

### Welcome to Pamphlett-Tennyson Sea Scouts!

This is my welcoming introduction to some of the running's of Pamphlett-Tennyson Sea Scout Group. As a Leader, you are part of the face of Scouting, and without people like you, **Scouts could not exist**. I'll keep this intro short for you, as most of this stuff would have, or will be, explained to you in your training. This document basically will introduce you to all of Scouting's resources, useful knowledge, and available pathways without having to do the full search yourself!

It also covers some of your legal responsibilities as a Leader with a Duty of Care. It is no surprise that Scouts has not had a great legal history, and knowing your responsibilities allows you to understand your boundaries and the duty you hold to all our Youth. Please note this section is for your convenience only, and you will be required to read the source documents.

This document briefly covers:

- Scouts Australia Institute of Training (SAIT)
- Adventurous Activity Pathway
  - NAAF Scheme
  - Standards and Good Practices
- Your Training Pathway
  - eLearning Training + Mandatory Training
  - On The Job Checklist
  - Training Calendar
- Group Related Information
- Your Legal Responsibilities
- Other Resources
  - Document Central
  - Scouts Australia Key Resources
  - Queensland Branch Standing Instructions (QBSI)
  - Scouts Australia Policy & Rules (P&R)

Attached to this document includes:

- Role Description for Youth Program Adult Leaders
- Scouts QLD Glossary

Scouting has a **LOT** of resources for its volunteers and while the full depth of our resources is not in the scope of this document, the links provided will provide you a basic understanding of the type of resources provided and where to find the most common resources. You can find more documents that may be useful, and referenced in this document, in the Other Resources Section.

Again, I welcome you, and thank you for your interest, in joining up as a Leader of Scouting. I hope you get as much out of this experience as we do :)

Joe Kan

### Scouts Australia Institute of Training (SAIT)

- You can be accredited for nationally recognised training as you progress through Leader training at various points
- This is not limited to just Leaders, but also Venturers, Rovers, and other Adult Members

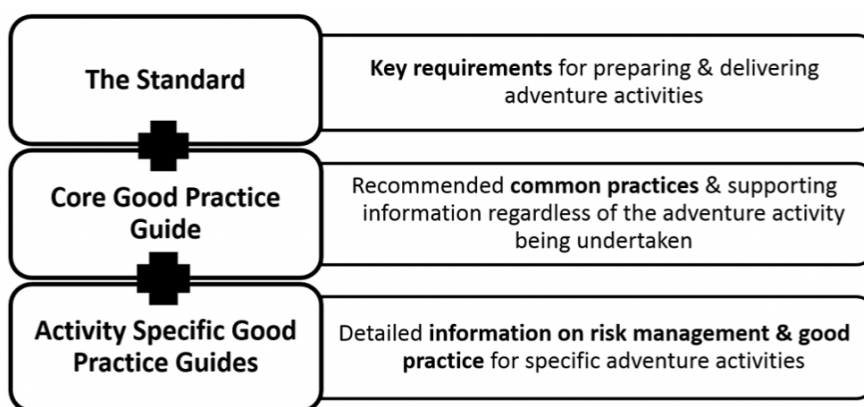
Link: <https://scouts.com.au/members/sait/>

#### Qualifications

- BSB20120 Certificate II in Workplace Skills
- CHC24015 Certificate II in Active Volunteering
- CUA20220 Certificate II in Creative Industries
- SIS20419 Certificate II in Outdoor Recreation
- BSB30120 Certificate III in Business
- CHC34015 Certificate III in Active Volunteering
- CUA30220 Certificate III in Community Dance, Theatre and Events
- SIS30619 Certificate III in Outdoor Leadership
- BSB40520 Certificate IV in Leadership and Management
- BSB40920 Certificate IV in Project Management Practice
- CHC44015 Certificate IV in Coordination of Volunteer Programs
- SIS40619 Certificate IV in Outdoor Leadership
- BSB50420 Diploma of Leadership and Management
- BSB50820 Diploma of Project Management
- SIS50419 Diploma of Outdoor Leadership
- BSB60420 Advanced Diploma of Leadership and Management
- BSB60720 Advanced Diploma of Program Management

### Adventurous Activity Pathways

- As an adult in the Movement, you are eligible for further nationally recognised training for specific adventurous activity pathways such as bushwalking, sailing, or canoeing
- The general pathway is as follows:
  - Safe Participant (SP)
  - Trained Participant (TP)
  - Assistant Guide (AG)
  - Guide (G)
- These AA roles will carry additional responsibilities and capabilities as a Leader including how to conduct supervision, approvals, and document to a satisfactory standard
- The **National Adventurous Activity Framework (NAAF)** is the Scouting framework derivative from the Australian Adventure Activity Standards and Good Practice Guides
- Majority of activities is covered by the Core Good Practice Guide (GPG)
- There are activity specific GPGs (ie Bushwalking GPG)



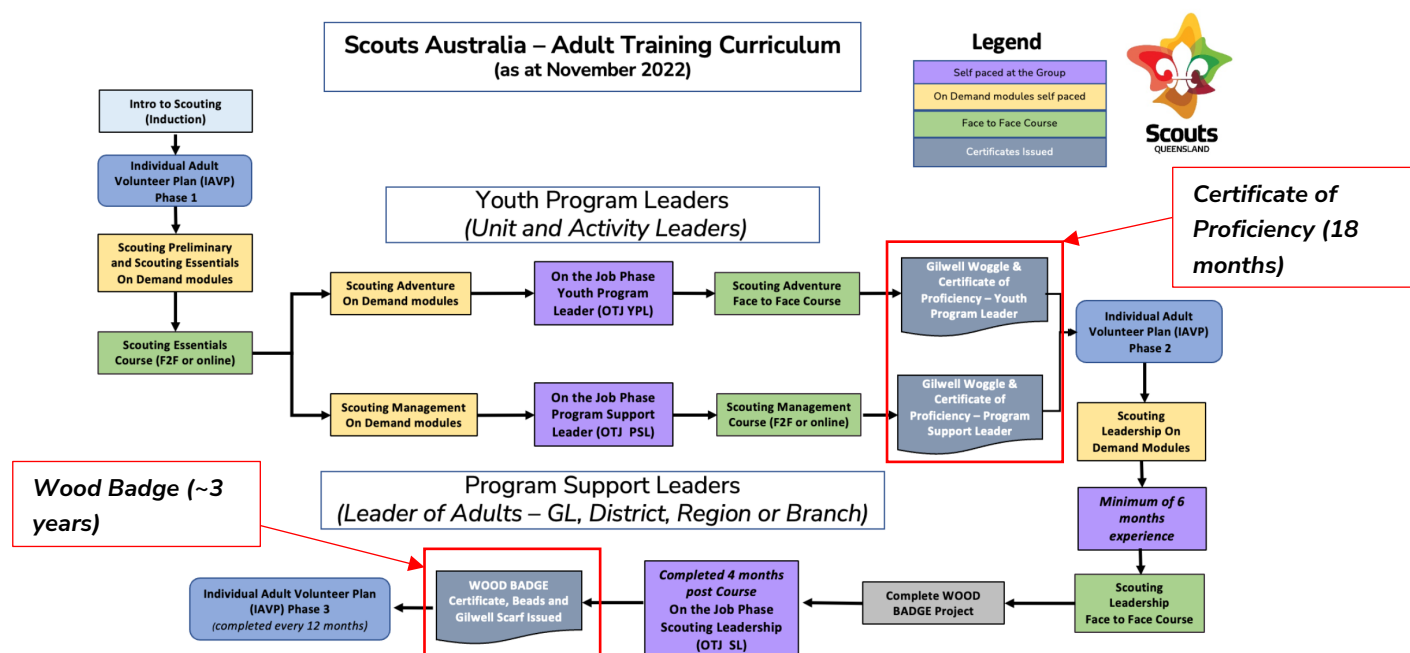
#### Recognition Table

Scouts Australia recognition of competence is defined in a set of Adventurous Activity Levels, as follows -

	Adventurous Activity Level	Formerly known as	Recognition Pathway <sup>5</sup>
SA	Scouting Adventure completed	<i>BOS</i>	Internal
SP	Safe Participant	<i>Level 1</i>	Internal and/or VET
TP	Trained Participant	<i>Level 2</i>	Internal and/or VET
AG	Assistant Guide		VET
G	Guide	<i>Guide</i>	VET
AS	Activity Specialist	<i>Level 3</i>	VET
SME	Subject Matter Expert	<i>SME</i>	VET & or Industry experience
	Assistant Leader Trainer	<i>Instructor</i>	VET

Link: [NAAF](#) | [NAAF Appendix 3](#)

## Your Training Pathway



There is an expectation that as a Leader you are expected to continually train and upskill yourself. The community expects our Leaders to be well-trained, and to be confident in themselves. While we understand Leaders usually last 3-years in service, we try to encourage and retain Leader talent by investing in your training and give you an opportunity to give back to the community. At a minimum, we expect Leaders to achieve a Certificate of Proficiency within 18 months of beginning your journey. A Wood Badge is the mark of your training's completion which usually takes 3 years to complete and grants you more capabilities and responsibilities. Some quick facts about your training:

- All Leader training is 100% subsidised by the Group via fees payable to us
- Individual Adult Volunteer Plans (IAVP)
  - Checklist and your commitment to Scouting at various stages
  - Your team leader (the Group Leader) will discuss this with you privately
- Certificate of Proficiency
  - Allows you to independently supervise a Section Meeting
  - Entitled to wear Section epaulettes
- On The Job Checklist
  - Must complete after each Course
  - Series of exploratory tasks for your development as a Leader
- Wood Badge
  - Internationally recognition of finished Leader training
  - Allows any Leader to fulfil any role within Scouting
- Training Application Form (A15)
  - There is an online A15 training application form
  - A15 allows you to apply for a course. The invoice will be sent to the Group. Please notify the Group Leader and Treasurer that you are planning to/or have applied for a training course
- Training Calendar
  - Can be found on the Scouts QLD website
  - It is regularly updated

Note: You will require your membership number and log in details to access parts of the Scouts QLD website

Link: [Scouts QLD Training](#) | [New Training Application Form \(A15\)](#) | [On-Demand Training](#)

## Group Related Information

- We were previously known as *Pamphlett Sea Scouts* until *Tennyson Scouts* merged with us to form *Pamphlett-Tennyson Sea Scouts*. We use "PTSS" to abbreviate our long name.
- Scout Management System (SMS) is Scouts QLD member database
  - History of Scouting
  - Certifications & Courses
  - Documentation delivered to members
  - Functionality is dependent on your Scouting role
- We use Operoo to send C4s out and collect payment for activities via Stripe
- Any changes to memberships, speak to Group Leader or Assistant Group Leader
- We focus on Sailing as a whole (we have a whole fleet of boats for it)
  - We recommend working towards Sailing AA Pathway to Guide or Assistant Guide Level
- Group Councils are on the 1<sup>st</sup> Monday of every month EXCEPT December & January
- Annual Presentation of Reports (APR) is mandatory event and is usually in May
- We have a Group Calendar on our website
  - We do have external hires
- We are always looking for more Leaders to help the Group expand!

## Your Legal Responsibilities:

Please note the information in this section is provided to you for your **convenience only**. Consult Document Central for Child Safe Scouting Policy (CYM-POL-01) and QBSI 5.6 Insurance for a further understanding on your legal responsibilities.

- As a Leader, you will have a legal *Duty of Care* responsibility under the *Civil Liability Act 2003 (QLD)*
- Should there be an incident (near misses or actual), an F18 – Incident Report Form is required to be filled out. Note that consequences may be carried depending on the severity of the incident.
  - [F18 Form](#)
  - Note this is **not** the form to fill out for Child Abuse Reports
- As a Mandated Reporter, should you be confided or have a report of Child Abuse, you have a legal responsibility to do the following in order:
  - Report to the police, Report to Scouts QLD Emergency Line, Report to the Group Leader
  - Complete the online [F8 Form](#)

Table 1 Immediate Reporting (within two hours)

Immediate Reporting (within two hours)		
Incident type	Witness/Leader in charge of activity report to	Branch Action following report
A Notifiable Incident	Branch Support Office by calling 07 3870 7000 (plus option 9 after hours)	Notify WH&S
A known or suspected incident of Child Sexual Abuse refer (QBSI 10.1 – B.9.5)	Queensland Police by telephoning Police Link 131 444, then telephone the Branch support office	Notify child Safety
An incident that involves significant loss of Scout property (fire, storm, theft etc.)	Branch Support Office by calling 07 3870 7000 (plus option 9 after hours)	Notify Insurance Broker
An incident that is drawing (or likely to draw) negative media attention	Branch Support Office by calling 07 3870 7000 (plus option 9 after hours)	Notify Manager Brand and Sponsorship

Current Group Leadership		
Title	Current Person	Email
Group Leader	Joe Kan	<a href="mailto:gl@ptss.scoutsqld.com.au">gl@ptss.scoutsqld.com.au</a>
Assistant Group Leader		<a href="mailto:agl@ptss.scoutsqld.com.au">agl@ptss.scoutsqld.com.au</a>
Chairman	Patrick Kettermann	<a href="mailto:chairman@ptss.scoutsqld.com.au">chairman@ptss.scoutsqld.com.au</a>
Secretary	Allison Dench	<a href="mailto:secretary@ptss.scoutsqld.com.au">secretary@ptss.scoutsqld.com.au</a>
Treasurer	Katie Hewitt	<a href="mailto:treasurer@ptss.scoutsqld.com.au">treasurer@ptss.scoutsqld.com.au</a>
Website	<a href="http://www.pamphlettseascouts.org.au">www.pamphlettseascouts.org.au</a>	
Phone Numbers	Joe Kan: 0481 513 767	

**Other Resources**

- [Scouts Queensland Support Hub: Knowledge Base](#)
  - Helpful Scouts QLD FAQ Page
    - Operoo
    - Finance
    - Adult Membership
    - Insurance
- [Scouts Australia Key Resources](#)
  - Key Documents and policies to Scouting in Australia
- [Scouts Australia Other Resources](#)
  - Useful program documents and imagery
    - Programming
    - Fundamentals
    - Achievement Pathways
    - Other Program resources
  - Scouts Terrain
    - Personal Record Keeping System
  - Scout Shop
- [Document Central](#)
  - Scouts QLD Primary Document Hierarchy Source
  - Scouts QLD is moving all its Documents (including QBSI) to Document Central to simplify processes
  - Includes QBSI
- Queensland Branch Standing Instructions (QBSI) [*currently found in Document Central*]
  - Most useful policy level document for everyday Scouting
  - Should know the general chapters and where to locate information
- Scouts Australia Policy & Rules
  - National policy and Rules for Scouting
  - Good to know and be familiar

**References**

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## QBSI

- Section 5.6 Insurance

[Document Central](#)

- CYM-POL-01 Child Safe Scouting Policy
- SRM-STD-02 Incident Reporting Standard
- CYM-STD-02 Child Safe Scouting Program Delivery Standard