

Individual Adult Volunteer Plans (IAVP)

Phase 1, 2 & 3

What is an Individual Adult Volunteer Plan?

Individual Adult Volunteer Plans (IAVP) are a planning tool to be utilised throughout a Leader's Scouting journey. They are an integral part in becoming an effective Adult Leader in Scouting and are facilitated by their Team Leader.

Who is the Team Leader?

The Team Leader is the Group Leader/ Leader (GL/LIC) in charge or higher. A section leader cannot be a Team Leader as they hold a Youth Program Support Leader appointment, and this person needs to be someone who hold a Program Support Leader role. If the Trainee is a GL/LIC, the Team Leader is the next step up. This would be a District Commissioner (DC) or higher. If they are not part of a group but part of a district or higher it will always be their direct report.

What IAVP needs to be completed?

- The Adult Member is a brand-new trainee leader and has not completed any of the Training Pathway or is a leader changing pathways.
They need to complete IAVP Phase 1 – New Leader
- The Trainee Leader has just been awarded a Certificate of Proficiency
They need to complete IAVP Phase 2 – Certificate of Proficiency
- The Leader has just been awarded their Wood Badge or is an ongoing leader.
They need to complete IAVP Phase 3 – Woodbadge and Annual Review

The forms are all located on the Scouts NSW website on the [State Form Page](#) under “Group Leader Resources”.

Are these forms required for anything?

Yes. If a Trainee wants to attend a Scouting Essentials course, they will need to have completed and submitted an IAVP Phase 1 prior to the closing date of the course.

If a Leader wants to attend a Scouting Leadership course, they will need to have completed and submitted an IAVP Phase 2 prior to the closing date of the course.

As they are a pre-requisites for these courses we are unable to enrol the Trainee Leader in the training without the appropriate IAVP completed.



I've figure out which phase needs to be completed with my Trainee/Leader but what do I do now?

IAVP Form (Page 1)

As Team Leader, the first thing you should do is organise a meeting with the Trainee/Leader. At this meeting, you will work through all the of items on the first page ticking them off as you cover each item with them.

When should the IAVP be completed?

The IAVP form should be completed prior to the training commencing. If the Trainee is a New Leader, you will also need to work through the Onboarding a New Leader Checklist which can be found on the Scouts NSW website on the [State Form Page](#) under "Group Leader Resources".

Some IAVPs mention a Mentor. Does the mentor need to be me as the Team Leader?

No. This can be anybody you think will be the best support for this person. A great example is a Section Leader can be a mentor for a Trainee leader within their section or for roles where there is only one of it type within the region, someone who holds that equivalent role in a different region would be a fantastic resource.

What if I do not have the facilities to print, sign and scan the form?

The form is enabled with a digital signature spot. The Trainee and yourself just need to click on the appropriate signature box per below to configure your digital IDs:

Trainee Name:	<input type="text"/>	Team Leader Name:	<input type="text"/>
Membership Number:	<input type="text"/>	Membership Number:	<input type="text"/>
Signature:	<input type="text"/>	Signature:	<input type="text"/>
Date:	<input type="text"/>	Date:	<input type="text"/>

Why does it need to be signed? Can my email be used as approval instead?

Unfortunately, we save the form itself and not the email you send us, as the Team Leader, to the member's record. We need your signature on them for historical purposes.

Does it need both the signatures to be valid or is my signature enough?

We require both the Trainees and your signatures for this to be valid. The IAVP form is an agreement that the Trainee will complete training within a set period. A verbal agreement is not sufficient.



The Training Plan (Page 2)

The second part of the IAVP is the Training Plan. This allows the Trainee to clearly see the steps of their Training Pathway and a plan of when and where they will be completed.

Training Plan IAVP Phase 1

With IAVP Phase 1 the Training Plan required is different depending on what Training Pathway the New Leader is embarking on.

If the Trainee is to be a:

- Joey Scout Leader,
- Cub Scout Leader,
- Scout Leader,
- Venturer Scout Leader, or

you will need to complete the Training Plan – Youth Program Leader with them.

If the Trainee is to be a:

- Leader of Adults,
- Rover Scout Unit Leader, or a
- Rover Advisor,

you will need to complete the Training Plan – Program Support Leader with them.

Training Plan IAVP Phase 2 & 3

With IAVP Phase 2 & 3 there is only 1 Training Plan included with this form.

What needs to be included on this plan?

Each item within the training plan must have a proposed completion date added next to it. This includes proposed practical courses that the Trainee plans to attend. To help them find dates for these practical courses please refer to the [Training Calendar](#). The dates should always be within the prescribed time period on page 1 of the IAVP e.g. IAVP Phase 1 Training Plan dates should fall within 12 month of joining for New Leaders. These dates are just a guide, and we understand that sometime things in life can change so the Trainee is not locked into these dates. It is ultimately just a plan, but please explain to them that they still should be mindful of not exceeding the time period in which they agreed to on page 1 on the IAVP.

I've completed the plan with my Trainee/Leader. What do I do with it?

The Training plan should be submitted with Page 1 of the IAVP.

Now that both pages are completed where do I submit it?

Once completed the IAVP Phase needs to be email to training@nsw.scouts.com.au and it will be entered on the Trainee/Leader's member record.

