AT&D (or equivalent) must assure the ongoing suitability of members of the Scouts Australia Training Team in their Branch and





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may review the suitability of any member at any time, including prior to formal recommendation for reappointment occurring every three years.

- Leader Trainers must provide mentoring to:
  - ♦ Aspiring Trainers, who are applying their learnings from the Course for Potential Assistant Leader Trainers (previously known as Train the Trainer); and
  - ♦ Assistant Leader Trainers, who are applying their learnings from the Course for Potential Leader Trainers.

This does not prevent other forms of mentoring from occurring, including by suitably experienced Assistant Leader Trainers.

#### *Relating to minimum requirements for appointments of Assistant Leader Trainers and Leader Trainers*

- All requirements for Assistant Leader Trainers and Leader Trainers to hold VET units for appointment or reappointment have been removed.
- The requirement to hold a Certificate of Adult Appointment is satisfied by membership as a Rover Scout. Rover Scouts who meet all other minimum requirements and expectations should not be withheld from consideration for appointment by not holding an adult appointment.

#### *Relating to minimum requirements for appointments of Adventurous Activity Guides*

- The requirement to complete a Course for Potential Assistant Leader Trainers (previously known as Train the Trainer) has been removed.
- The requirement to hold a Certificate of Adult Appointment is satisfied by membership as a Rover Scout. Rover Scouts who meet all other minimum requirements and expectations should not be withheld from consideration for appointment by not holding an adult appointment.

#### **Julia Miller**

National Commissioner – Adult Training & Development

*As approved by the National Operations Committee*

22 November 2025





# Adult Training and Development Standard



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## DOCUMENT MANAGEMENT

Version	Date	Amendment
1.0	25 November 2023	Initial publication

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## Purpose

The Adult Training and Development Standard supports Policy & Rules R11.1 Adult Training and Development Scheme.

It brings together several documents which have historically stood as AT&D Policy documents primarily written and disseminated to members of the National Training Team into one Standard. Unlike previous AT&D Policy documents this Standard is not intended solely for the use of National Operations Committee and National Training Team members nor is it intended to be an operational manual. Rather, it seeks to provide scope to the implementation of Scouts Australia's Adult Training and Development Scheme.

## Certificate of Proficiency

### Proficiency Standard

The minimum standard for awarding the Certificate of Proficiency is;

1. The individual has been accepted for adult membership or membership as a Rover Scout by their Branch and maintained membership to the time at which the Certificate of Proficiency is awarded.
2. Completed all training components relevant to the appointment held or being sought

Certificate of Proficiency <i>Youth Program</i>	Certificate of Proficiency <i>Program Support</i>
Individual Adult Volunteer Plan	Individual Adult Volunteer Plan
On the Job Phase - YPL	On the Job Phase - PSL
Scouting Preliminary On-Demand Modules	Scouting Preliminary On-Demand Modules
Scouting Essentials On-Demand Modules	Scouting Essentials On-Demand Modules
Scouting Essentials Course	Scouting Essentials Course
Scouting Adventure On-Demand Modules	Scouting Management On-Demand modules
Scouting Adventure Course	Scouting Management Course

### Recognition of Proficiency

The BCATD (or equivalent) may develop recognition tools, as may be appropriate for their Branch, to document current proficiency of an individual and therefore providing exemption from completion of one or more components of the Certificate of Proficiency.

To maintain the integrity of the Adult Training and Development Program tools developed by BCATDs shall be moderated by the National Training Committee.

## The Wood Badge Project

The Wood Badge Project is a critical step in the development of an Adult in Scouting. The Project is an element of Wood Badge training which meets the requirements of the WOSM Wood Badge Framework.

As such, the following process is to be followed:

### *Wood Badge Project:*

1. A pre-requisite to completing the Wood Badge Project will be that the learner will have completed all of the Scouting Leadership On Demand Learning and the Scouting Leadership course.
2. The selection of the Project will occur following the commencement of Scouting Leadership Training and will come from an area of personal development identified by the Learner during their Scouting Leadership Training.
3. Commencement of the Project may occur as early as the On Demand Learning stage of Scouting Leadership training where an area of personal development has been self-identified subject to the requirements of item 5. Alternatively, it may occur during participation in the Scouting Leadership course. Branches will provide guidance to Learner's during the Scouting Leadership Training process. Leader Trainers have a key role to play here in providing support to the Learner.
4. The project is to define:
  - a. Aim
  - b. Goal statements
  - c. Timelines for delivery
5. Agreement to the Project aim and goal statements rests with the Scouting Leadership Course Leader or by another suitably experienced person nominated by the Branch Adult Training & Development Commissioner (or their delegate). Any proposed change to the Project after the Scouting Leadership Course must be agreed with the Course Leader or Branch Commissioner Adult Training & Development (or delegate).
6. The duration of the project should be generally not more than 10 hours of work over a 3-month period.
7. Evaluation of the Project will be completed by the learner's Team Leader (usually GL/DC) or by another suitably experienced person nominated by the Branch Adult Training & Development Commissioner (or their delegate). The holding of a Wood Badge by the person evaluating is required.

### *Subsequent Advanced Training*

It is an expectation that whenever a leader changes role they complete the training required for that role which **may** include a need for the individual to undertake the Scouting Leadership curriculum though not require the completion of a project. The WOSM Wood Badge Framework indicates a Leader only earns "one" Wood Badge and this is flagged in the Certifications Standard and supported through a singular Scouting Leadership curriculum for all roles in Scouting.

## National Training Team Appointments

### Introduction

1. Trainers in Scouting emerge for a number of reasons and from differing backgrounds. Excellent leaders of young people are not always excellent facilitators of learning with adults. The process of introducing leaders to the role of training other Adults in Scouting must be well planned and, for most people, is a long term and developing process. Branch Adult Training and Development Commissioners and all members of the National Training Team are encouraged to create a mechanism within their Branch to enable individuals to express interest in joining the team and provide them with guidance on the requirements for appointment.
2. The development of those holding National Training Appointments is primarily based on the personal skills and experiences of all involved. Since those involved act as a team<sup>1</sup> they must accept responsibility for its own growth and development, it must have the broadest possible base on which to build. It needs to be diverse and inclusive (e.g. balanced in terms of age, gender and experience) so that its members can contribute to the learning process from their own knowledge, skills and attitudes, supplemented by the involvement of facilitators from outside of Scouting so that our training methods reflect the current concepts and ideas related to adult learning.
3. Additionally, industry requirements for those involved with training towards achievement of qualifications (in particular, Adventurous Activities and Wilderness First Aid) indicate the need to be continually developing their personal skills and knowledge so they remain current and can contribute positively to the organisation, in our case, Scouting.
4. To ensure that the team remains viable and essential, appointments will be reviewed at regular intervals (at least every three years using the Individual Adult Volunteer Plan). Individual Branches will need to monitor workloads and commitment so that individuals meet Scouts Australia national guidelines.

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<sup>1</sup> The use of 'team' here is referring to a broader group, not just those who are members of the National Training Team

## Guidelines

These guidelines are for all members who are to receive a National Training Appointment which is secondary to the appointment held in their Branch. These appointments are defined as:

- Assistant Leader Trainer (ALT)
- Leader Trainer (LT)

They form the basis of the Adult Training & Development (ATD) appointment process in line with our national Policy and Rules.

- (a) National Training Appointments are by nomination and invitation, not by application or personal expectation.
- (b) The appointment of ALTs and LTs are made in accordance with the policies of the World Organisation of the Scout Movement (WOSM), and may be appointed as Assistant Training Commissioners or Training Commissioners at Branch level depending upon custom.
- (c) Holders of National Training Appointments are directly responsible to the respective Branch Adult Training and Development Commissioner (BCATD)<sup>2</sup> in the Branches of Scouts Australia, or the designated appointment as specified by Branch Chief Commissioner (e.g. Deputy / Assistant Chief Commissioner).
  - i. To ensure adequacy of numbers, appropriate quality and effectiveness of National Training Appointments, new appointees and renewals of appointment should be reviewed on a periodic basis using the Individual Adult Volunteer Plan.
  - ii. Where appropriate a review panel of experienced people at a Branch level may be used to assist in the assessment process. However, in the end it is the BCATD's or equivalent, responsibility to make a recommendation to the National Commissioner Adult Training & Development (NCATD).
- (d) The number of National Training Appointments in the Branches of Scouts Australia is regulated so that:
  - i. there is a sufficient number of training team members for the workload;
  - ii. every holder of a National Training Appointments is continuing to make a worthwhile contribution to the training of Adults in Scouting; and
  - iii. there is a suitable number of LT / ALT appointments within a Branch so that mentoring and succession planning is undertaken.
- (e) The BCATD is responsible for the establishment and support of National Training Appointments in each Branch, and makes recommendations for appointments to NCATD, through the respective Branch Chief Commissioner. Recommendations for appointment may not always be approved.
- (f) Members with a National Training Appointment who leave one Branch and join another are required to seek endorsement from the BCATD and Branch Chief Commissioner of the new Branch for their National Training Appointment to continue.
- (g) The requirements for National Training Appointments are documented in the respective role descriptions available from the BCATD or NCATD.

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<sup>2</sup> Generic term for the Commissioner in a Branch who has primary responsibility for Adult Training & Development

## Procedure

The following procedures apply to National Training Appointments / Re-Appointments:

- Leaders who may be considered for a National Training Appointment of Scouts Australia will be invited to regularly assist in the delivery of relevant training programs. These leaders may be called Course Helpers or Course Assistants however they are not yet National Training Team members.
- Following a period as a Course Helper or Course Assistant, and the completion of all the requirements for appointment, prospective members will be evaluated as to their suitability. Having a qualification in training and assessment does not grant automatic appointment.
- Nominations for a National Training Appointment will be initiated by the respective BCATD or Chief Commissioner delegated role responsible for training. The BCATD will prepare the necessary documentation for consideration and endorsement by the respective Branch Chief Commissioner. Where the nomination includes specialist activity skills endorsement from the BC AA or equivalent must also be provided. Following endorsement, the nomination will be forwarded to the NCATD for final approval and processing.

In some Branches, according to local custom, appointment as an ALT or LT (national titles) carries with it an honorary appointment as a Commissioner. That is:

- i. ALT may have their membership record show Assistant Training Commissioner
  - ii. LT may have their membership record show as Training Commissioner
- In addition to the three yearly review of primary appointment process, each holder of a National Training Appointment performance is subject to re-assessment by the respective BCATD or Chief Commissioner nominee, who may make a recommendation to the Chief Commissioner. The BCATD, or Chief Commissioner nominee shall have access to all relevant documents such as the individual members Scout record, Course assessments, Personal Profile and other material on which to consider and make a recommendation.
  - Re-appointments will not be automatic nor are they a personal right, and it is expected that an adult who no longer holds a National Training Appointment will revert to the wearing of the uniform appropriate to their primary appointment (this may include the removal of "Training Team" name tape).

<b>appointment</b>	<b>minimum requirements</b>
<b>Assistant Guide</b>	Refer to National Adventurous Activity Framework
<b>Guide</b>	Certificate of Proficiency, Certificate of Adult Appointment, ATD Training Introductory Course, VET units listed in the National Adventurous Activities Framework Appendix 3 relevant to the Guide appointment held HLTAID011 Provide First Aid
<b>Assistant Leader Trainer (ALT)</b>	Wood Badge, Certificate of Adult Appointment, ATD Training Introductory Course, ATD Training Basic Course, TAESS00029 - Volunteer Trainer Delivery Skill Set <sup>3</sup> which comprises the following Units of Competence (or ASQA approved equivalent)  BSBCMM411 - Make presentations, and TAEDEL311 - Provide work skill instruction
<b>Leader Trainer (LT)</b>	Wood Badge, Certificate of Adult Appointment, ATD Training Introductory Course, ATD Training Basic Course, ATD Training Advanced Course, TAEASS311 Contribute to Assessment to achieve, with the ALT requirements, TAESS00030 Volunteer Trainer Delivery and Assessment Contribution Skill Set and TAEDEL414 Mentor in the Workplace (or ASQA approved equivalent).
<b>Assistant Leader Trainer &amp; Leader Trainer <u>with Specialist Activity requirements</u></b>	Those members of the National Training Team conducting specialist activity training must <ol style="list-style-type: none"> <li>1. Maintain currency in the specialist activity area.</li> <li>2. Hold the level of training outcome being delivered.</li> <li>3. Hold the VET units associated with the training outcome where attainment of VET Units through RPL are an expected outcome of the training.</li> </ol> <p>Additionally, for the Scouts Australia Wilderness First Aid Course</p> <ul style="list-style-type: none"> <li>• Hold the WFA Skill Set</li> <li>• 3 years' experience in conducting activities in a remote or isolated area.</li> </ul> <p>Training provided by ATD assists in building a portfolio of evidence to submit to Scouts Australia Institute of Training (RTO 5443) for Recognition of Prior Learning assessment.</p>

<sup>3</sup> Assessment tools are available in the SAIT Repository at <https://scouts.com.au/members/key-resources/>

## Trainer Emeritus

Becoming a member of the National Training Team requires a significant commitment and education to the development of others. Often, this dedication is over a sustained period of time and when the time comes to step aside and allow new members to be appointed it is appropriate for these efforts to be recognised in a dignified and respectful manner.

The appointment of *Trainer Emeritus* seeks to recognise the significant contribution a person has made to Adult Training and Development as a member of the National Training Team. Eligibility for recognition is greater than 10 years continuous service.

As a reminder Training Appointments are secondary appointments and the appointment of *Trainer Emeritus* is to be considered an informal title, but may according to Branch custom be recorded on the person's membership record.

However, two key points to note are:

1. The individual needs to maintain a primary appointment to be eligible to be considered.
2. Appointment as *Trainer Emeritus* is 'not a right' nor automatic. It is an honour to be bestowed by the National Commissioner Adult Training and Development following recommendation from the Branch ATD Commissioner.

The insignia worn is that the member retains the right to wear their ALT (3) or LT (4) beads but remove the Training Team name tape and be prepared to make themselves available to assist / mentor other new Trainers as and if required. A National Certificate will be provided.

In some Branches a small memento and an invite to an annual Training Team dinner is not uncommon.