

# BEDFORDSHIRE SCOUTS

## Training Registration Details

### New Entrants

1. Training Advisor works with entrant to produce a Personal Learning Plan. This will probably need two or three meetings to complete.
2. TA sends the PLP to the relevant Local Training Manager (LTM).
3. The PLP should be sent to the LTM after each meeting, even when part complete. This will ensure that the LTM is aware of the forthcoming training needs.
4. The LTM will send a copy of the PLP to the County Registrar at the County Office.
5. Once the PLP arrives at the County Office, the County Registrar will acknowledge receipt and modules booked.
6. If for any reason the adult is unable to attend, he/she should advise the Course Director prior to the start of the course and they will be contacted regarding transfer to another date for that module.
7. If for any reason the adult is unable to attend and does not advise the Course Director prior to the course, it will be the adult's responsibility to book an alternative date through their Training Adviser.

### Those mid-way through Training

As New Entrants

### Section Assistants

Will need Modules 1 & 3 but there is no obligation for them to carry out any further training. However, should they wish to do so, registration forms should be sent to the County Office on the appropriate form.

### On Completion of Wood Badge Training

When all required Modules have been completed the Notification of Module Completion/Validation form needs to be filled in and sent to either the LTM or CTM. The LTM or CTM will notify the adults DC and request the Wood Badge from Gilwell. The Wood Badge is sent to the DC and the Module Completion Certificate is returned to the LTM or CTM. Arrangements for the presentation of both can then be arranged.

### Ongoing Learning

Where a PLP is not applicable e.g. a Wood Badge holder requesting ongoing learning, a course application form should be forwarded to the County Registrar, no TA signature is required.

### Notes

1. **After training for each Module is undertaken it is the TAs responsibility to carry out the validation agreed with the adult. The exception to this is Module 10 - First Response, which requires no validation.**
2. **One to one training to fill learning gaps can be carried out by either a member of the County Training Team or a TA (where the TA has the relevant competence to deliver the learning). The person delivering the learning must be different to the TA carrying out validation. Gilwell has stipulated this.**

Course Registrar: The County Secretary, the Leslie Sell Activity Centre, Molivers Lane, Bromham, MK43 8LD – [bedscouts@btinternet.com](mailto:bedscouts@btinternet.com) - 01234 826079