Greater Manchester North Scout County



Leader

can be

with young members from this point

Appointment Process

1. Applicant Meets with Section Leader / GSL / ADC Agree Role Description Complete AA / OH Form & CRB

2. Forms & Role Description sent to Dist AAC Secretary Details entered on National Database References / CRB sent for

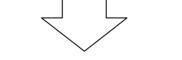
3. References & CRB back Appointments Panel convened by AAC Secretary

4. Appointment Interview

5. DC Approval

6. Details updated on National Database LTM notified Provisional Appointment Certificate issued

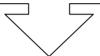
7. LTM appoints TA TA contacts new leader and discusses training



8. TA prints out a GS Course Application Form, signs it and passes it to the trainee leader.

Trainee leader secures funding from local source.

Trainee leader sends Application form and money to CTM.



9. Leader Attends Getting Started Course



10. TA meets with Leader TA & Leader agree Module 2 (validations for GS) TA enters validation targets on training database



11. TA validates GS modules & records on database TA prints out and signs GS validation form TA sends GS validation form to LTM

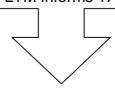


12. LTM signs GS Validation Form and sends to local AAC Secretary

AAC Secretary enters details to convert appointment from Provisional to Permanent



13. AAC Secretary advises LTM & DC of change of status LTM informs TA



14. TA Prints out WA Course Application Form signs it and passes it to the trainee leader. Trainee leader secures funding from local source. Trainee leader sends Application form and money to CTM. 15. Leader attends WA Course or equiv. 16. TA agrees & records validation methods & dates after each training session 17. TA validates modules 18. When all Leader Training modules validated TA prints out final Validation form, signs and sends to LTM 19.LTM signs validation and sends to CTM CTM applies for Wood Badge



20. Wood Badge sent to DC Wood Badge presented

| Key | |
|-----|---|
| AA | Adult Appointment (Application Form) |
| AAC | Appointments Advisory Committee |
| ADC | Assistant District Commissioner |
| CRB | Criminal Records Bureau (Disclosure Application Form) |
| CTM | County Training Manager |
| DC | District Commissioner |
| GS | Getting Started (Initial Training) |
| GSL | Group Scout Leader |
| LTM | Local Training Manager |
| ОН | Occasional Helper (Application Form) |
| TA | Training Adviser |
| WA | Way Ahead Course (Leader Training) |