
Technical Skills completion

When you commence your Basic Training and progress through your e-Learning Modules there are certain In-Service Worksheets and Assignments that you are required to **download and complete**. Some are presented and discussed with your Personal Leader Advisor/Mentor &/or immediate Leader in Charge such as your Group Leader or District Commissioner. These particular tasks relate to the Basics of Scouting and are referred to as the Technical Skills and In-Service components of your Basic training.

You may already have proficiency in some or all of these required areas such as knots or first aid. If so, demonstrate these to your Personal Leader Adviser and concentrate on those areas with which you are not familiar.

Your Personal Leader Adviser/Mentor will assist you to gain these skills. Practice them over the Basic training period, until both you and your Personal Leader Adviser/Mentor are satisfied.

As you satisfy the Technical Skill Tasks listed in the Notification of Technical Skills Completion Form below ask your PLA/Mentor to sign and date their completion.

It is expected that your **Technical Skills** will be **completed within 3 months of your commencement** and **must be completed before you attend your Basic Practical Training**.

Notification of Technical Skills Completion

When you have completed the Technical Skill Tasks, have your Group Leader/Team Leader send to your District Leader Adult Training Support or District Commissioner

NAME: _____

REGISTRATION NUMBER: _____

SECTION/TEAM: _____

GROUP: _____

I have now completed the Technical Skills of my Basic Training.

Leader Signature: _____

Endorsement: DC/DLATS/PLA: _____ Date: _____

BASIC KNOTS AND LASHINGS

TASK	STANDARD	SOURCE
(a) Demonstrate the following knots/lashings and state one use for each:	(a) Correctly demonstrate all obligatory and chosen knots/lashings, stating one use for each.	(a) <i>Fieldbook for Australian Scouting</i> (1993) or later editions <i>Book of Cub Scout Challenges</i>

Obligatory	Date	Verified (Signature)
• Reef Knot		
• Clove Hitch		
• Sheet Bend		
• Bowline		
• Round turn and two half hitches		
• Square Lashing		
• Round Lashing		
Plus any two of:		
• Sheepshank		
• A whipping of your choice		
• Rolling Hitch		
• Diagonal Lashing		
• Figure 8 Lashing		
• Tie down a load on a trailer or truck		
• Back and Eye Splice		
• Hunters Bend		
• Fisherman's Knot		
• Prussick Knot		
• Surgeon Knot		
• Prussick Lashing		
(b) Have used five of the above in a practical session or game. Joey Scout Leaders, while not requiring these skills for their Section, must be skilled in this area as part of being a Leader.	(b) Demonstrate session or game in presence of PLA.	

BASIC NAVIGATION

TASK	STANDARD	Verified	
		Date	Signature
Demonstrate proficiency in the following:	Source (a/f) Field book for Australian Scouting (e) Standard local maps		
(a) the eight principal points of the compass and their equivalents in degrees	(a) Draw correctly		
(b) care of a compass	(b) Demonstrate correctly.		
(c) explaining the relationship between true and magnetic north	(c) Explain correctly to Personal Leader Adviser.		
(d) setting and following a bearing	(d) Demonstrate correctly.		
(e) map reading, including use of scale	(e) Explain main features to PLA.		
(f) reading legend, symbols and contour lines	(f) Demonstrate correctly.		

EMERGENCIES

As part of our Duty of Care, it should be the aim of every Leader in Scouting to gain and keep current a First Aid certificate.

If you have a current First Aid certificate show this to your Personal Leader Adviser and find out how you can have this qualification recognised within Scouts Australia.

If you do not hold a current First Aid certificate ask from your Personal Leader Adviser how Scouts Australia can assist you to gain this qualification.

The **AIM** of this task is to test your basic First Aid knowledge by completing the following worksheet.

1. Complete this statement: First Aid

is the initial care of

2. Which of the following statements are TRUE? Tick your response and discuss your responses with your Personal Leader Adviser.
First Aid aims to promote a safe environment
First Aid aims to preserve life
First Aid aims to prevent injury or illness from becoming worse
First Aid aims to cure illness
First Aid aims to help promote recovery
First Aid aims to protect the unconscious
First Aid aims to reassure the ill or injured
First Aid aims to do nothing until the ambulance arrives

3. When you approach the scene of an accident or emergency, you should always remember the DRSABCD action plan. DRSABCD stands for:

D

R

S

A

B

C

D



4. Demonstrate how to put a casualty in the recovery position.
5. Demonstrate the correct way to clean a wound.
6. Write a list 10 essential items you would include in your First Aid Kit.

7. Describe some ways to increase Youth Member understanding of First Aid and Safety procedures:

8. Outline the treatment for minor skin burns or scalds as may be sustained in a camp?

9. State the precautions that should be taken when lighting fires in the outdoors?

10. What precautions should be taken when drinking water from natural sources?

11. Using a triangular bandage, demonstrate how to:
 - a) manage a fractured collarbone using a St. John sling.
 - b) apply a collar and cuff sling to a fractured upper arm
 - c) apply an arm sling
 - d) cover a knee wound

ISSUES OF IMPORTANCE TO YOUNG PEOPLE

Our young people are growing up in a world that is changing rapidly. The expectations of and on young people can be confusing and stressful and the support and encouragement they receive can be strong, inconsistent or lacking. Adults at every level in Scouting need to be aware of what issues are important to young people today, allow them to have a say and take their views into consideration when planning activities and development strategies.

Young Australians are very aware of issues affecting young people around the world as well as in their own country.

Identify and record in the table, at least three (3) issues of importance to young people today (ie. Aged between 6-26)

Explain how Scouting is addressing these issues. You may need to talk to other people to assist here.

<i>ISSUE</i>	<i>SUPPORTING MATERIAL AVAILABLE</i>	<i>HOW DOES SCOUTING ADDRESS THIS IN OUR PROGRAM?</i>
1.		
2.		
3.		



CEREMONIES

<i>Task</i>	<i>Standard</i>	<i>Source</i>	<i>Date and Signature</i>
(a) Discuss the importance of punctuality.	(a) Correctly state three reasons.	(a) Leader's Handbook	
(b) Show where to find, and state Branch Policy on: <ul style="list-style-type: none">• Smoking• Alcohol.	(b) State correctly.	(b) Branch Instructions	
(c) Discuss the contents of P&R and its importance to all Leaders.	(c) Discuss with Personal Leader Adviser.	(c) P&R	
(d) Demonstrate the folding and breaking of the Australian Flag.	(d) Demonstrate correctly.	(d) Ceremonies Book	
(e) Demonstrate the use of the flag on parades, as applicable to a Section.	(e) Demonstrate correctly.	(e) Ceremonies Book	
(f) Demonstrate the appropriate opening and closing ceremonies.	(f) Demonstrate correctly.	(f) Ceremonies Book	
(g) Have participated in the Investiture and Advancement Ceremonies and know where they are found in the Ceremonies Book.	(g) Identify in handbook and have participated in Section or Group Ceremonies.	(g) Ceremonies Book	



ADMINISTRATION AND FORMS – LEADER OF YOUTH

TASK	STANDARD	SOURCE	Date and Signature
<p>(a) List the forms applicable to your Section, e.g.:</p> <ul style="list-style-type: none"> • Application for Membership • Mutual Agreement • Badge Application Forms • Section Permit Forms • Training Course Application • Queen's Scout Award 	<p>(a) Discuss with Personal Leader Adviser</p>	<p>(a) Copies of all Branch approved forms applicable to the Section.</p> <p>Branch Information or Resource booklets</p>	
<p>(b) State Leader's responsibilities for use of</p>	<p>(b) Discuss with PLA.</p>	<p>(b) Branch Instructions</p>	
<p>(c) State indemnity and insurance provisions applicable to Leaders, Youth and Non uniform Workers for the Group</p>	<p>(c) Discuss with Personal Leader Adviser.</p>	<p>(c) Branch Information or Resource booklets</p>	
<p>(d) State briefly the content and use of the following, as applicable to your Section:</p> <ul style="list-style-type: none"> • Leader's Handbook • Youth Handbooks • Ceremonies • Program Book • Section Progress Chart • P&R • Section Register and Roll Book 	<p>(d) Discuss each heading with Personal Leader Adviser</p>	<p>(d) Leader Handbooks Youth Handbooks Ceremonies Section Program Book Section Progress Chart P&R Section Register Roll Books Finance Book</p>	
<p>(e) List six points from background literature as sources of imagination and inspiration, e.g.:</p> <ul style="list-style-type: none"> • <i>Scouting for Boys</i> • <i>Wolf Cubs HandBook</i> • <i>Rovering to Success</i> • relevant Leader's Handbook 	<p>(e) List correctly.</p>	<p>(e) <i>Scouting for Boys</i> <i>WASP General Series</i>:</p> <ul style="list-style-type: none"> • WGI: Facets of B-P 	
<p>(f) Produce up-to-date Sectional records</p>	<p>(f) Show correct records to PLA.</p>	<p>(f) Section Record Book</p>	
<p>(g) State policy regarding subscriptions</p>	<p>(g) State correctly.</p>	<p>(g) Copy of Branch Instructions</p>	
<p>(h) What are the age ranges for each Section?</p>	<p>(h) State correctly.</p>	<p>(h) P&R</p>	
<p>(i) Outline the maximum and minimum numbers for each Section.</p>	<p>(i) State correctly.</p>	<p>(i) P&R</p>	



RECORDS AND FORMS

Use this prepared worksheet to note at least six types of records being kept in your Group. You will be able to complete the worksheet by talking with Section Leaders at Group Council, office bearers at Group Committee, your team leader, and by looking at the various records.

SAMPLE WORKSHEET

Group Records for			Group
Type of Record	Who keeps it?	Where?	What is its state?

Here are several questions for you to discuss with your Personal Leader Adviser.

- (1) Did you find 'essential' records **not** being kept anywhere in the Group, and if so, what were they?
- (2) What action have you taken, or will you take, about missing or inadequate records?
- (3) Did you find records being kept extremely well anywhere in the Group? If so, what were they?
- (4) Did you commend the record keeper?



ADMINISTRATION FORMS AND INSURANCE IN-SERVICE TRAINING – LEADERS OF ADULTS

You are invited to investigate the insurance cover arranged for your Group. This may be in conjunction with your Area or Branch Headquarters, which may have a compulsory basic Group Insurance Scheme, or your Group may take entire responsibility for its own insurance.

- 1 Is your Group part of a Branch or Area Group Insurance Scheme, or do you arrange your own cover?
- 2 What is the insurance period?
- 3 List the categories for which the Group Hall is protected, eg fire, and storm.
- 4 Is the replacement value on the total loss of the Group Hall sufficient to cover the cost of providing a new Hall of equal standing? (Bear in mind that building regulations may have changed since the existing hall was built.)
- 5 Are members of the public protected when they enter your Scout property, and to what extent?
- 6 How do you know that your Group is currently insured?
- 7 What is the name of the Insurers or Brokers (if applicable)?
- 8 Do you have access to a summary of the Insurance Scheme?
- 9 Are there territorial limits beyond which the scheme does not protect?
 - (a) If so, what are the territories within the cover?
- 10 If a parent helper or volunteer was injured while helping as a resource person on a Section meeting night or working bee, does the scheme provide for them?

List the areas for which benefits are payable under Personal Accident, should any injury or loss occur.
- 11 List any activities in any Section for which no protection is provided in the Scheme.
- 12 What protection is provided for camping equipment when it is removed from the Hall?



- 13 Is there opportunity in the scheme to increase the cover for sections where the protection seems inadequate?
- 14 Does your Group have insurance cover for any other areas? What are they?
- 15 What other types of insurance could be relevant? (Refer to Group Leader and Group Committee H a n d b o o k).

Discuss any issues or concerns you have regarding the Group's protection with your Personal Leader Adviser.