NAME:	
ADDRESS:	
CONTACT NO.	
EMAIL	
ROLE	
FORMATION	

Scouts
AUSTRALIA
Adult Training and Development

SCOUTING PROFICIENCY PROGRAMMING (SPP)

DEVELOP, IMPLEMENT AND EVALUATE STRATEGIES FOR LEADERSHIP PROGRAMS

All claims made on this document and in the attached evidence are true and correct.

Candidate's Signature   Date

NAME:

ASSESSMENT – SPP

DEVELOP, IMPLEMENT AND EVALUATE STRATEGIES FOR LEADERSHIP PROGRAMS

ELEMENT		PERFORMANCE CRITERIA	
1	Work with others to identify leadership issues for specific groups	1.1	Specific issues affecting a particular group of young people are identified
		1.2	Issues are discussed with peers and other young people
		1.3	Issues in common are documented, e.g. geographic issues
2	Develop strategies to effectively deal with issues	2.1	Effective strategies are researched and documented
		2.2	Outcomes of research are discussed with relevant young people
		2.3	Strategies appropriate to the needs of the group are identified and noted
3	Work with individuals and groups to identify and/or establish co-operative processes	3.1	Projects and activities are identified and agreed upon with the group
		3.2	Appropriate strategies to achieve successful project/activity outcomes are discussed
		3.3	Agreed action for group implementation is documented
4	Implement and manage cooperative processes within leadership programs	4.1	Group members and leaders are assisted with implementation processes as agreed
		4.2	Effectiveness of implementation is evaluated and documented with leaders, peers, young people and other relevant personnel
		4.3	Effectiveness of management is evaluated and documented with leaders, peers, young people and other relevant personnel
5	Evaluate strategies and processes used	5.1	The different strategies used are documented
		5.2	Successful strategies and reasons for success are identified and documented
		5.3	Options are reviewed in conjunction with leaders, peers, young people and other relevant personnel and suggestions for improvement are elicited
		5.4	Suggestions are documented and discussed with supervisor

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REFERENCE MATERIAL

To assist you complete this workbook it is suggested you use the following references:

- Policy and Rules, available from the Website www.Scouts.com.au
- Scouts Australia publications – *Guidelines for Leaders*
- procedures and information of your Branch
- copy of relevant forms for reporting, available from your Branch
- relevant Commonwealth and State legislation
- relevant Sectional publications.

PORTFOLIO OF EVIDENCE

You are required to compile a PORTFOLIO OF EVIDENCE which will demonstrate your proficiency and involvement in this area. To complete this workbook you will need to provide enough evidence to indicate to the Assessor that you have applied the skills and knowledge required for each element. The minimal level is suggested in the workbook. You are encouraged to supplement this with other evidence you have compiled

The types of material in your portfolio may be:

- documents produced by your organisation or department, e.g. position description, budget, team project summaries
- time schedules and/or extract from logbook
- minutes or notes from meetings eg team meetings, meetings with your team leader
- an action plan prepared by you individually or in conjunction with others
- quality improvement plan
- written feedback from your team members
- a report you have prepared for management
- survey or customer feedback summary
- newsletter or broadsheet
- copy of correspondence – letters/faxes/emails.

To record this information appropriately in this workbook:

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- list all additional Assignments in the table below
- ensure each is linked to the performance criteria they support (e.g. 1.1, 1.3, 3.2)
- ensure each is validated by another person who can verify this is your work, or an accurate copy
- ensure this person's name and details are included in the verification sheet at the rear of this unit so that the Assessor can make contact if required.

ASSIGNMENTS TO SUPPORT CLAIMS

Required Evidence

No.	Details	Performance Criteria
Assignment SPP.1	Example of how you worked with others to identify leadership issues	1.1, 1.2
Assignment SPP.2	Example 1 of things done to ensure program implementation	3.1, 3.2, 3.3, 4.1, 4.2, 4.3
Assignment SPP.3	Example 2 of things done to ensure program implementation	3.1, 3.2, 3.3, 4.1, 4.2, 4.3
Assignment SPP.4	Example of check established to manage program	4.2
Assignment SPP.5	Example of suggestion developed for consideration	5.3
Assignment SPP.6	Example of use of Scouting knowledge sources in leadership program	5.2

Other Evidence

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SPP

DEVELOP, IMPLEMENT AND EVALUATE STRATEGIES FOR LEADERSHIP PROGRAMS

Complete Initial Checklist

This checklist is to be completed at the start of this Unit. It considers you're your ability to develop, promote and evaluate strategies for leadership programs. Complete the checklist by rating yourself for each of the following aspects. Ask a Scouting friend to rate you in these areas as well. You should discuss with your friend areas you could develop over the next few months. Use the 5 point rating scale:

1. Unsure   2.   Pretty poor   3.   OK   4.   Good   5.   Great

You will also rate yourself against this scale at the completion of the Unit. The PLA, team leader and Assessor will check the proficiency.

The candidate:	Date: Me	Date: Friend
1. identifies issues facing a group of young people		
2. discusses issues with peers and other young people		
3. documents common issues		
4. researches effective strategies		
5. documents strategies		
6. discusses outcomes of research		
7. identifies strategies appropriate to the needs of the group		
8. identifies projects/activities based on needs of group		
9. agrees on a project or activities		
10. considers and discusses appropriate strategies to achieve successful project/activity outcomes		
11. documents agreed action for group implementation		
12. assists group members and Leaders with implementation processes as agreed		
13. evaluates effectiveness of implementation with relevant personnel		
14. documents implementation		
15. identifies and documents successful strategies and reasons for success		
16. reviews options in conjunction with leaders, peers, young people and other relevant personnel		

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17. elicits suggestions for improvement		
18. documents suggestions		
19. discusses suggestions with team leader		

1. Identify the group you are working with and the purpose of the program. (*refers 1.1, 1.2*)

Group	Purpose

2. What is your specific role? Document one specific leadership program, or aspect of a leadership program where you led others (*refers 1.1, 1.2*)

Outline an aspect of Leadership program where you led a team

3. What are four leadership issues you have identified in relation to your role in Question 2 that will need consideration within this program? Outline why these are issues. (*refers 1.1, 1.3*)

Issue	Why?

4. How were each of these issues identified? (*refers 1.1*)

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| |
| |

5. List the positions of people with whom you discussed these issues. (*refers 1.2*)

| |
| |
| |
| |

6. What did you gain from these discussions? (*refers 1.2, 1.3*)

| |
| |

7. Provide an example of how you worked with others to identify leadership issues. (*refers 1.1, 1.2*)

| **ASSIGNMENT SPP.1 Example of working with others to identify leadership issues** |

8. Select two of the issues listed in Q 3 and complete the following table. (*refers 1.2, 2.1, 2.2, 2.3*)

Issue 1	
Possible strategies	Source of strategy
Preferred strategy for issue	Reason
Indicate comments received from other person	Person delegated to Date

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Issue 2	
Possible strategies	Source of strategy
Preferred strategy for issue	Reason
Indicate comments received from other person	Person delegated to Date

9. Indicate the preferred strategies selected for the other two issues listed in Q 3. (*refers 1.2, 2.3*)

Issue	**Preferred strategy**

10. Indicate how these issues relate to the various aspects of the 'Scout Method'. (*refers 2.1*)

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11. List the result of discussions you have had with members of your team regarding the two strategies in Q 9. Write brief notes of 50-100 words on each strategy. (*refers 3.1, 3.2*)

Strategy	Notes of Discussion

12. Outline a plan containing key indicators and timelines for addressing the purpose you are working toward. (*refer 1.1*) Indicate others who have major responsibility for this aspect. This should contain your four strategies selected. You may prefer to attach greater detail. (*refers 3.1, 3.2, 3.3*)

Key Indicators	Timeline	Who

13.   List at least three things you have done to ensure the program was implemented. (*refers 4.1, 4.2, 4.3*)

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14.   Attach copies of two examples of this. (*refers3.1, 3.2, 3.3, 4.1, 4.2, 4.3*)

ASSIGNMENT SPP.2 Example 1 of things done to ensure program implementation
ASSIGNMENT SPP.3 Example 2 of things done to ensure program implementation

15. List four checks that you established to manage the program. (*refers 4.2*)

16. Attach a copy of at least one example of this. (*refers 4.2*)

ASSIGNMENT SPP.4 Example of check established to manage program

17. List at least three issues that emerged during the implementation of the process. Briefly outline how you managed these. (*refers 4.3*)

Issue	Managed

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18. What amendments were required to the key indicators or timelines in Q 12? Why were these necessary? *(refers 4.3).* List at least three.

Amendments	Reason

19. List details of support that you provided to the groups involved. *(refers 5.1, 5.2, 5.3, 5.4)*

20. Document at least two strategies that you found to be successful. in supporting groups. Why do you believe this? *(refers 5.1, 5.2, 5.3, 5.4)*

21. List a group of relevant people who can consider suggestions for improvement. Why did you select these people? *(refers 4.1, 4.2, 4.3, 5.3, 5.4)*

Position and names of people	Reason why selected

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22. List at least three suggestions developed for consideration after program completed. Discuss these with your tea leader and give outcomes of discussion. (*refers 5.3*)

23. Attach an example of one of these suggestions. (refers 5.3)

ASSIGNMENT SPP.5 Example of suggestion developed for consideration

24. Indicate how you used at least three major Scouting knowledge sources to develop and apply these suggestions to the leadership program. (*refers 5.2*)

25. Attach a copy of at least one example of this. (*refers 5.2*)

ASSIGNMENT SPP.6 Example of use of Scouting knowledge sources in leadership program

26. Consider your response in Q2. How could this Leadership Program be used to involve the greater community? (*refers 5.3*)

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27. Identify any areas of need which emerged during this Leadership Program. (*refers 5.3*)

28. Outline how this activity promotes leadership within Scouting. This may be through attitudes, values, skills. (*refers 5.3*)

Complete Final Verified Checklist

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Final Verified Checklist

When you have completed the workbook to this stage and collected all your Assignments, you must consider if you are now proficient in each of these areas. Look at the checklist below. This is the same as the one that you did with your friend at the start of this module. At this time you should talk about the progress you have made in this area of developing leadership programs. When you consider you can perform all requirements below and have demonstrated these through your interactions and operations, talk to your PLA and Team Leader, as they also must verify that they consider you are proficient. Being proficient means you are capable of performing the task properly. You must score yourself, using the ratings P – Proficient or N – Not Yet Proficient. The PLA, Team Leader and Assessor will check the proficiency.

The candidate has demonstrated through their interactions and operations that he/she:	Your score at beginning	End of certificate (You put in a level of proficiency, others tick)				
		You	Friend	Verifier	Team Leader	Assessor
1. identifies issues facing a group of young people						
2. discusses issues with peers and other young people						
3. documents common issues						
4. researches effective strategies						
5. documents strategies						
6. discusses outcomes of research						
7. identifies strategies appropriate to the needs of the group						
8. identifies projects/activities based on needs of group						
9. agrees on a project or activities						
10. considers and discusses appropriate strategies to achieve successful project/activity outcomes						
11. documents agreed action for group implementation is						
12. assists group members and Leaders with implementation processes as agreed						
13. evaluates effectiveness of implementation with relevant personnel						
14. documents implementation						
15. identifies and documents successful strategies and reasons for success						

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16. reviews options in conjunction with leaders, peers, young people and other relevant personnel and						
17. elicits suggestions for improvement						
18. documents suggestions						
19. discusses suggestions with supervisor.						

If a friend and/or Team Leader does not consider you are proficient, demonstrate to them your ability. Perhaps you may need to improve some particular aspect of this workbook or your work before they will sign this off. When all parties consider you are proficient and have signed off, make a copy of all this workbook, the verified Assignments, check the verification sheet is complete and submit the original through your Leader for forwarding to the nominated Assessor.

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VERIFICATION OF PROFICIENCY IN THE WORKPLACE

The following people can be contacted to verify the candidate's proficiency in this Unit of competence:

1. **Name:**   4. **Name:**

    Phone: **Phone:**

    Position: **Position:**

    Relevance to candidate: **Relevance to candidate:**

2. **Name:**   5. **Name:**

    Phone: **Phone:**

    Position: **Position:**

    Relevance to candidate: **Relevance to candidate:**

3. **Name:**

    Phone:

    Position:

    Relevance to candidate: