



Scouts Australia

In-service tasks

Your In-service must be completed before you will be awarded your Certificate of Adult Leadership.

When your in service has been completed, your Group leader, PLA/Mentor will inform DLATS or your District Commissioner of completion

NAME: _____

REGISTRATION NUMBER: _____

SECTION/TEAM: _____

GROUP: _____

I have now completed the In-Service Program of my Basic Training.

Leader Signature: _____

Endorsement: Personal Leader Adviser: _____ Date: _____



ATTENDANCE AT SECTION MEETINGS

Leaders Your **In-service must be completed before you will be awarded your Certificate of Adult Leadership.**

You need to attend and take an active part in five Section meetings, i.e. be involved and participate – don't stand back and just observe. "LEARNING BY DOING" was the technique Baden-Powell believed was most successful. Attendance will give you an appreciation of how each Section operates. Some examples are:

Joey Scout Mob Meeting

- Help the Joey Scouts with an activity or playing games

Cub Scout Pack Meeting

- Perhaps Badge work is on the program and you could assist, then examine – hopefully, it's a badge that you have some knowledge on.

Scout Troop Meeting

- This could be the right meeting night for you to participate in and discover what a "WIDE GAME" is.

Venturer Scout Unit Meeting

- Some of the Units have just spent the previous weekend attending a Venture Scout leadership course – what better way to see and hear "LEADERSHIP IN ACTION". This is what Scouting is all about.

Rover Scout Crew Meeting

- Maybe they are discussing some aspect of one Rover's Baden-Powell Award. Do you know what this is? What better time to find out? You may even be able to find out if Rovers can also be Leaders.

NOTE: If your Group is fortunate enough to have all five Sections and distance is not an issue then it is suggested that with the help of your Personal Leader Adviser and/or your Team Leader, you spread these visits over a number of groups. This helps to give you wider exposure to a greater variety of leadership styles, techniques and skills. The attendance at these meetings should be organized in consultation with your PLA or Team Leader. It can be any combination of your own Section and other Sections but should not be your own Mob, Pack, Troop, etc unless distance is an impediment.

| <i>Activity</i> | <i>Date</i> | <i>PLA/Leader Signature</i> |
|----------------------------------|-------------|-----------------------------|
| 1. Help out with activities | | |
| 2. Tell a Yarn | | |
| 3. Run a Game | | |
| 4. Help with Badge work | | |
| 5. Assist in running the program | | |



How useful were these activities in developing yourself as a Leader and contributing to effective workplace relationships?

GROUP LEADERS

Youth Management – Organising and Running Activities Also consider a number of meetings attended.

COMMISSIONERS

Visiting and attending Activities being run. Write these visits in your Log and attach a copy of the program you assisted in. Attending and participating in a number of meetings and documenting these could also be useful.

ROVER SCOUTS

Attend at least four meetings with another Crew. One meeting must be a formal business meeting. Prepare and run at least one activity for the Crew during this time.



PROGRAM CHECKLIST (LEADERS OF YOUTH ONLY)

Only Section Leaders and Activity Leaders need to complete this checklist.

Consider a youth program that you observed or participated in as part of attendance at Sectional meeting. Attach a copy of this program.

1. Complete the checklist below. Part A is completed as soon as practical, rating each of the following statements on the scale provided. Ask another Leader in your team to rate you using the same scale in part B.
2. Complete the checklist part C as for part A after attendance at your last course

1. Not Known 2. Very Poor 3. Poor 4. OK 5. Good 6. Very Good

| <i>I consider I can</i> | <i>Self (A)</i> | <i>Peer (B)</i> | <i>Self (C)</i> |
|---|-----------------|-----------------|-----------------|
| design/select a program suitable for my role | | | |
| ensure a copy is filed | | | |
| develop the program with others | | | |
| detail areas of responsibility for different people in the plan | | | |
| detail time allocations in the program | | | |
| details tasks and responsibilities | | | |
| check the program meets the identified needs of youth/other leaders | | | |
| incorporate element areas into the program | | | |
| select suitable locations to run this | | | |
| stick to the plan or have a good reason for altering this | | | |
| provide challenging activities | | | |
| provide variety in activities | | | |
| assist adults perform the roles allocated | | | |
| give early notice advice to participants where necessary (eg camp in six weeks) | | | |
| identify any specific equipment needs | | | |
| note any ideas for improvement | | | |
| seek feedback from participants | | | |
| adjust the program for future use | | | |
| keep the program for future reference | | | |
| program for participants being safe | | | |
| program for participants having fun | | | |

Briefly describe three aspects that worked well

- 1.
- 2.
- 3.



PROGRAM CHECKLIST (LEADERS OF ADULTS ONLY)

Consider a meeting that you observed and participated in. Now consider your skills as a Leader in designing, delivering and reviewing a meeting. Attach a copy of the agenda for the meeting you attended.

Complete the checklist below. Part A is completed as soon as you can rating each of the following statements on the scale provided. Ask another Leader in your team to rate you (B) using the same scale. Complete the checklist part C toward the end of your Basic Training.

1. Not Known 2. Very Poor 3. Poor 4. OK 5. Good 6. Very Good

| <i>I consider I can</i> | <i>Self (A)</i> | <i>Peer (B)</i> | <i>Self (C)</i> |
|---|-----------------|-----------------|-----------------|
| Design an agenda suitable for my role | | | |
| Ensure a copy is filed | | | |
| Develop the agenda with others | | | |
| Include others ideas in developing agenda | | | |
| Detail areas of responsibility for different people in the agenda | | | |
| Detail time allocations in the agenda | | | |
| Details tasks and responsibilities | | | |
| Check the agenda meets the identified needs of others | | | |
| Select suitable venue | | | |
| Stick to the agenda or have a good reason for altering this | | | |
| Provide challenging activities in the agenda | | | |
| Provide variety | | | |
| Assist adults perform the roles allocated | | | |
| Give early notice advice to participants where necessary | | | |
| Identify any specific equipment needs | | | |
| Do my best to obtain equipment needed | | | |
| Note any ideas for improvement and innovation | | | |
| Seek feedback from participants and others involved | | | |
| Support adults in resolving difficulties | | | |
| Adjust the agenda for future use and keep for future reference | | | |
| Plan for participants being safe | | | |
| Plan for participants to have an enjoyable time | | | |
| Thank participants for their participation | | | |

List three aspects that worked well

- 1.
- 2.
- 3.



EVALUATION OF PROGRAM YOU WERE INVOLVED IN DESIGNING, DELIVERING AND REVIEWING

Section Leaders and Leaders of Adults should consider a youth program that you observed. Obtain a copy of the program and consider the plan and its delivery.

Complete the checklist, rating each of the following statements on the scale below. You may like to ask a colleague to assist you.

| | Rating: Y, N, Not Known |
|--|-------------------------|
| A program plan was available | |
| A draft program was developed and available for comment/feedback | |
| Young people's comments were included in planning | |
| The program plan details time allocations | |
| The program plan details tasks and responsibilities | |
| The program meets the identified needs of youth | |
| Element areas are incorporated into the program | |
| The venue selected was appropriate | |
| Timelines for events were implemented | |
| There was variety in activities | |
| The activities were challenging | |
| Adults performed the roles allocated | |
| Advance advice was provided to proposed participants where necessary | |
| Specific equipment needs were identified | |
| Specific equipment needs were available | |
| Any anomalies were noted | |
| Feedback is sought from participants | |
| Feedback is discussed | |
| Any difficulties that arose were dealt with appropriately | |
| The program is adjusted for future use | |
| The program report is kept for future reference | |
| Participants were safe | |
| Participants had fun | |



Scouts Australia Adult Training and Development

Describe the duties you performed

Which duties did you enjoy the most and why?

How could you perform these duties better next time?

Indicate what you did with the program report



PACK COUNCIL MEETINGS for Cub Leaders only

Attend your next Pack Council and complete this worksheet.

Date attended:

List the names of the members holding the following positions in your Pack:

CUB SCOUTS –

| <i>Sixer</i> | <i>Second</i> |
|--------------|---------------|
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Answer the following questions with a **T** for true, or **F** for false.

- a) All members of the Pack can attend the Pack Council?
b) Youth Helpers can attend but cannot speak or vote?

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List any aspects of the Pack Council that you found helpful as a new Leader, or items you feel need improvement:

Discuss the Pack Council and its role with your Personal Leader Adviser.



TROOP COUNCIL MEETINGS for Scout Leaders only

Attend your next Troop Council and complete this worksheet

Date attended:

List the names of the members holding the following positions in your Section:

| Patrol Leader | Assistant Patrol Leader |
|---------------|-------------------------|
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Answer the following questions with a **T** for true, or **F** for false.

- a) All members of the Troop can attend the Troop Council?
- b) Assistant Patrol Leaders can attend but cannot speak or vote?
- c) An Agenda is used and Minutes are taken at the Troop Council?

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List any aspects of the Troop Council that you found helpful as a new Leader, or items you feel need improvement:

Discuss the Troop Council and its role with your Personal Leader Adviser



UNIT COUNCIL MEETINGS for Venturer Leaders only

Attend your next Unit Council and complete this worksheet.

Date attended:

List the names of the members holding the following positions in your Section:

| | | |
|------------------|--|--|
| Unit Chairperson | | |
| Unit Secretary | | |
| Unit Treasurer | | |

Answer the following questions with a **T** for true, or **F** for false.

- a) All members of the Unit can attend the Unit Council?
- b) AVLs can attend, voice an opinion, but cannot vote?
- c) An Agenda is used and Minutes are taken at the Unit Council?
- d) The Unit Council is a "business-like" meeting?

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List any aspects of the Unit Council that you found helpful as a new Leader, or items you feel need improvement:

Discuss the Unit Council and its role with your Personal Leader Adviser.



SECTION COUNCIL MEETINGS for Leaders of Adults only

This Activity is for Leaders of Adults only.

As a Leader of Adults it is important that you understand the organisational management of the Youth Sections. Attend at least one Pack/Troop/Unit/Crew Council and complete the following worksheet.

Meeting Attended:

Date attended:

List the names of the members holding key positions:

| Position | Name |
|----------|------|
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List any aspects of the Pack/Troop/Unit/Crew Council that you found helpful as a new Leader, or items you feel need improvement:



SECTION COUNCIL MEETINGS for Leaders of Adults only

Answer the following questions with a T for true, or F for false.

CUB SCOUTS

- a) All members of the Pack can attend the Pack Council?
- b) Youth Helpers can attend but cannot speak or vote?

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SCOUTS

- a) All members of the Troop can attend the Troop Council?
- b) Assistant Patrol Leaders can attend but cannot speak or vote?
- c) An Agenda is used and Minutes are taken at the Troop Council?

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VENTURER SCOUTS

- a) All members of the Unit can attend the Unit Council?
- b) AVLs can attend, voice an opinion, but cannot vote?
- c) An Agenda is used and Minutes are taken at the Unit Council?
- d) The Unit Council is a "business-like" meeting?

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ROVERS

- a) All members of the Crew can attend the Crew Business Meeting?
- b) RAs can attend, voice an opinion, but cannot vote?
- c) An Agenda is used and Minutes are taken at the Business Meeting?
- d) The Crew Business Meeting is a "business-like" meeting?

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Discuss the Pack/Troop/Unit/Crew Councils and their role with your Personal Leader Adviser.



SCOUTSAFE – HEALTH AND SAFETY

Using the scale provided , rate the following items on the checklist regarding safety within and around your Scout Hall

1. Needs improvement 2. OK 3. Good 4. Very Good Not Applicable N/A

| <i>Item</i> | <i>Rating</i> |
|--|---------------|
| Are the exits clear and clearly marked? | |
| Is there a fire extinguisher readily available? | |
| Is it tagged as being checked within the last 12 months? | |
| Is there adequate ventilation? | |
| Are the grounds well maintained and safe for outdoor activities? | |
| Are the grounds well lit at night? | |
| Is the driveway accessible? | |
| Is the furniture safe to use? | |
| Have annual checks been made on the electrical appliances? | |
| Is there access to a first aid kit? | |
| Are the stairs/ ramps safe and sound? | |
| Is equipment stored appropriately? | |
| Are members made aware of the correct use of the gear? | |
| Are members aware of how to maintain the equipment? | |
| Is the hall clean? | |

Identify two areas you consider need addressing and explain what you would do about these.

| <i>Area</i> | <i>What you would do</i> |
|-------------|--------------------------|
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