



THE UGANDA SCOUTS ASSOCIATION

NATIONAL TRAINING POLICY 2017

INTRODUCTION

Definitions

Training

Is a process of causing the trainees to acquire knowledge, skills and attitudes relevant to enable them perform their roles.

Training Policy

Is a document, which guides the Training department in carrying out their duties effectively.

It is a policy designed to help improve and maintain a high standard of Scouting in our Association.

a) Adult Resource and Training Department and its place in USA

It is a sub-committee of the National Executive Committee of the Association.

b) Vision

The Vision of USA Training department is to have sufficient, committed, trained, qualified, cohesive and accountable adult leaders.

c) Mission Statement

The mission of USA Training department is to help provide qualified and competent leaders through value based training programme and to contribute to the accomplishment of the Association's mission.

d) Aim

To provide opportunities for the adults in Scouting to get a clear idea of their responsibilities.

e) Objectives

- i. To provide the Adult leaders with skills, knowledge and attitudes relevant to their roles.
- ii. To develop training needs and provide relevant intervention.
- iii. To monitor and evaluate training programme.
- iv. To review training programmes from time to time.

NATIONAL TRAINING AND ADULT RESOURCE DEPARTMENT

Eligibility of appointment of ACC/AR&T

- i. There shall be 4 (four) ACC/Adult Resource and Training appointed by Chief Commissioner for Cubs, Junior, Ventures and Rovers.
- ii. The appointment shall be confirmed by the National Scout Board of Uganda Scout Association.
- iii. The age ACC/Adult Resource and Training shall not be more than 65 years on the first Appointment.

- iv. The compulsory retirement age for an ACC/AR&T shall be 75 years.
- v. He/She shall be at least an appointed Assistant Leader Trainer (ALT)
- vi. He/She shall be morally upright and a person of high integrity.

Eligibility of appointment of Deputy ACC/AR&T

- i. There shall be 4 (four) Deputy ACC/AR&T recommended to the Chief Commissioner for appointment by/from the National Training Team for Cubs, Juniors, Ventures and Rovers.
- ii. He/She shall be at least an appointed Assistant Leader Trainer, whose age shall fall between 30 and 50 on the first appointment.
- iii. He/She shall be at least an 'A' level or its equivalent.
- iv. He/She shall be upright and of high integrity.
- v. The post shall be filled by at least ALT.

TRAINING TEAM

There shall be an adult resource and training team by USA training department, herein after referred to as the 'TEAM'

Composition

The team shall be comprised of: -

- Specialized trainers
- Assistant leader trainers
- Support trainers

Uniform

Uniform committee should be formed.

All trainers shall wear a special uniform. The Adult and youth uniform shall be managed by Adult Resource Committee.

DUTIES OF ADULT RESOURCE AND TRAINING TEAM

- a) To take active part in initiating and organising training activities in their local areas.
- b) To assist in pre and post training activities.
- c) To be responsible for all training activities, assigned to them.
- d) To draw up and review from time to time the duties of each category of trainers.
- e) To assist to organise and run official Scout events and both the local and national levels.
- f) To jointly assist in raising funds for training activities.
- g) To take part in writing training handouts.
- h) To assist in production of informal materials from the training resource bank.
- i) Maintain Standards of smartness and good order.

NATIONAL ADULT RESOURCE AND TRAINING COMMITTEE

The national Adult Resource and Training Committee shall be composed of:-

- i. ACCs/AR&T
- ii. DEPUTIES ACC/AR&T
- iii. Representative ACC/Programme (Female)
- iv. ACC/SNE
- v. Three resourceful people can be co-opted to the committee in case need arises.
- vi. NEC-USA shall be an EX-Officio to the committee.

FUNCTIONS

- i. To monitor progressive records of trainers and trainees.
- ii. To set up ad-hoc committees when necessary and shall be approved by the NEC.
- iii. To spearhead the obtaining of the resources needed to make training effective and efficient.
- iv. To conduct research and make improvements on training matters as and when necessary.
- v. Review the Training Policy after every 5 years and in consultation with the training team before forwarding them to the National Executive Committee for approval.
- vi. Prepare and submit annual reports to the NEC by 31st October every year.
- vii. Prepare the National Training Plan and submit to the National Executive Committee by the end of January each year.
- viii. Maintain high standards and Ethics in training.
- ix. Evaluate the effectiveness of the training team from time to time as may be necessary and make recommendations to the NEC twice year.
- x. Prepare trainers' appraisal in conjunction with ACCs/ A&R and training and submit them to the NEC.
- xi. Carry out arbitration between the training team members.
- xii. Recommend qualified and competent Adult leaders for the wards, decorations and further training.
- xiii. To be answerable to the National Executive Committee of the Association.
- xiv. To identify and recommend its members to serve and the awards committee.
- xv. To select and appoint suitable trainers from the leader trainer as markers of the theory questions for a specific period.
- xvi. To set theory questions for candidates and forward them to resource bank annually for selection to the woodbadge theory phase.

MEETINGS

Training committee meetings: To be attended by Training Committee Members.

Training Team Meeting: To be attended by Training Team Members.

- I. The C/P of the above meeting shall be one of the ACCs/ AR&T Committee on rotational basis and in the absence of the C/P or his/her deputy the committee shall appoint one of the other ACC/AR&T to chair that meeting.
- II. The Secretary of the meeting shall be elected from among the members and shall work in conjunction with the secretariat.
- III. A quorum for the meeting shall be a third of the members excluding those co-opted.
- IV. The Committee Meeting shall be held quarterly.
- V. Notice of one month be given for Committee Meeting with a reminder coming one week prior to the meeting save for extra ordinary meetings.
- VI. For extra-ordinary committee meetings 2 weeks' notice shall be given.
- VII. The Training Team Meeting shall be at least once a year and there shall be two types.

a. **Annual General Meeting**

b. **Extra Ordinary General Meeting: -**

The C/P ACC/AR&T shall call the members of the team in case need arises. Should he/she fail to call the meeting the remaining 3 ACC/AR&T will coordinate and call for the meeting.

For a resolution to be binding, 2/3 of eligible members should have voted in its favour.

DISTRICT LEVEL

There shall be training team and committee at the District with at least an ALT heading them. In case there is no ALT in the district the HQ can attach a trainer from the training committee.

For its operation and management, the national arrangement should be followed as above and the ADC/T appoints.

DUTIES OF THE ADC/TRAINING

- a) To represent the training committee at the National Scout Board Meeting.
- b) To submit training plans, budget and annual reports to the National Executive Committee in consultation with training team and training committee.
- c) To coordinate training activities.
- d) To assign trainers for various duties as required by the training team.
- e) To supervise all courses for adults in Scouting.

- f) To organise and sign on certificates for ward, after persons have attained different standards.
- g) To coordinated conduct research on training matters with the help of the training committee and team.
- h) To guide the National Executive Committee on training policy.
- i) To table the annual training report to the National Executive Committee.
- j) To chair the training team meetings.
- k) To carry out other duties as will be assigned by the Chief Commissioner.

DUTIES OF THE DEPUTY ADC/TRAINING

- I. Shall deputize the ADC/AR&T in His/ Her roles and duties
- II. Any other duties assigned by the ADC/AR&T

IDENTIFICATION AND COLLECTION OF TRAINERS

a) Identification

- i. potential trainers shall be identified by the training team from among the active Scouts leaders who shall have shown abilities to train adults, and shall be holders of the woodbadge. They shall be recommended by the training committee for appointment by the Chief Commissioner.
- ii. Specialized trainers shall be people who have special skills necessary to Scouting and who have shown a desire to serving the movement. They need not have been Scouts themselves but they must go through an introductory course within 6 months after appointment.
- iii. The National training committee regularly in view of appraisal shall review effectiveness of members of the training team.
- iv. Members thus appointed shall be trainers for a period of 3 years and it is renewable.

b) SUPPORT TRAINERS (WOODBADGE HOLDERS)

- May be in charge of an introductory level training.
- Shall assist in introductory training level.
- Shall assist in training Basic Training Course.

c) DUTIES OF ASSISTANT LEADER TRAINERS

- To be in charge of ITC and Basic Training Course.
- To assist in Woodbadge training course.
- May be in charge of specialized course.
- May assist in running as Assistant Leader Trainer Course.
- Shall sign the certificates of introductory and preliminary training levels.

d) DUTIES OF LEADER TRAINERS

- May be in charge of Woodbadge training courses.

- May be in charge of Assistant Leader Trainer Course.
- To be charge of specialized courses.
- To carry out duties as assigned by the ACC/AR&T.
- Shall sign the certificates of the courses he/she is in charge.

WELFARE OF TRAINERS

While on duty the Association may cater for the following: -

- Transport, feeding and accommodation.
- Medical treatment as shall be fixed from time to time.
- Per diem allowance as shall be fixed from time to time
- To provide finances and logistics needed to execute their duties effectively.

CANCELLATION OF APPOINTMENT OF TRAINERS

A member shall cease to be a member on the following ground: -

- a) Failing to take part in training activities for one year, without reasonable cause.
- b) At death or ill health not enabling him/her duties.
- c) If he/she becomes a drug or alcoholic addict.
- d) Upon being declared financially bankrupt by a court of law.
- e) If he/she is guilty of sexual and child abuse.
- f) If in the opinion of the committee the character of a trainer does not conform to the principles of integrity of the Uganda Scouts Association.
- g) Convicted of any criminal act.
- h) Gross misconduct as determined by NEC (National Executive Committee)

TRAINING CONTENT

It will be the responsibility of the training team to draw, design and review from time to time, the content of the training scheme and manuals as need may arise.

TRAINING LEVELS

The training of Scout leader within the Uganda Scouts Association shall be as follows: -

- a) Unit Leader (Woodbadge)
 - Introductory course
 - Basic Training Course
 - Advanced course (Woodbadge
 - i. Practical
 - ii. Theory
 - iii. Probation)
 - Special courses (supplement to all levels)

b) Leader Trainers

- Support leader trainer
- Assistant leader trainer level
- Special courses (supplement to all levels)
- Leader trainer level

c) Specialized Trainers

- There shall be inductions depending on position
- Specialized courses e.g. Management courses and any other specialized courses to supplement this level to other adults in Scouting

TRAINING OPPORTUNITIES

The team shall set up requirements to be met by the prospective participants of any course.

BASIC TRAINING COURSE

INTRODUCTORY COURSE

Open to all those people who are interested in helping Scouts but have no ideas about Scouting.

They:

- a) Shall be at least 18 years of age.
- b) Shall have displayed an interest in helping Scouts.
- c) Shall be acceptable members of the community.
- d) Shall be recommended by an active scout leader and sponsoring authority to attend such a course.
- e) Shall have proven understanding of the aspirations and needs of the youth
- f) The course shall last at least 6 hours.
- g) From this level (IC) to BTC a period of one month shall be observed.

BASIC TRAINING COURSE

Members to attend the Basic Training Course should be paid up members.

Open to those people who have attended an introductory course and have been assisting in running a unit for at least one month.

They:

- a) Shall be at least 18 years of age
- b) Shall be recommended by the District Scout Commissioner and sponsoring authority.
- c) Shall be an acceptable member in the community.

- d) The duration of the course is 5 days.
- e) Permission to conduct a BTC should be granted by the ACC/AR&T who should provide trainer of that course.

WOODBADGE (ADVANCED LEVEL)

Phase I (Camp Phase)

- I. Open to Scout leaders who have been continuously and actively run a Scout unit for at least 6 months, after attending the Basic Training Course.
- II. Shall have an assignment/ project immediately after the course to be set trainers/ facilitators for the course to be submitted in 6 months' time. In case of a retake the assignment should be handed in within 3 months.

Phase II (Theory)

- I. Shall have successfully completed the Basic Training Course.
- II. Shall have continued to be active in running a unit.
- III. Shall have submitted for marking at least six months from date of the course.
- IV. In case of referrals, the candidate shall endeavour to dispatch to a reader.
- V. Shall have an assignment / project immediately after the course to be set by trainers/ facilitators for the course to be submitted in a month's time.

Phase III (Probation)

- I. Shall have successfully complete the preliminary and basic practical and the theory phases.
- II. Shall be warranted and actively running or assisting to run a unit.
- III. Must be acceptable in the community.
- IV. Shall be role model.
- V. Recommendation for the award of the beads is done by the District Commissioner who is equally a Woodbadge holder.
- VI. To qualify for ALT a period of 2 years' probation shall be observed except on special cases the training committee can decide otherwise.

TRAINING OF TRAINERS

Support Trainer

- I. Shall have been an active Woodbadge holder for at least 3 years.
- II. Shall have run at least 3 introductory courses.
- III. Shall have assisted in running at least 3 Basic Training Courses.

Assistant Leader Trainer (ALT)

- I. Shall have an ALT level course.
- II. Shall have complete person assigned project.

- III. Shall have assisted in at least 3 training and one of which should be Assistant Leader Trainers course.
- IV. To qualify for LT training, 3 years as probation shall be observed except on special cases the training committee may decide otherwise.

LEADER TRAINER (LT)

- I. Shall be an Assistant Leader Trainer who must have served in that capacity for at least 3 years and at least run 5 Basic Training Courses.
- II. Shall have assisted in at least three woodbadge Course and demonstrated capability to assist in or running one leader trainer level course.
- III. Shall have accomplished the project given after the course.
- IV. Shall be a woodbadge holder who shall have served as ALT for at least 3 years.
- V. Should be an appointed ALT

TRAINING WING

The training wing shall be established to accommodate resource centre, training equipment and office.

THE TRAINING INSIGNIA

Unit Leader

- Introductory Certificates
- BTC Certificates
- Advanced courses (Woodbadge) Certificates, Gilwell scarf and Woodbadge beads
- Woodbadge have Gilwell Woggle and BP hat.
- Probation
- Support trainer
 - Letter of appointment
 - A warrant

Assistant Leader Trainer

- Letter of appointment
- Three beads
- Certificate
- A warrant

FINANCE

- a) The National Training team shall raise its finance as follows: -
 - I. Each District shall contribute to the National Training fund a fee that will be determined by the training committee from time to time.
 - II. District contributions-each District shall contribute to the National Training fund by submitting 20% of the total charges at every training experience. This contribution must reach the National Headquarters not later than 14

days after the conclusion of the training experience by the trainer sent by ACC/AR&T.

- III. Participation fees: From National Training programme
- IV. Donations: These will be very welcome provided they not politically oriented.
- V. Fundraising: The Training Committee shall from time to time organise fundraising drives to raise finance for running its activities.
- VI. Being a member of the training team requires an annual subscription that shall be determined by the association from time to time.

The National Training Committee shall determine payable amount of each course from time to time.

- I. All training certificates shall be centrally issued by ACC/Training.
- II. A supporter trainer is that person who has attained that level he/she is assisting to/on.
- III. Training insignia e.g. certificates will be given after receiving the report.
- IV. All will be awarded by ACC/AR&T.
- V. National Training

INVESTITURE AND COMMISSIONING

- Members be invested into Scouting.
- Dressing and good order be observed.
- Develop guidelines on ceremonies.
- A write up be developed for recitation.

SIGNING CERTIFICATES

Training department will designate official to sign certificate for the courses.

Certificates will be issued by USA Headquarters.

