

Role description for a ... Adult Training Adviser



Title: Adult Training Adviser

Outline: Responsible for supporting and assessing up to four adults (at your discretion), through their training up to the award of the Wood Badge.

Responsible for: N/A

Responsible to: Local Training Manager

Main Contacts: County Training Manager (CTM), Local Training Manager (LTM, adults undertaking training, the line managers of adults undertaking training (e.g. Group Scout Leader (GSL), District Commissioner (DC)), other training advisers, those validating modules and training administrators.

Appointment Requirements: Completion of Module 25, *Assessing Learning*

“General” Main Tasks	“Specific” Tasks Agreed with the Group Scout Leader and Local Training Manager
<ul style="list-style-type: none"> Brief new participants about the Adult Training Scheme 	
<ul style="list-style-type: none"> Create a Personal Learning Plan with each participant 	
<ul style="list-style-type: none"> Validate modules for participants as appropriate (some Modules may be validated by other people) 	
<ul style="list-style-type: none"> Meet regularly with each participant to support and encourage the individual; review progress of the Personal Learning Plan; and plan actions to work toward the completion of the Personal Learning Plan 	
<ul style="list-style-type: none"> Review and validate completed Personal Learning Plans and inform the CTM or LTM so that the Wood Badge may be recommended to Headquarters 	
<ul style="list-style-type: none"> Maintain records and inform the CTM, LTM or other as agreed locally of the participants progress 	
<ul style="list-style-type: none"> Meet with other Training Advisers and the CTM to discuss progress; consider items of concern and issues; keep informed of the local training opportunities; and make plans for developing the supported offered to individuals by Training Advisers 	