



A GUIDE TO VOLUNTEER PLANS

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2. Purpose

In 2021 the National Operations Committee supported a recommendation for the National Adults in Scouting Committee that the Adult Development Plan (ADP) be replaced with a suite of plans which focus on learning and development outcomes tailored to each adult member. The plans are delivered in 4 phases, described in more detail below.

The first three phases deliberately include the term **Individual** in the plan to reinforce that every plan must recognise the importance of a personalised approach to establishing a volunteer plan for each adult member of Scouting. These are the Individual Adult Volunteer Plans (IAVP)

The fourth phase also recognises the volunteer nature of the commitment to Scouting whilst providing a framework to document, discuss and agree expectations where the performance of an adult member is not meeting previously agreed expectations. This is the Adult Volunteer Performance Plan (AVPP).

3. Individual Adult Volunteer Plan (Phase 1): IAVP – Phase 1

The [IAVP Phase 1](#) is to be completed by the adult member with their Team Leader when the individual first seeks to join Scouting as an adult member in a role which requires a Certificate of Proficiency.

This is sent out with the invitation email to all new leaders. The IAVP Phase 1 for a new Leader is uploaded onto a member's record.

Also, an IAVP Phase 1A or 1B is to be completed by an adult member who is transitioning roles.

A [IAVP Phase 1A \(Youth Program Leader\)](#) or [IAVP 1B \(Program Support Leader\)](#) needs to be completed by an adult member who is transitioning roles, before submitting the A2 and a copy uploaded onto a Leader's record.

IAVP Phase 1 includes a training plan which is completed to assist the adult member set completion targets for each element.

Team Leaders should consider taking the approach of agreeing the face-to-face course dates with the adult leader, referencing training calendars, then working backwards to ensure completion of course pre-requisites by the due date for course enrolment.

The focus of Phase 1 is achievement of the Certificate of Proficiency within 12 months of joining Scouting.

A completed IAVP Phase 1 should accompany the application for adult membership. This requirement ensures that the adult member has received, discussed and is aware of the role they will be undertaking and the requirements of that role.

Also, it ensures the adult member has an opportunity to have existing proficiencies recognised and agree achievement of the Certificate of Proficiency within an agreed time frame.

Individual Adult Volunteer Plan
Phase 1

The Individual Adult Volunteer Plan Phase 1 should accompany the application for adult membership and be completed for an adult member changing roles. The expectation is that this Phase will be achieved no later than 12 months after joining the Movement or assuming a new role within the Movement.

If unable to tick each box, and your Team leader is unable to assist, refer to your next level up Team Leader or Branch Office for assistance.

I have received;

- a copy of my role description
- the Code of Ethics and Code of Conduct (Policy & Rules P5.2)
- I have discussed what I would like to achieve in Scouting with my Team Leader
- I have identified and agreed current proficiencies¹ relevant to the role with my Team Leader
- I understand my rights and responsibilities as listed in the Mutual Agreement (Policy & Rules P5.3.5)
- I commit to completing the requirements of the Certificate of Proficiency relevant to my role by []² After Training Plan overleaf
- I am aware of who will provide me with support towards achieving a Certificate of Proficiency, that person being []
- I understand that should I not complete the requirements of the Certificate of Proficiency I will participate in an Adult Volunteer Performance Plan with my Team Leader.

Trainee Name: [] Team Leader Name: []
Membership Number: [] Membership Number: []
Signature: [] Signature: []
Date: [] Date: []

[See separate fact sheet on how to load IAVP's onto a member Extranet record](#)

4. Individual Adult Volunteer Plan (Phase 2): IAVP – Phase 2

The [IAVP Phase 2](#) is completed with the adult member immediately upon achievement of the Certificate of Proficiency.

This is sent out to member upon awarding of proficiency.

There is no requirement to wait until the Certificate has been presented – a check of Branch systems is sufficient. IAVP Phase 2 includes a training plan which is completed to assist the adult member set completion targets for each element.

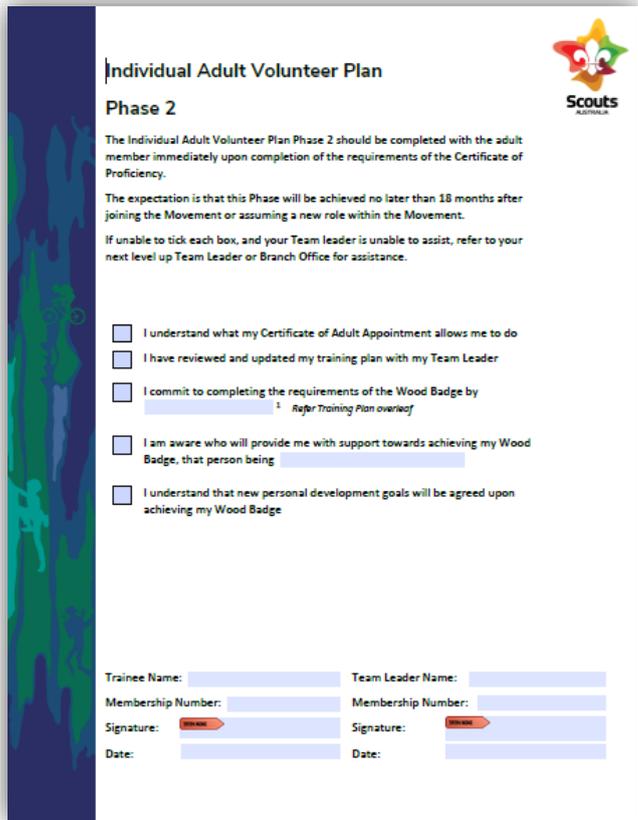
Team Leaders should consider taking the approach of agreeing the face-to-face course date with the adult leader, referencing training calendars, then working backwards to ensure completion of course pre-requisites by the due date for course enrolment.

The focus of Phase 2 is the achievement of the Wood Badge.

Whilst other specialist training is available and may be undertaken by the adult member those opportunities should not be prioritised above achievement of the Wood Badge. The Wood Badge is the minimum level of training expected of all adult members – all youth members deserve a fully trained leader.

The IAVP Phase is uploaded onto a member's record.

This shorter timeframe recognises that the formal learning requirements demand less time commitment than achievement of the Certificate of Proficiency and that the On-the-Job training elements can be undertaken simultaneously.



The form is titled "Individual Adult Volunteer Plan Phase 2" and features the Scouts Australia logo in the top right corner. It contains the following text: "The Individual Adult Volunteer Plan Phase 2 should be completed with the adult member immediately upon completion of the requirements of the Certificate of Proficiency." and "The expectation is that this Phase will be achieved no later than 18 months after joining the Movement or assuming a new role within the Movement." Below this, it states: "If unable to tick each box, and your Team leader is unable to assist, refer to your next level up Team Leader or Branch Office for assistance." The form includes five checkboxes with corresponding text: 1. "I understand what my Certificate of Adult Appointment allows me to do" 2. "I have reviewed and updated my training plan with my Team Leader" 3. "I commit to completing the requirements of the Wood Badge by [blank] ¹ Refer Training Plan overview" 4. "I am aware who will provide me with support towards achieving my Wood Badge, that person being [blank]" 5. "I understand that new personal development goals will be agreed upon achieving my Wood Badge" At the bottom, there are fields for "Trainee Name:", "Team Leader Name:", "Membership Number:", "Signature:", and "Date:" with red arrows pointing to the right.

5. Individual Adult Volunteer Plan (Phase 3): IAVP – Phase 3

The [IAVP Phase 3](#) encourages ongoing personal and skill development by the adult member after achievement of the Wood Badge.

This presents an opportunity for a discussion with the adult member on specialist training options and opportunities provided for formal recognition through Scouts Australia Institute of Training.

Adult members will benefit from having the IAVP Phase 3 reviewed with their Team Leader annually to celebrate achievements, identify targets not met, and setting new goals.

Team Leaders should consider undertaking this process with members of their team at the start of each year referencing the Branch training calendar and any other known.

learning opportunities with the Branch, Nationally or Internationally.

The IAVP Phase 3 should be completed prior to a decision of the future for the adult leader. Where the decision for the future discussion leads towards a retirement from Scouting as a result of poor performance or non-achievement of critically agreed goals an Adult Volunteer Performance Plan must be completed prior to making that decision.

This is reflected in the Life Cycle of Adults in Scouting graphic copied below from the Adults in Scouting Standard¹.

The IAVP Phase 3 for a new Leader is uploaded onto a member's record.

Individual Adult Volunteer Plan
Phase 3

The Individual Adult Volunteer Plan Phase 3 should be completed upon attaining the Wood Badge and reviewed annually.
If unable to tick each box, and your Team Leader is unable to assist, refer to your next level up Team Leader or Branch Office for assistance.

- I have discussed my personal development goals in Scouting with my Team Leader
- I am aware of the specialist training opportunities offered in my Branch and pathways to appointment in secondary or other roles
- I am aware of the opportunities to undertake formal qualifications through Scouts Australia Institute of Training
- I have agreed a personal development plan with my Team Leader and documented overleaf

At the completion of my review period, I wish to

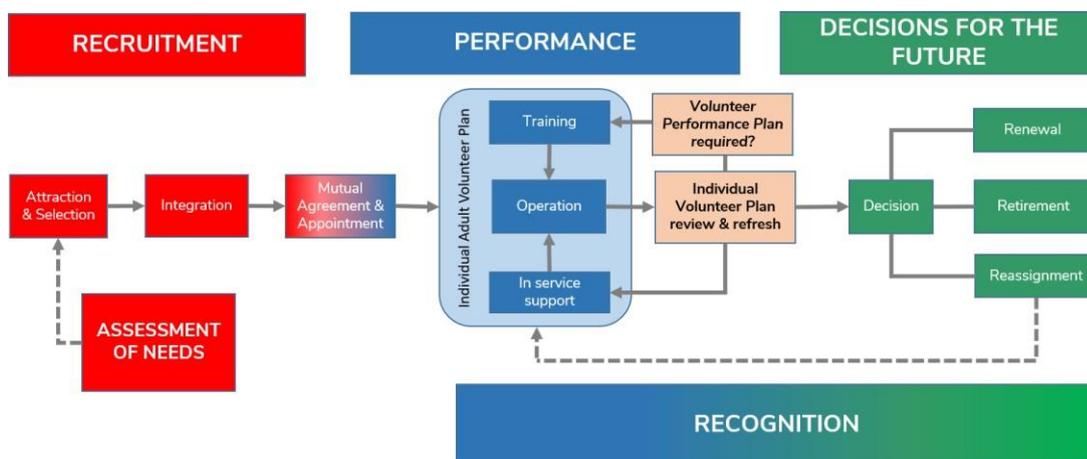
- Be reappointed to my current role
- Be reassigned to a new role agreed with my Team Leader or, where appropriate, other Adult in Scouting
- Retire from Scouting

Adult Volunteer Name: _____ Team Leader Name: _____

Membership Number: _____ Membership Number: _____

Signature: _____ Signature: _____

Date: _____ Date: _____



¹ The Adults in Scouting Standard is available at <https://scouts.com.au/members/key-resources/>

6. Adult Volunteer Performance Plan (Phase 4)

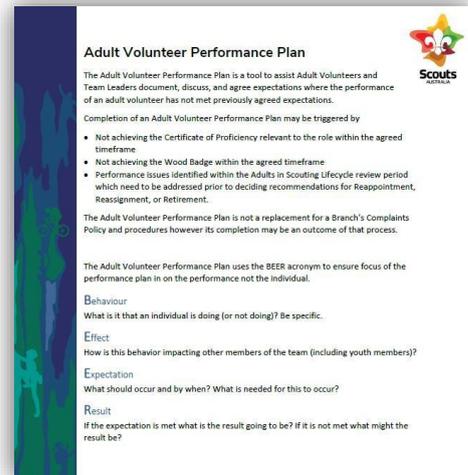
The [Adult Volunteer Performance Plan \(Phase 4\)](#) provides a tool to implement performance management in a manner consistent with the Adults in Scouting Standards²

This Phase provides for open, honest and timely feedback where an adjustment to performance is necessary. An important part of this process is ensuring the time from first identification of a performance concern to when it is acted upon is quick and decisive. Allowing matters to become protracted often turns a simple redirection into a more difficult conversation.

Please contact your Team Leader for advice before commencing this process. The recording of this phase is yet to be decided.

Further guidance on the practical application of this tool can be found in

- A Guide to Productive Performance Conversations, and
- Conflict Management Guidelines



² Adults in Scouting Standards 5.2.4 Performance Management