



# Your Training Pathway

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# Welcome to Scouts NSW Training

Congratulations on starting or continuing with your training pathway!

We are currently transitioning to an exciting new adult training curriculum that supports One Program.

The Training Pathway document will guide you through your exciting journey to becoming a Leader. Not only will you learn and adapt these new skills to your Leader role, but these skills and knowledge can also be put towards our Nationally Recognised Qualifications.

You will continue to see bits of the 'new' and the 'old' as training materials are finalised.

Good luck with your training! I know you will find it fulfilling, and at times challenging, but once you have completed your Training, you will have the skills to mentor our young people through their journey of Scouting.

Yours in Scouting,



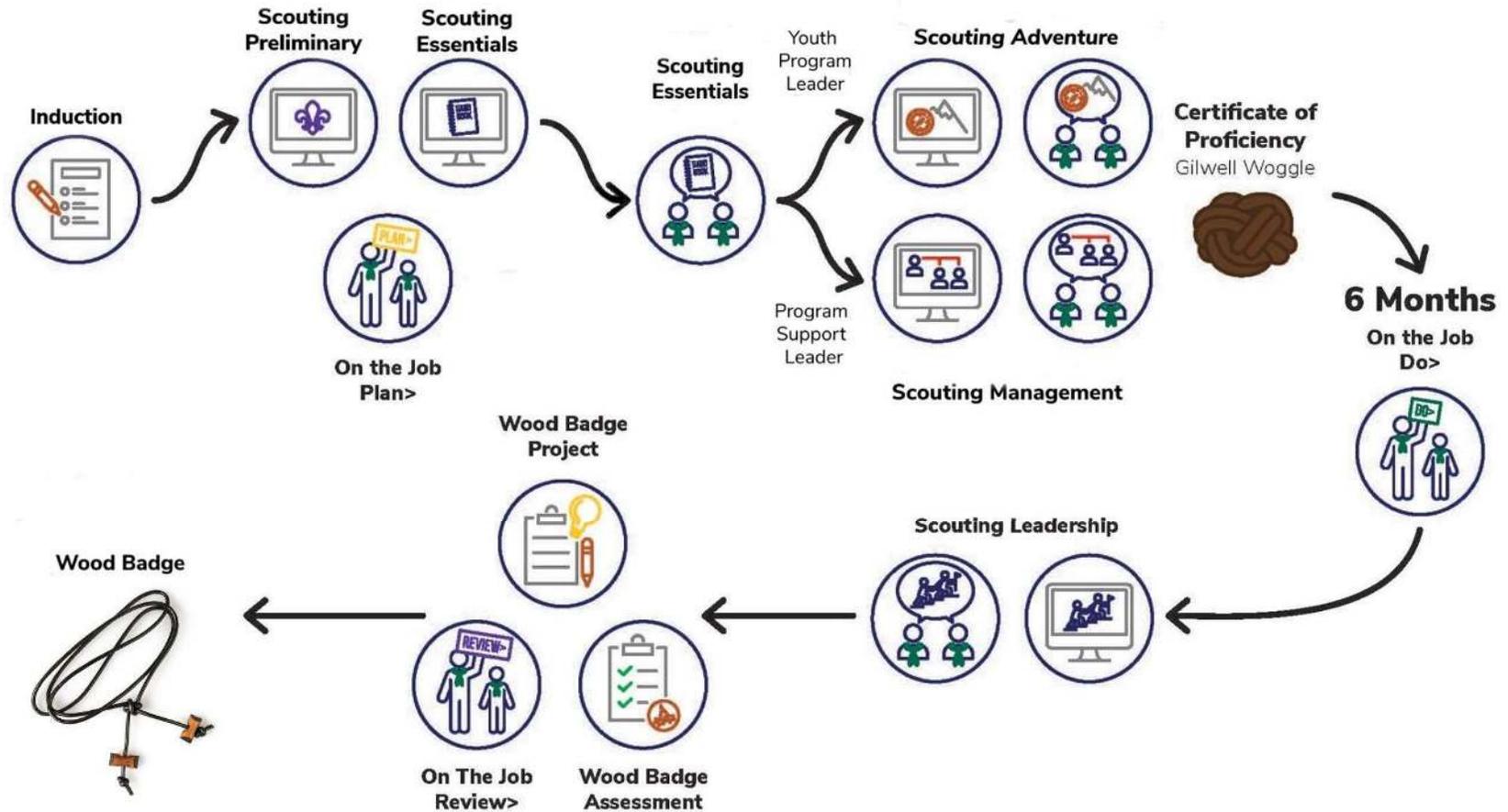
Gai Green  
State Commissioner  
Adult Training and Development



# Overview of Your Training Pathway



\* On the Job Training can be completed anytime prior to Certificate of Proficiency



# What to Expect and Where to Find It

Your Training Pathway consists of some different ways of learning.

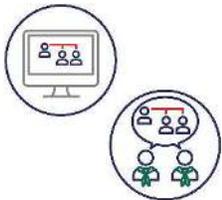
These include:

FORMAT	WHAT IS IT?
 <p data-bbox="479 535 747 567">On-Demand Learning</p>	<p data-bbox="795 535 1404 640">The On-Demand modules enables you to get the information you need for your role, at a time that suits you.</p> <p data-bbox="795 682 1404 787">You will need to complete some On-Demand modules before you attend face-to-face courses. You can access these <a href="#">here</a>.</p>
 <p data-bbox="479 819 690 850">On the Job forms</p>	<p data-bbox="795 819 1356 966">These are the skills you learn in your local context guided by your Team Leader or other training mentor (such as a Group Leader or District Leader). You can access these <a href="#">here</a>.</p>
 <p data-bbox="479 1081 755 1113">Face-to-Face Learning</p>	<p data-bbox="795 1081 1404 1270">These are fun, engaging training courses held at some great Scouting campsites or at Scout Halls near you. Check out the Training Calendar on the Scouts NSW website that can be accessed via <a href="#">here</a>.</p>



# Leaders who are moving from Youth Program Leader (Leader of Youth) to Program Support Leader (Leader of Adults)

If you are moving from Leader of Youth to Leader of Adults, you will be required to complete the following:

PATHWAY	ICON(S)	THE DETAILS
<b>Step 1:</b> On-Demand Modules and Face-to-Face Scouting Management		Please ensure to complete the On-Demand Modules before applying for the course.  To find the next available Scouting Management course, please visit our Scouts NSW State Calendar.
<b>Step 2:</b> Complete the On the Job Plan >		This form can be found on the On-Demand platform
<b>Step 3:</b> Complete the On the Job Do >		This form can be found on the On-Demand platform
<b>Step 4:</b> Submit your A3 Transfer of Adult Appointment Application		Please submit this to your Region Office



# Youth Program Leader (Leader of Youth) who are changing appointments Training Pathway

Within the introduction of one Youth Program across all Sections, the Training curriculum also needed to change. Changing appointments now means you won't need to complete a Scouting Essentials residential weekend; however, all Leaders need Scouting Adventure or equivalent.

We also highly recommend you to review the Scouting Preliminary and Scouting Essentials On-Demand Modules as they cover the new Youth Program.

There are two pathways:

1. Leaders who hold a Certificate of Adult Leadership or Certificate of Proficiency and an appointment
2. Leaders who hold The Wood Badge

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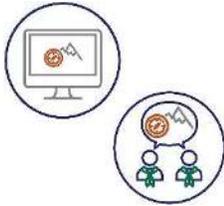
## Leaders who hold a Certificate of Adult Leadership

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PATHWAY	ICON(S)	THE DETAILS
<p><b>Step 1:</b> Complete the On the Job Plan &gt;</p>		<p>This form can be found on the On-Demand platform</p>
<p><b>Step 2:</b> Complete the On the Job Do &gt;</p>		<p>This form can be found on the On-Demand platform</p>
<p><b>Step 3:</b> On-Demand Modules and Face-to-Face Scouting Adventure</p>		<p>If you have not completed Basic Outdoor Skills (BOS) or equivalent, you will need to complete the Scouting Adventure On-Demand Modules and Face to Face.</p>
<p><b>Step 4:</b> Submit your A3 Transfer of Adult Appointment Application</p>		<p>Please submit this to your Region Office</p>



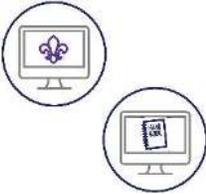
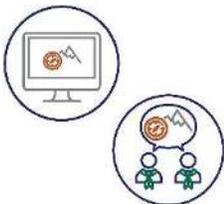
## Leaders who hold The Wood Badge

PATHWAY	ICON(S)	THE DETAILS
<b>Step 1:</b> Complete the On the Job Plan >		This form can be found on the On-Demand platform
<b>Step 2:</b> Complete the On the Job Do >		This form can be found on the On-Demand platform
<b>Step 3:</b> On-Demand Modules and Face-to-Face Scouting Adventure		If you have not completed Basic Outdoor Skills (BOS) or equivalent, you will need to complete the Scouting Adventure On-Demand Modules and Face to Face.
<b>Step 4:</b> On the Job Review >		This form can be found on the On-Demand platform
<b>Step 4:</b> Submit your A3 Transfer of Adult Appointment Application		Please submit this to your Region Office



# Youth Program Leader Training Pathway (Leaders of Youth & Activity Leaders)

Please note you must be a Trainee Leader or Rover to begin your training pathway.

PATHWAY	ICON(S)	THE DETAILS
<b>Step 1:</b> Induction Individual Volunteer Plan		Introductory Interview will be conducted with your Leader in Charge.  The Induction Individual Volunteer Plan will be released soon.
<b>Step 2:</b> On-Demand Modules Scouting Essentials and Scouting Preliminary		These can be started in any order. You must complete the On-Demand Modules to be eligible for the Scouting Essentials Face-to-Face.
<b>Step 3:</b> On the Job Plan >		The On the Job Plan > can be completed at any stage, but must be completed before the Certificate of Proficiency.
<b>Step 4:</b> Scouting Essentials Face-to-Face Course		The Scouting Essentials Face-to-Face course is a two-day residential course that provides you with essential youth program delivery skills and connects you with like-minded Leaders.
<b>Step 5:</b> On-Demand Modules and Face-to-Face Scouting Adventure		Scouting Adventure is completed after your Scouting Essentials course. If you have been accepted onto a Scouting Essentials course to take place in the future, you can also book your Scouting Adventure course in advance, if you have completed the Scouting Adventure On Demand modules.



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**Step 6:**  
Certificate of  
Proficiency



Congratulations! You have now completed your Certificate of Proficiency and this completes your first half of your journey. The next step now is to continue your pathway to completing The Wood Badge

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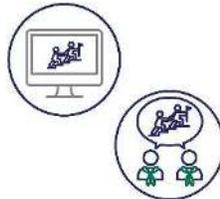
**Step 7:**  
On the Job Do >



The Do> Milestone is completed over a six-month period following your Scouting Adventure course. Scouting Leadership modules can be completed concurrently

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**Step 8:**  
On-Demand Modules and  
Face-to-Face Scouting  
Leadership



The Scouting Leadership Face to Face course is a two-day residential that provides you with program leadership skills. This is the start of your Wood Badge journey.

**Please note, The Scouting Leadership On-Demand Modules have not been released yet. You will need to complete the Advanced Personal Skills Development and Advanced Scoutsafe electives.**

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**Step 9:**  
The Wood Badge Project  
and the Wood Badge  
Assessment



The Wood Badge Project will be discussed and set with your Course Leader on your Scouting Leadership course.

The Wood Badge Assessment is completed after your Leadership course over a four-month period.

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**Step 10:**  
On the Job Review >



The On the Job Review > must be completed and submitted before the completion of The Wood Badge.

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**Step 11:**  
The Wood Badge



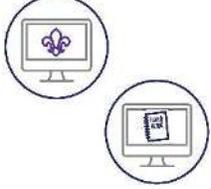
Congratulations on completing The Wood Badge!

You will be presented with your Wood Badge certificate along with the Gilwell Scarf and the Wood Beads to recognise your significant achievement.



# Program Support Leader Training Pathway (Leaders of Adults)

Please note you must be a Trainee Leader or Rover to begin your training pathway.

PATHWAY	ICON(S)	THE DETAILS
<b>Step 1:</b> Induction Individual Volunteer Plan		Introductory Interview will be conducted with your Leader in Charge.  The Induction Individual Volunteer Plan will be released soon.
<b>Step 2:</b> On-Demand Modules Scouting Essentials and Scouting Preliminary		These can be started in any order. You must complete the On-Demand Modules to be eligible for the Scouting Essentials Face-to-Face.
<b>Step 3:</b> On the Job Plan >		The On the Job Plan > can be completed at any stage, but must be completed before the Certificate of Proficiency.
<b>Step 4:</b> Scouting Essentials Face-to-Face Course		The Scouting Essentials Face-to-Face course is a two-day residential that provides you with essential youth program delivery skills and connects you with like-minded Leaders.
<b>Step 5:</b> On-Demand Modules and Face-to-Face Scouting Management		Scouting Management is completed after your Scouting Essentials course. If you have completed the Scouting Management On-Demand modules and have been accepted into a Scouting Essentials course in the future, you can also book your Scouting Management course in advance.
<b>Step 6:</b> Certificate of Proficiency		Congratulations! You have now completed your Certificate of Proficiency and this completes your first half of your journey.



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The next step now is to continue your pathway to completing The Wood Badge

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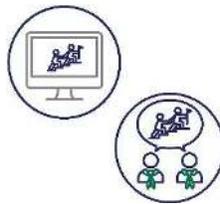
**Step 7:**  
On the Job Do >



The Do> Milestone is completed over a six-month period following your Scouting Adventure course. Scouting Leadership modules can be completed concurrently.

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**Step 8:**  
On-Demand Modules and Face-to-Face Scouting Leadership



The Scouting Leadership Face to Face course is a two-day residential that provides you with program leadership skills. This is the start of your Wood Badge journey.

**Please note, The Scouting Leadership On-Demand Modules have not been released yet. You will need to complete the Advanced Personal Skills Development and Advanced Scoutsafe electives.**

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**Step 9:**  
The Wood Badge Project and the Wood Badge Assessment



The Wood Badge Project will be discussed and set with your Course Leader on your Scouting Leadership Course.

The Wood Badge Assessment is completed after your Leadership course over a four-month period.

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**Step 10:**  
On the Job Review >



The On the Job Review > must be completed and submitted before the completion of The Wood Badge.

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**Step 11:**  
The Wood Badge



Congratulations on completing The Wood Badge!

You will be presented with your Wood Badge certificate along with the Gilwell Scarf and the Wood Beads to recognise your significant achievement.

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## Why the Change?

Scouting is a rich youth program, and it has a rich adult training program to match. It is understandable that people can get a bit lost when things change in our training. Nevertheless, we think that a bit of investment now in understanding what our Leaders now need to do for their training will pay huge dividends in providing an even more inspiring youth program for young people.

Some of the benefit of our changing training system include:

BENEFIT	SO WHAT?
It reflects the youth program we are currently delivering and transitioning to	The fundamental driver for an update of our adult training program is that it needs to reflect our changing youth program. New Leaders coming through the system will be confident with newer elements of the program. Updating the content of our training also gives us the opportunity to check that our training is as challenging, fun, inclusive and adventurous as our youth program is.
It better recognises adult skills across sections under 'One Program' reducing the need to 're-train'	<p>Section-specific adult training makes less sense when we are delivering a continuous developmental youth program over different age ranges. This means we can package together our shared program delivery and leadership skills as the basis for exciting and engaging Face-to-Face courses for Leaders from all sections. This means a trained Leader transitioning between sections will not need to attend more courses, they will just need to focus on the On the Job training components as they apply in their new section context. Exciting!</p> <p>There are also opportunities to recognise the skills of our youth members as they make the transition to adult membership, making that a smoother transition that more young people choose to do.</p>
It makes it much easier to provide lots of choices of timing/location for Face-to-Face courses	Having all sections youth program courses (Essentials, Adventure and Leadership) means that it will be much easier to schedule viable courses closer to where people live. This means getting further out into regional NSW more often. In metropolitan areas, the courses will be sufficiently frequent that if you can't make it to one course, you won't have to wait long to get on the next one.



<p>It is an opportunity to make the On Demand Learning more engaging and tailored</p>	<p>Newer modules being rolled out use more engaging training techniques, are broken up into achievable chunks, and in some cases have pre-module quizzes so that you can bypass some of the material if you already have the knowledge or skill.</p>
<p>It is an opportunity to streamline the 'process' of training</p>	<p>On the Job forms are now easily available on the On Demand Training platform. At this stage, trainees will need to have the form verified in PDF form before being processed by Training NSW, but ultimately this whole process will be able to be done on the On Demand platform. There will be less 'paperwork' involved in training, so hopefully more focus on great training.</p>



# What's Changing?

While the training available to you will always be continuously improved, we are going through a particular period of change as the training is updated to support new program elements. If you are training now or supporting trainees, this section is designed to help you navigate that change.

FORMAT	WHAT'S CHANGING FOR YOUTH PROGRAM LEADERS (LEADERS OF YOUTH & ACTIVITY LEADER)	WHAT'S CHANGING FOR PROGRAM SUPPORT LEADERS (LEADERS OF ADULTS)	PREVIOUS LANGUAGE
 <p>On Demand Learning</p>	<p>Modules are still being updated, and this pack will be updated accordingly so you know what modules to complete to be eligible for courses in the future.</p> <p>The rest of the Scouting Essentials modules will be release soon!</p> <p><b>Please note, The Scouting Leadership On-Demand Modules have not been released yet. You will need to complete the Advanced Personal Skills Development and Advanced Scoutsafe electives.</b></p>	<p>Modules will be updated once a new curriculum is finalised for Program Supporters. Coming soon!</p> <p><b>Please note, The Scouting Leadership On-Demand Modules have not been released yet. You will need to complete the Advanced Personal Skills Development and Advanced Scoutsafe electives.</b></p>	<p>The eLearning</p>



 <p>On the Job forms</p>	<p>New Leaders should now use the new On the Job forms on the On-Demand platform. If you have already started Technical Skills or In Service, you can quickly finish these off instead of the Plan &gt; and Do &gt; forms.</p> <p>At this stage, to achieve the Wood Badge (indicating a fully trained Leader) after your Scouting Leadership, you will need to complete the Wood Badge Project discussed on course, an On The Job evaluation led by your District Commissioner, as well as the Review &gt; On the Job Milestone. In the future the Review &gt; milestone may incorporate these other elements.</p>	<p>New Leaders should now use the new On the Job forms on the On-Demand platform. If you have already started Technical Skills or In Service, you can quickly finish these off instead of the Plan &gt; and Do &gt; forms.</p> <p>At this stage, to achieve the Wood Badge (indicating a fully trained Leader) after your Scouting Leadership, you will need to complete the Wood Badge Project discussed on course, an On The Job evaluation led by your District Commissioner, as well as the Review &gt; On the Job Milestone. In the future the Review &gt; milestone may incorporate these other elements.</p>	<p>In-service Technical skills</p>
 <p>Face-to-Face Learning</p>	<p>Your courses have had a name change, they allow you to network and learn with Leaders working in all sections and the content has been updated. They are even more fun than they were!</p>	<p>Your courses do not change significantly until a new curriculum is finalised. This is coming soon! Keep applying for Scouting Management (previously LOA Basic) and Scouting Leadership (previously LOA Advanced Practical Supplement).</p>	<p>Courses</p>



# On the Job & The Wood Badge

Training component	Who verifies your completion	The details	What happens next?
<b>On the Job Plan</b> <b>On the Job Do</b> <b>On the Job Review</b>	<b>A Leader with a Wood Badge</b>	<b>Individual skills can be verified by adult members who are proficient in the skill, under the supervision of a Leader who has a Wood Badge.</b> <b>A Wood Badged Leader should complete the final verification (at the bottom of the page).</b>	<b>Notify your District Leader Adults Training Support (DLATS) or District Commissioner (DC) by providing them the signed form so that your completion can be recognised on Scoutlink. Your DLATS or DC don't have a role in verifying your forms, they just process the completion which gets sent to Region Office but they can ask questions of the Leader who verified your forms.</b> <b>In the future, you'll be able to tick off these forms online. Can't wait!</b>
<b>The scope of your Wood Badge Project</b>	<b>The Scouting Leadership Course Leader</b>	<b>The scope of your Project is approved by the Course Leader of your Scouting Leadership course. You can generate ideas in advance of the course but be prepared for your ideas to shift a bit as we explore your personal development needs on the course.</b>	<b>Good luck with your Project!</b>
<b>Any changes to the scope of your Wood Badge Project?</b>	<b>The Scouting Leadership Course Leader</b>	<b>These also need to be approved by the Course Leader of your Scouting Leadership course. If you don't have their contact details, you can pass on your scope change to them via <a href="mailto:training@nsw.scouts.com.au">training@nsw.scouts.com.au</a></b>	<b>Good luck with your Project!</b>



<p><b>Wood Badge Project completion</b></p>	<p><b>Project Supervisor</b></p>	<p><b>When you have completed your Wood Badge Project, your project supervisor verifies that it is complete. The project supervisor should be the person nominated on your form and approved on the Scouting Leadership course by the Course Leader. This is normally your Leader in Charge.</b></p>	<p><b>Send the signed form to <a href="mailto:training@nsw.scouts.com.au">training@nsw.scouts.com.au</a></b>  <b>If a significant amount of time has elapsed, or it seems like the circumstances have changed for your Project, the Course Leader may review your Project before it is finalised.</b></p>
<p><b>District Evaluation</b></p>	<p><b>District Commissioner or delegate</b></p>	<p><b>This is completed by the District Commissioner or their delegate, usually the District Leader for the section that you are working in.</b></p>	<p><b>Ensure that your District Commissioner has the signed Evaluation so that your completion can be recognised on Scoutlink.</b></p>

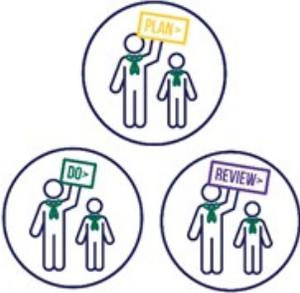


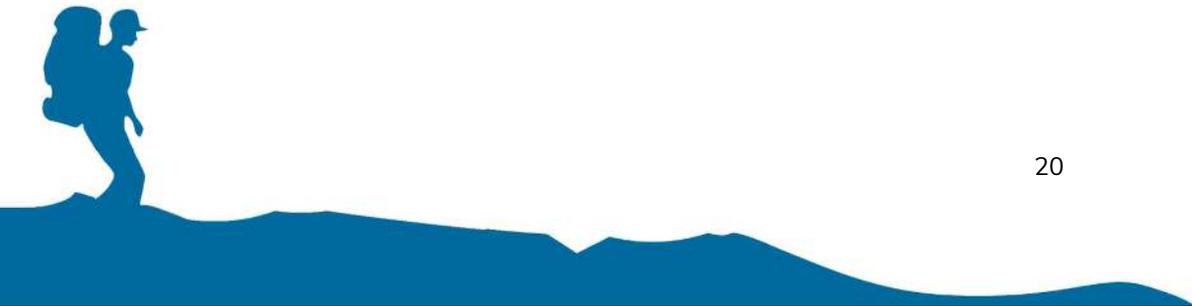
# New Terminology & equivalency

If you have been in Scouting for a while, you may be more familiar with some of the previous naming for our courses. Here is a rough guide to how the old and new courses translate

PREVIOUS COURSE NAME	CURRENT COURSE NAME	THE DETAILS	ICON
Joey Basic Practical Cub Basic Practical Scout Basic Practical Venturer Basic Practical Rover Basic Practical Leader of Adults Basic Practical	Scouting Essentials	The Scouting Essentials course provides you with the essential youth program delivery skills. If you have completed a Basic Practical Supplement, you do not have to now complete a Scouting Essentials, but do stay up to date with changes to the youth program.	
Basic Outdoor Skills SIS10 Bushwalking Level 1 Basic Practical Supplement Bushwalking Level 1	Scouting Adventure	We now have one course across all sections to ground our Leaders in some adventure skills. If you have completed a Basic Outdoor Skills or equivalent, you do not have to complete the Scouting Adventure, but do stay up to date with changes to the youth program.	



<p>Group Leader Basic Practical  District Leader/Commissioners Basic Practical  Basic Practical Supplement Leader of Adults</p>	<p>Scouting Management</p>	<p>The training pathway for Leaders of Adults is under development nationally, but we are beginning to align to the new naming conventions</p>	
<p>Joey Advanced Practical  Cub Advanced Practical  Scout Advanced Practical  Venturer Advanced Practical  Rover Advanced Practical  Leader of Adults Advanced Practical</p>	<p>Scouting Leadership</p>	<p>The Scouting Leadership course provides you with program leadership and people leadership skills. If you've completed an Advanced Practical, you don't have to now complete a Scouting Leadership, but do stay up to date with changes to the youth program.</p>	
<p>In-Service</p>	<p>On the Job Plan  On the Job Do  On the Job Review</p>		



# Training Rebate Scheme

As of the 1st April 2018, Scouts NSW is now offering Groups a training rebate for first time Leaders who complete phase 1 of their training within one year and phase 2 training within three years from joining Scouts as a Trainee Leader.

The scheme aims to encourage Leaders to complete their phase 1 and phase 2 training within specified timeframes at a reduced cost. There is a \$45 rebate paid to the Group for a Leader completing phase 1 within twelve months of joining and there is a \$63 rebate paid to the Group for a Leader completing phase 2 training within three years of joining.

## How it works

On a monthly basis, Group Leaders will be notified of members who are eligible for the Training Rebate. They can then complete a Training Rebate Confirmation form on Operoo (previously known as CareMonkey) which will sit in the form library.

## Selection Criteria

- The Training Rebate Scheme only applies to first time Leaders who have joined after the 01st April 2018.
- Eligible Leaders must be aged 18 or above.
- The agreed start date will be the date that members are cleared.
- Given that youth members will already have access to eLearning through Scout Central, the agreed start date for Rovers will commence on the members 18th birthday.
- For existing Adult Helpers & Supporters who decide to embark on Leader training for the first time, the start date will be the date the member becomes a pre-applicant on ScoutLink.
- The Certificate of Proficiency must be issued within twelve months of the start date.
- The Wood Badge must be issued within three years from the start date.
- Rovers completing Rover Basic Leader training will be ineligible for the rebate due to the already discounted rate of the course. Rovers completing the new training pathway are eligible.
- If you are completing an online Scouting Essentials Course you will not be eligible for the rebate.
- The rebate does not apply if discounted courses were used as part of the training.
- The Training Rebate cannot be used if a member has utilised the Benjamin Thompson Fund to access course fee funding.
- The Training Rebate cannot be used if a member has utilised the Youth Leader Development Program to access course fee funding.
- Up to a maximum of 1 Basic and 1 Advanced rebate will be paid per Leader.
- If eligible, the rebate will be paid to the group who paid for the member to be trained.



## Further Opportunities

Not only do we offer Leader Training for our members, but we also offer a range of Adventurous Activity courses, from Canyoning at Wee Jasper, 4WD from Jenolan Caves to Wombeyan Caves, snorkelling in our beautiful oceans and hiking in our amazing National Parks.

Did you know that we are also a Registered Training Organisation? Scouts Australia Institute of Training (SAIT) offers Nationally Accredited Qualifications. We recognise that our Leaders have fantastic skills and knowledge therefore; our Leader Training and our Adventurous Activity programs are closely aligned to some of our qualifications.

Are you interested in completing a qualification or learn a new Adventurous Activity skill and deliver this to your Youth members? Head over to our Scouts NSW website to find out more information or email us at [training@nsw.scouts.com.au](mailto:training@nsw.scouts.com.au) to enrol.



# Nationally Recognised Qualification

The Scouts Australia Institute of Training (SAIT) offers, at no cost to members, a number of nationally recognised qualifications. Evidence gathered from experiences in your Scouting journey can contribute towards achieving partial or complete nationally recognised qualifications.

	<p><b>On-Demand Learning</b></p>	<p><b>The knowledge gained via on-demand learning is relevant to the requirements of Scouting.</b>  <b>There are some similarities to some of the requirements within qualifications.</b></p>	<p><b>Completion records of your on-demand learning provides some evidence of gaining knowledge that can be aligned and used as partial evidence towards qualifications.</b></p>
	<p><b>Face to Face Learning</b></p>	<p><b>The skills gained via Face to Face learning is relevant to the requirements of Scouting.</b>  <b>There are some similarities to some of the requirements within qualifications.</b></p>	<p><b>Completion of your Face to Face learning provides some evidence of gaining skills that can be aligned and used as partial evidence towards qualifications.</b></p>
	<p><b>On the Job forms</b></p>	<p><b>The skills gained via On the Job forms is relevant to the requirements of Scouting.</b>  <b>There are some similarities to some of the requirements within qualifications.</b></p>	<p><b>Completion of On the Job forms provides some evidence of applying knowledge and skills in real life situations that can be aligned and used as partial evidence towards qualifications.</b></p>



	<b>Assessment</b>	<b>The proficiency standards relevant to the requirements of Scouting are not exactly the same as the competency standards that are defined within nationally recognised qualifications.</b>	<b>Your Scout training provides some evidence towards qualifications. Because of the differences between Scouting and qualification requirements, your Assessor will require further information to assist you to complete nationally recognised qualifications.</b>
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# Frequently Asked Questions

While the training available to you will always be continuously improved, we are going through a particular period of change as the training is updated to support new program elements. If you are currently training now or supporting trainees, this section is designed to help you navigate that change.

**Q: I am changing Sections and I hold a Certificate of Adult Leadership (COAL) / Certificate of Proficiency. Do I need to re-train?**

A: You will not need to complete the Scouting Essentials Face-to-Face course or complete the Scouting Preliminary and Essentials On Demand modules, but if you haven't completed these On Demand modules, we highly recommend that you complete these as they do cover the new Youth Program and you will be keeping up to date.

If you are a Joey or Cub Scout Leader transitioning to the Scout section and upwards, you will be required to complete the Scouting Adventure On-Demand modules and Face to Face.

To transition to your new section, you need to complete is the On-the-Job Plan, the On-the-Job Do and submit your A3 Transfer of Adult Appointment to your Region Office.

You will also need to continue with your journey towards The Wood Badge by completing the On-Demand module and Face to Face for Scouting Leadership.

If you would like to find out more, please visit our Scouts NSW page or contact us at [training@nsw.scouts.com.au](mailto:training@nsw.scouts.com.au).

**Q: I am changing Sections and I hold a Wood Badge. Do I need to re-train?**

A: You will not need to complete the Face-to-Face courses, but we do highly recommend for you to complete the Scouting Preliminary, Essentials and Leadership On Demand modules as they do cover the new Youth Program and you will be keeping up to date.

If you are a Joey or Cub Scout Leader transitioning to the Scout section and upwards, you will be required to complete the Scouting Adventure On-Demand modules and Face to Face.

To transition to your new section, you need to complete is the On-the-Job Plan, Do, Review, and submit your A3 Transfer of Adult Appointment to your Region Office.

If you would like to find out more, please visit our Scouts NSW page or contact us at [training@nsw.scouts.com.au](mailto:training@nsw.scouts.com.au).



**Q: None of the mentioned scenarios are applicable to me, which training do I complete?**

A: Please email [training@nsw.scouts.com.au](mailto:training@nsw.scouts.com.au) or phone Training Services on 02 9735 9000. The Training Services Team are more than happy to assist.

**Q: I have tried resetting my password and have not received the recovery email. What do I do?**

A: Please email [training@nsw.scouts.com.au](mailto:training@nsw.scouts.com.au) or phone Training Services on 02 9735 9000.

**Q: How do I apply for Training Courses?**

To apply for a Training Course you will need to fill an L1 Training Application form which you can find [here](#) and submit this form to [training@nsw.scouts.com.au](mailto:training@nsw.scouts.com.au) before the closing date of the course.

**Q: What happens if I withdraw from the course?**

A: If you are unable to attend a course, you will need to email [training@nsw.scouts.com.au](mailto:training@nsw.scouts.com.au) or phone Training Services on 02 9735 9000. Withdrawing from a course may incur a fee. Please note the Scuba course falls outside the cancellation policy.

Withdrawal before the Closing Date	Full Refund
Withdrawal more than 5 days before the course	Full refund less \$20 administration charge
Withdrawal less than 5 days before the course	No Refund
SCUBA withdrawal before the Closing Date	Full Refund
SCUBA withdrawal after the Closing Date	\$200 cancellation fee
Exceptional circumstances will be considered by the State Commissioner, Adult Training and Development	

