

Role description for a ... Training Adviser



Item Code FS330070 Date May/04 Edition no 1

0845 300 1818

Title: Training Adviser

Outline: Responsible for supporting and assessing up to four participants through their training up to the award of the Wood Badge.

Responsible for: N/A

Responsible to: County Training Manager or Local Training Manager (depending on County/Area structure)

Main Contacts: CTM, LTM, adults undertaking training, the line managers of adults undertaking training (e.g. GSL, DC, CC, Chief Commissioner), other training advisers, those validating modules and training administrators.

Appointment Requirements: Completion of Module 25, *Assessing Learning*

"General" Main Tasks	"Specific" Tasks Agreed with CTM/LTM
<ul style="list-style-type: none"> Brief new participants about the Adult Training Scheme 	
<ul style="list-style-type: none"> Create a Personal Learning Plan with each participant 	
<ul style="list-style-type: none"> Validate modules for participants as appropriate (some Modules may be validated by other people) 	
<ul style="list-style-type: none"> Meet regularly with each participant to support and encourage the individual; review progress of the Personal Learning Plan; and plan actions to work toward the completion of the Personal Learning Plan 	
<ul style="list-style-type: none"> Review and validate completed Personal Learning Plans and inform the CTM or LTM so that the Wood Badge may be recommended to Headquarters 	
<ul style="list-style-type: none"> Maintain records and inform the CTM, LTM or other as agreed locally of the participants progress 	
<ul style="list-style-type: none"> Meet with other Training Advisers and the CTM to discuss progress; consider items of concern and issues; keep informed of the local training opportunities; and make plans for developing the supported offered to individuals by Training Advisers 	

The Scout Information Centre

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