



Guidelines for Unit Councils and Achievement Pathways

Congratulations! If you are reading this, it means you have probably been appointed to your Unit Council. This is both a huge privilege and a big responsibility, but it doesn't need to be stressful or hard.

The goal of this guide is to help you better understand the role and function of the Unit Council and how it interacts with Our Program and the Achievement Pathways.

Please note that this information is constantly being updated, so keep an eye on the Scouts Victoria website (www.scoutsvictoria.com.au) for the latest information.

Other resources that will be useful as you go along:

Scouts | Terrain - <https://terrain.scouts.com.au> - This is our digital record book, and will be used by all Scouts across Australia

Program Resources - <https://pr.scouts.com.au> - If you are looking for posters and other resources

Scheme 2 Pathways Converter - <https://s2p.scouts.com.au> - Useful if you are still migrating from our old program.

Who forms a Unit Council?

Every unit is different, and so are our Unit Councils.

Some people who you may ask to join include:

- Patrol Leaders
- Assistant Patrol Leaders
- Unit Leaders
- Other senior Unit members (this may include past Patrol Leaders, or just other Scouts who are knowledgeable)
- Your Adult Section Leaders

What roles are on a Unit Council?

This will differ a little from Unit to Unit, and you can add or remove roles as needed.

Unit Council's should have a Unit Leader, or another senior member, as the nominated Chair. This person leads Unit Council meetings, and may also represent the Unit at Group or District meetings.

Most Unit Council's will also have a Secretary, who is responsible for communicating inside and outside the Unit about activities that are coming up, booking campsites or other facilities, as well as taking notes in Unit Council meetings.

Some Unit Council's will have a Treasurer to oversee financial matters, such as budgeting for activities, fundraising, purchasing resources and other matters.

Other roles you might choose to have could include:

- Badge Secretary, to look after your badge stocks
- Quartermaster, to manage your Unit's equipment
- Social Media/Marketing coordinator
- Fundraising Coordinator
- Program Coordinator

You might also think of other roles that are specific to your Unit.

In units for younger sections (Joeys, Cubs and Scouts), you may choose to not have as many formal roles, but you should always have an elected/appointed Unit Leader who is a member of the Unit. This could be someone who is also a Patrol Leader or Assistant Patrol Leader.

What does the Unit Council have to do with the Achievement Pathways?

The Achievement Pathways are how we track our individual and Unit progress in Scouting. The Unit Council plays an important role in supporting and approving work undertaken in Our Program and the Achievement Pathways.

The Unit Council is also responsible for the administration and tracking of this work in Scouts | Terrain.

Note: All members of Scouts Australia have access to Scouts | Terrain as soon as they have an active membership number. If you or a member of your Unit doesn't know their membership number, speak with your Adult Leaders.

Approving work:

One of the most important tasks the Unit Council will complete is approving work in Scouts | Terrain. This can only be completed by members of the Unit Council.

There are some very important core principles to this task, being:

- **2 step approval** – no one person can approve a submission from a Unit Member, rather everything must have 2 people approve it. Scouts | Terrain facilitates this by requiring two Unit Council members to login and hit the approve button.
- **Do not approve or verify anything for someone you are related to!** In the interests of keeping everything transparent, we need to make sure that all approvers and verifiers have no conflict of interest. This means that if you are a family member with someone in the Unit, you should avoid being their approver or verifier unless there is no other option.
- **Discuss everything** – we want to use each approval as a chance to reflect on if we think this has worked well for those involved. It can be a great chance to learn from what others have done, or to pick up on ways you can be better involved.

Importantly, it is not a requirement to hold a full Unit Council meeting to approve work in the Achievement Pathways.

You might like to set a time during a night where the Unit Council gathers for a few moments (maybe during a game) and discusses any outstanding approvals – this could be also a good chance to help people enter any work they have completed. You may also choose to do it on an as-needed basis. Whatever method you choose, make sure you check Scouts | Terrain regularly so as not to hold people up.





Programming:

One of the main functions of the Unit Council is ensuring that your Unit has an active and varied program. This is core to everything we do in Scouting.

The Unit Council needs to ensure that everyone involved in running activities is using **Plan > Do > Review** > to track their activities. It might be a good idea for the Unit Council to also complete a Review > stage on your term programs, maybe while planning your next term's program.

When planning your term program, you should ensure that you consider:

- The capability and progressions of the Unit members
- Your past programs, and any Challenge Area's you might want to focus on more
- Any activities coming up on your long-term program that might need preparation work
- Joint activities with other sections above and below your own, to allow for members to progress in the Outdoor Adventure Skills
- Opportunities for all members to Participate, Assist and Lead

You can use any number of tools to develop your program, but make sure that as a Unit Council you keep your most up-to-date version in Scouts | Terrain. This will ensure that all Unit Members can see what is coming up.

When it comes to administering specific nights, please see the guide "Night Planning in Scouts | Terrain" for tips on how to manage and track those activities.

Scouting Fundamentals (Introduction to Scouting, Introduction to Section, and Milestones)

Scouting Fundamentals is the core of what we do. The Unit Council has an important role to play in allowing all Unit Members to get the most out of this element.

1. Introduction to Scouting and Introduction to Section

When a new member joins Scouting in your Unit, they will need to complete “Introduction to Scouting”, which will earn them the right to wear the World Scouting badge. It is recommended that a senior member of the Unit, such as a Patrol Leader or Unit leader, works through the requirements with them. This can be done over a few weeks, and might involve multiple senior Unit members. They should support the new member to enter their progress in Scouts | Terrain. Once they have met the requirements, they will submit to the Unit Council for approval.

Whether joining the Scouting Movement for the first time, or linking from another section, they will need to complete “Introduction to Section”, which will earn them the Section badge to be worn on their sleeve. It is recommended that a senior member of the Unit, such as a Patrol Leader or Unit leader, works through the requirements with them. This can be done over a few weeks, and might involve multiple senior Unit members. Encourage the new member to enter their progress in Scouts | Terrain. Once they have met the requirements, they will submit to the Unit Council for approval.

As part of the submissions, they will nominate who worked with them to complete the requirements. If this was a member of the Unit Council, other members should be the ones to approve the achievements in Scouts | Terrain. The Unit Council should ensure they read through the submission, and that they have understood the tasks, questions and reflections. If you are unsure, you can approach either the new member, or the Scouts who worked with them, and double check. Remember, you can always ask your Adult Leaders for assistance and support with this.

2. Milestones

Milestones are earned by participating in Unit activities. Members will progressively earn Participates, Assist's and Lead's towards their milestones.

As a Unit Council, it would be recommended to occasionally look at people's progress towards Milestones – you can do this under the Unit/Group Life page. If someone is getting close, or has met all the Participate, Assist and Lead requirements, it might be good to check in with them and get them to start looking at the review tasks in their Milestones page on Scouts | Terrain.

At the completion of each Milestone, the Unit Member will be prompted to fill in a self-reflection review about their progress across the stage.



This process does not seek to rank the responses against a benchmark, but is aimed at the Unit Member surveying their journey to this point, and reflecting on what they may have done differently. The Unit Council should work with the Unit Member to reflect with appropriate detail that is suitable for their age and experience.

The Unit Council may ask the Patrol Leader or other Patrol members to be part of this discussion. For Unit Members working on higher Milestones (2/3), it may be appropriate to ask the individual to chat with the Unit Council informally about some of the questions in more detail.

If the Unit Council is happy with the information provided, they will then Approve the completion of the Milestone.

If the Unit Council is not satisfied, they can choose to ask for the submission to be reviewed and improved by the Unit Member. Asking for Improvement is not a failure - this is a chance for the Unit Member to double check that they have put enough detail into their review.

Outdoor Adventure Skills (OAS)

Outdoor Adventure Skills are core to Scouting. These are skills that follow Scouts all the way through their time in Scouting.

When a young person joins Scouting, there will need to be an initial skills assessment made. This involves going through the 9 OAS areas, checking and verifying their competency in each one. Most new members won't be much higher than stage 2 or 3 due to the requirement to have worked with younger scouts.

Once they have discussed their current skills and had this recorded in Scouts | Terrain, they can wear those Stage badges on their uniform, and begin recording achievements.

As you progress within the OAS, especially at Stage 3-4, these will require some amount of working with younger/less experienced Scouts. This highlights the need for joint activities on a regular basis. The Unit should also be open to ad-hoc joint activities as the need appears.

All Unit members should be encouraged and supported to check in with what their current skill levels are from time to time, especially after outdoor activities. Most Scouts will achieve 80-90% of the requirements for a Stage just by attending activities, but they will need to take initiative on some elements, for example, needing to Lead a pioneering project for Bushcraft Stage 6.

When a Scout has completed the requirements for a Stage, they will be asked to record a Verifier along side their progress in Scouts | Terrain. The verifier will either be another Scout, who is appropriately skilled in this area, or someone with specialist knowledge, who has witnessed or supported the Scout to achieve their goals.

The Unit Council should ensure that the Verifier was either already approved or is known to be capable (this may include checking the Stage Progressions of the Verifier).

This Verifier can be (in preferential order):

1. A Scout who is **at least 2 stages above** the level being approved (for example, if verifying someone at Stage 3 Camping, they must hold at least Stage 5 Camping) – this does not have to be someone in the same Unit or Section
2. A Specialist Scouter from an activity team
3. A subject specialist from outside Scouting
4. An Adult Leader

It is very important that as with approvers, this verifier should not be a direct relative if possible.



If the Unit Member is using a verifier who is outside Scouting, then suitable contact details should be recorded, as well as a record of their qualifications/suitability. This can be done in Scouts | Terrain, but the Unit Council may also want to record this in meeting minutes for future reference, as once someone leaves the Unit these details won't be accessible again. Some Unit's may choose to request that non-scouting Verifiers be approved by the Unit Council separately.

If you are using an Adult Leader as a Verifier, please note that there will be limits on what they can Verify. For the latest list of what these limits are, your Adult Leaders will need to check with the Program Team at Scouts Victoria.

In cases where a Scout has worked with multiple Verifiers (for example, over a weekend course, or across a couple of activities), the Verifier marked in Scouts | Terrain should be the Verifier who witnessed/supported the last element to be completed.

Once the Scout has recorded the Verifier in Scouts | Terrain, and has ensured any relevant Logbooks are up to date, they can submit the Stage Progression for approval by the Unit Council.

As the Verifier is the one approving the work undertaken, the Unit Council is simply approving the completion and any associated reviews.

Special Interest Areas (SIA)

Special Interest Areas allow individuals to explore any number of activities and challenges, in the areas of:

- Adventure and Sport
- Arts and Literature
- Creating a Better World
- Environment
- Growth and Development
- STEM and Innovation

The process for completing a SIA is tied to **Plan > Do > Review >**. SIA's can be completed by either an Individual, or a Patrol/Project Patrol.

When SIA's are being completed by a Patrol or Project Patrol, the Unit Council must ensure that all members of the Patrol are involved in all parts of the SIA, including Plan > Do > Review >

The flow of an SIA is as follows:

Plan >

- Initial idea is conceived
- (If a Patrol Activity) Patrol is formed
- Proposal is submitted via Scouts | Terrain to Unit Council for approval to start (**This is not the overall approval, rather an acknowledgement of the work beginning**)
- Any adjustments made as required

Do >

- Scouts begin to work on their SIA, ensuring that efforts are documented (photos and videos are great).

Review >

- Project review is conducted by all participants
- Project completion is submitted to Unit Council for final approval

As with Outdoor Adventure Skills, SIA's require the use of Mentors to support the Scout/Patrol with their Project.

As the SIA could cover any number of areas, it is likely that the Mentor will not be a Scouter. In this case, as part of approving the project to begin, the Unit Council should verify

- The person's contact details are correct and they know they are Advising/Mentoring a Scout with a SIA
- Their qualifications

As with all cases, this should not be a direct relative



The first approval does not lock the Scout in to not changing the plan beyond that point, but the plan should be as complete as possible by this stage. The Unit Council should verify that all sections are filled in with appropriate details as required (taking into account the age of the Scout/Patrol), and that suitable areas are selected.

Work to complete the SIA proposal can, on occasion, count towards the time required for the Project. If this is the case, the Unit Member should include this time in their proposal.

For scouts who are aligning their SIA towards the Sustainable Development Goals, there are very specific requirements that need to be met. For more information, have a look at the Sustainability pages on the Scouts Australia and Scouts Victoria websites.

Once the project is underway, the Unit Council should check in at the estimated goalpost points to see how the project is progressing and provide support if required.

After the Scout has completed the project, they should fill in the SIA completion form in Scouts | Terrain, including any evidence as required. This will include a Review > stage to look at what they have learned.

On receipt of the SIA completion, the Unit Council should verify that the activity was completed successfully, talking to any Advisers/Mentors as required. If there are any queries, the Scout should be invited to chat with the Unit Council to talk through their process.

Once the Unit Council is satisfied that the requirements have been met, then they should approve the completion.

Adventurous Journey

The Adventurous Journey is completed during Milestone 3, and is a culmination of the skills learned during the Unit Member's time in the Section. The Unit Member will Plan and Lead an adventurous physical journey, using a method of their choice. All Adventurous Journeys are completed as Patrols, and for Scouts, Venturers and Rovers, this will be completed without an Adult Leader present, although you may have one nearby as a support team.

At the beginning of their planning, the Unit Member enters the plan for their Adventurous Journey in Scouts | Terrain, considering any specific requirements as set out in the proposal form. The Unit Member will require a suitable Mentor, which like all other proposals should be selected carefully, based on skill, and not have any conflicts of interest.

Once the Adventurous Journey is approved, the Unit Member should Plan > and Do > their journey, recording as much information as possible. You can never have enough Photos!

At the end of the journey, the Unit Member should enter their Review > into Scouts | Terrain, completing all required information, and then they should submit to the Unit Council for approval. The Review > should be detailed, and include photos, videos, maps and other documents from the journey.

As this is a large single item, the Unit Council should dedicate some time to ensuring that these activities are completed correctly. You may like to invite back some previous members of the Unit from older sections to assist with this process, especially if they completed a similar journey.

Personal Reflection

This is the last element on the journey towards the Peak Award.

This reflection is conducted in person, and should involve members of the Unit Council, as well as members of other Units in the same section from the wider community. Consider talking to your District Council to find members. Your Adult Leaders will also be more involved in this element.

This is a chance for the Scout to reflect on their journey through the section, including what worked well, and what they would do differently.

It is a responsibility of the Unit Council to arrange the Reflection, so if you are aware of a member who is nearing completion of their Peak Award, it would be recommended to approach them about arranging this meeting.