



# WOOD BADGE - ADVANCED TRAINING PROJECT ASSESSMENT AND EVALUATION PROCEDURE

To qualify for the Wood Badge a candidate must complete two further stages after attending an Advanced Practical Course.

The two stages, the Advanced Training Individual Project and the Advanced Training Evaluation should be completed concurrently.

The Advanced Training Evaluation should be conducted within four months of a candidate attending their Advanced Practical Course.

## STAGE ONE – ADVANCED TRAINING INDIVIDUAL PROJECT

- At the Advanced Practical Course the candidate will, with the assistance of the Course Leader, decide on an Advanced Training Individual Project (the Project) and objectives.
- The candidate's Project is detailed on the Project Goal Setting Paper and will include the name of a Team Leader chosen by the candidate (more than likely their Group Leader) and it is the Team Leader who will assess the Project's completion.
- The Project is approved by the Course Leader on the Advanced Practical course.
- The Project is a personal project intended to extend the candidate's thinking and experiences and should be useful and relevant to their Scouting role.
- A *Statement of Personal Goal* details how the candidate intends to enhance their personal development supported by three short-term action steps that will contribute to the candidate achieving their personal goal.
- The Project is on a subject chosen by the candidate coming from an area of personal development identified by them and must relate to the Principles and Method of Scouting.
- The Project should be on a topic that the candidate identifies as requiring improvement in their skills and knowledge.
- Shortly after completing the Advanced Practical Course it is expected that the candidate will meet with and discuss their Project with their Team Leader.
- Following this discussion the candidate will complete their 10 hour Project. It is expected that the Project will be undertaken concurrently with the on the job Advanced Training Evaluation.
- Once the Project has been completed the candidate will again meet with their Team Leader to discuss the outcome of the Project and whether the candidate has achieved their *Statement of Personal Goal*.
- The Team Leader will confirm that the Candidate has successfully completed their Project by signing the Project Goal Setting Paper.
- The candidate will scan the completed Project Goal Setting Paper to the Training Office at [training@scoutsvictoria.com.au](mailto:training@scoutsvictoria.com.au)

## STAGE TWO – ADVANCED TRAINING EVALUATION

- The Advanced Training Evaluation should be conducted by the District Commissioner or their delegate and must be conducted within four months of a candidate completing their Advanced Practical Course.
- If the Advanced Training Evaluation has been delegated to another suitably qualified Leader by the District Commissioner then it is inappropriate for the District Commissioner to conduct any further process of evaluation or assessment unless there are mitigating circumstances identified by the evaluator or indeed the candidate.
- The Advanced Training Evaluation form consists of a number of questions which are graded using a Scoring Key from never to always. It is recommended that the evaluator visit the candidate four times during that four month period.
- The practicality of the evaluation is that it takes place during, or over, a four month period. The requirement for four meeting visits is a guide only for the evaluator to visit the candidate during that period so that an informed decision can be made on the candidate's commitment and ability to fulfil their leadership role.
- This therefore means that four months post the Advanced Practical Training Course may not actually be required for an evaluation to take place. The candidates conduct during their pre Advanced Practical Course period can also be taken into consideration.
- Thought should also be given to completion of the candidate's Advanced Training Individual Project as the Advanced Training Evaluation can be used to check on the progress of, completion of, or "hurry up" the Projects completion if not already done so.
- The Advanced Training Evaluation can be signed off and submitted without Project completion and vice versa.
- Put simply, ask yourself if the Leader is a good Leader who needs congratulations on a job well done or do they need more encouragement, or indeed do they need to improve in certain areas. Where it is identified that areas need improvement then it is imperative that a conversation is had between the candidate and evaluator.

## TRAINING OFFICE PROCESSING OF WOOD BADGE APPLICATION

- The Victorian Training Office is only able to fully process a candidate's Wood Badge application when both the Project Goal Setting Paper and the Advanced Training Evaluation forms are received.
- Scan the completed Project Goal Setting Paper and the Advanced Training Evaluation to the Training Office, Victorian Scout Centre at [training@scoutsvictoria.com.au](mailto:training@scoutsvictoria.com.au) where the forms will be verified.
- The candidate's records will be updated and the Parchment, Wood Badge and Gilwell scarf will be sent to the District Commissioner. (*see training resources for forms*)

Garry Breadon  
**State Commissioner – Adult Training and Development**

31 May 2019