

TRAINING POLICY

THE KENYA SCOUTS ASSOCIATION

2019

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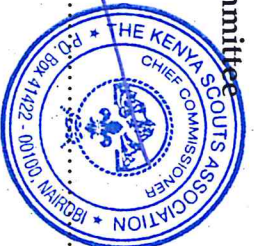
VALIDATION OF POLICY

Validation signed on..... 29th Sept 2019

Signed by.....
Mr. Moses O Danda
National Executive Commissioner, KSA

Signed by
Ms. Lydia Kiburu
Chairperson, Executive Committee

Signed by
Mr. Victor Radido
Chief Commissioner, KSA



KSA VISION

Creating a better world.

KSA MISSION

Educating young people to play a constructive role in the society.

This is achieved by: -

Involving the youth throughout their formative years in a non-formal educational process.

Using a specific method that makes each individual the principle agent in one's development as a self-reliant, supportive, responsible and committed person.

Assisting them to establish value system based upon spiritual, social, and personal principles as expressed in the scout's law and promise.

KSA CORE VALUES

1. Professionalism
2. Transparency and Accountability
3. Integrity
4. Selflessness
5. God-Fearing

PREFACE

The Kenya Scouts Association is the national Scouting association of Kenya. Scouting was founded in British East Africa in 1910, and became a member of the World Organization of the Scout Movement in 1964. The Kenya Scouts Association (KSA) is the leading Scouting presence in Africa and the largest youth movement in Kenya where it was established in 1910. As part of the World Organization of the Scout Movement, KSA aspires to create a better World through provision of a value-based and skills-oriented education for young people. Scouting contributes to young people's education and development by providing a safe environment where young people can learn and grow by making decisions, doing and discovering for themselves, while experiencing fun, adventure and challenge. The Scouts' value system is based on three principles: Duty to God, Duty to others and Duty to self. Scouts values are expressed in the promise and law, a voluntary personal commitment to do one's best to adhere to an ethical code of behavior.

The Training and Development Department is a subcommittee of the National Scout Board of the Kenya Scouts Association. It was established to implement policy decisions concerning the development and design, delivery and implementation of the training (here in referred to as the department). The department shall be located at the Kenya Scouts Association Headquarters Nairobi. The department shall have a trickle-down effect (from national to grass root level) in the implementation of the training activities.

The National Training Policy document outlines the guidelines on the implementation of the training in all levels of Adult leadership. The policy will guide the adults in Scouting and the entire scout fraternity on the issues affecting the training and how the training can be enriched to suit the current and the future emerging issues.

The Kenya Scouts Association through the training team is geared towards giving training that is inclusive, relevant and well thought out to our Adults in Scouting. The Policy addresses the need of the department in realization of the set goals in the WOSM priority areas and the current KSA strategic plan. This is the way to go in service delivery to our scouts.

It is expected that full commitment and compliance in the implementation of this training and development policy will prevail. I therefore assure you of my unreserved support in its implementation. Thank you to all who worked hard to realize the development of this policy.

Victor Radido

CHIEF COMMISSIONER, KENYA SCOUTS ASSOCIATION

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ABBREVIATION/ACRONYMS

KSA	Kenya Scouts Association
NTC	National Training Committee
CTC	County Training Committee
LT	Leader Trainer
ALT	Assistant Leader Trainer
ACCT	Assistant Chief Commissioner Training
PTC	Preliminary Training Course
ITC	Introductory Training Course.
WB	Wood Badge

DEFINITION OF TERMS

Training – Training in Scouting is adult based. It is a process where an adult in scouting is assisted to acquire the right knowledge, right skills and positive attitudes to enable him/her to perform a task/job well.

ITC - Introductory Training Course. This is the first basic training that is given to a new adult when he/she joins Scouting as a Unit Leader.

PTC - Preliminary Training Course. This the second basic training that is given to Unit leader.

PART ONE: BACKGROUND AND INTRODUCTION

1.0 INTRODUCTION

The Kenya Scouts Association National Training Policy 2018 gives directions to ensure significant improvement on the overall status of training in the scout movement in Kenya.

It focuses on the nine objectives to attain the overall KSA goals in training of the scout leaders. It takes into account the functional responsibilities of the National Training Committee and the County Training Committee with respective accountability, reporting and management lines.

It proposes a comprehensive approach to synergize the leadership training at all levels and ensure there is effective growth of the scout movement in terms of knowledge and skills.

It is our sincere hope that all the actors of KSA will rally around this policy directions to ensure that we steer the scout movement to a desirable level.

1.1 BACKGROUND: THE KENYA SCOUTS ASSOCIATION EDUCATIONAL PROPOSAL

Kenya Scouts Association (KSA) is a registered member of the World Organization of the Scouts Movement (WOSM). It is a voluntary, on-political and educational Movement for young people open to all without distinction of origin, race, gender, creed or ethnic/tribal background in accordance with the purpose, principles and method as conceived by the founders as stated below;

a) **Purpose**
To contribute to the development of young people in achieving their full physical, intellectual, emotional, spiritual, social, and character potentials as individuals, as responsible citizens and as members of their local, national, regional and international communities.

b) **Principles**

Duty to God

Adherence to spiritual principles. Loyalty to the religion that expresses them and acceptance of duties resulting there from.

Duty to others

Loyalty to our country in harmony with the promotion of local, national, regional and international peace, understanding and co-operation/integration.

Participation in the development of society with recognition and respect for the dignity of one's fellow man and for the integrity of nature.

Duty to self

Responsibility of the one's self; realization of ones right to develop, learn and grow, learning to assert oneself, make one's decision, set aims and identify the necessary steps to achieve one's full potentiality.

c) Method

Is a system of progressive self-education that should be applied to all sections, taking into account the socio-cultural environment of the young people.

The Scout method is applied in the following ways:

Law and promise.

Learning by doing.

Membership of small groups (patrol system) requiring adult guidance, progressive discovery and acceptance of responsibility and training towards self-governance directed towards the development of competence, self-reliance, honesty and leadership skill objectives.

Progressive and stimulating programs (progressive scheme) consisting of varied activities based on one's own interest including games, useful skills and service to community, all taking place largely in an outdoor setting.

Symbolic framework or symbolic background where the scouts relate to their socio-cultural background in order to have a programmed that has a national touch.

Relationship between adults and young people where leaders have the responsibility to keep an eye on the young ones especially the Sungura, as they are delicate majority.

Life in nature, it is not just animals, trees, rivers e.t.c for scouts. Nature is a club where one can enjoy themselves, a laboratory where one feels closer to God and can worship Him in one's own way.

1.2. POLICY JUSTIFICATION

The boys and girls who join the movement expect to have fun and enjoy an attractive and challenging Programme. The Adults in Scouting are responsible for this to happen. They are responsible for the delivery of what Scouting promises. Furthermore, it is their responsibility that Scouting will help these young people develop their potentials to the highest possible level and grow to be active and responsible members of their community.

This will only be possible if we can count on the enthusiastic and active involvement of enough adults. It therefore requires that our purpose and ambitions are known and that the image we project is attractive to competent adults, men and women, who will be prepared to volunteer their time and effort for a specific task.

The youth will therefore need motivated and competent leaders in a variety of functions at all levels. On this basis, the Training and Development Department is expected to develop in the adult's abilities and competencies that are necessary for them to cope

with the rapid growth of the youth in the Movement. All the Trainers need refresher courses from time to time to keep them updated on the emerging needs and trends and other related activities.

2.0 POLICY STATEMENT

Adults in Scouting are many and from all walks of life. They give their time and energy so that young people can enjoy the experience of Scouting. They are in all sorts of functions, most of them operating the Programme in direct contact with young people and others providing the necessary back-up either in the form of direct support and training, or of material, administrative and financial support. The challenge to KSA is that of ensuring that an adequate number of qualified adults, both in terms of motivation, and expertise will be available at all times. Subsequently, the Training and Development Policy has been designed to meet this challenge.

In the area of support and training, the Policy puts the emphasis on flexibility in training and easy access to all the training opportunities, as well as on the need to take into account the personal development of adult leaders, on equal footing with the functional training (training in the competencies required to fulfill an assigned task)

3.0 AUTHORITY/LEGAL FRAMEWORK

The policy derives its mandate from:

- i. The Kenya Scouts Act Cap 219 of the Laws of Kenya.
- ii. The Constitution of the Kenya Scouts Association 2016
- iii. The Policy Organization and Rules (POR)
- iv. Other departmental policies of the Association

4.0 OBJECTIVES

- i. To develop recruitment criteria for all trainers
- ii. To develop and implement training schemes/systems for all adult categories
- iii. To develop training material for all adult leaders' needs and functions.
- iv. To develop the capacity of all the adults to perform their functions effectively through training and support
- v. To develop efficient appraisal systems for all trainers
- vi. To recognize adults for achievements through an award system.

- vii. To develop and present for approval appropriate action plans and budgets
- viii. Constantly review content of training and delivery of youth program through an approved evaluation tool.
- ix. Constantly retrain the adults.

5.0 SCOPE

The Training and Development Department aims at developing ways and means by which the quality of leadership at all levels in the KSA can be improved through training and support of all adults, in order to provide better services to young people. The policy recognizes that there are six categories of adults in Scouting whose functional needs need to be constantly assessed and suitable support and training be offered so that they are able to play their roles in the Association effectively. These categories of leaders include:

- i. Unit leaders who are directly in contact with the young people and effect the actual implementation of the Youth Programme;
- ii. Trainers of Trainers (LT) and Trainers of Unit Leaders (ALT) who deliver the Youth Programme to the Unit Leaders, need to acquire and develop skills to become managers of learning and the appropriate attitude to motivate other adults to learn;
- iii. Administrators, who are not in direct contact with the young people but relate to other adults in the Association. These leaders need suitable administrative skills to enable them perform their designated functions effectively;
- iv. Professional staff at KSA regional and Headquarter offices who need their functional needs met through trainings, workshops and material development; and
- v. Parents of scouts, particularly those whose children are in the Sungura sections. They will be most significant in Youth Program Implementation at that level and as such will need training and support, suitable for their task.
- vi. Partners who intend to work with the Association to be guided on content and approach.

6.0 GENERAL/GUIDING PRINCIPLES

1. Professionalism
2. Integrity
3. Shared Goals
4. Accountability
5. Equity and Fairness
6. Commitment
7. Consistency

7.0 PART TWO: POLICY GUIDELINES/PROCEDURES

7.1 STRUCTURES

7.1.1 National Training Team

The National Training Team, hereafter referred to as "the Team" shall apply to the functional organ of all those leaders who have undergone special training (ALT/LT) and been warranted to play the role of training all cadres of adults in scouting.

There shall be three (3) categories of Trainers who make the National Training Team:

- i. Assistant Leader Trainers
- ii. Leader Trainers.
- iii. Resource Persons.

The chairperson of the National Training Team shall be the Assistant Chief Commissioner Training.

7.1.1.2 National Training Committee.

- 1) The National Training Committee shall be composed of 12 members of ALT and LT qualification and shall have mandate to co-opt depending on the need.
- 2) The committee shall consist of:
 - i. The Assistant Chief Commissioner -Training who shall be the Chair of the Committee
 - ii. A vice Chair who shall be an appointed Leader Trainer (LT) or An Assistant Leader Trainer (ALT)
 - iii. Eight elected members from among the Assistant County Commissioners - Training; who are Members of the Training Team representing the clusters.
 - iii. Ex officio members shall be the National Youth Programme Executive, the National Training Executive, and the National Youth Representative.
 - iv. The National Training Executive shall be the secretary to the Committee.

Functions of the National Training Committee

- i. The National Training Committee shall serve as an advisory body to the National Scout Board
- ii. Be responsible for all matters pertaining to training on behalf of the Kenya Scouts Association
- iii. Conduct or authorize research on training matters as and when necessary.
- iv. Review the Training Policy from time to time.
- v. Prepare and submit annual departmental reports.
- vi. Prepare the National Training Plan.
- Vii. Establish and maintain high standards in training.
- viii. Establish and maintain high standards of discipline among trainers nationally.
- ix. Evaluate the effectiveness of training from time to time as may be deemed necessary.
- x. Prepare trainers appraisals
- xi. Select and appoint suitable trainers as markers of theory

books/assessment tests;

- xii. Carry out arbitration between disagreeing trainers;
- xiii. Review or cause to be reviewed the training schemes for all categories of leaders from time to time
- xv. Verify the forwarded names of competent and qualified Scout Leaders to the training team for award of Wood badge and for appointment of trainers.
- Xvi. Vet proposed Scout leader who have attended the ALT Course and have successfully completed their training projects; and assistant leader trainers for recommendation by Leader Trainers Forum for the awards of 3 and 4 beads respectively;
- xvi. Keep a comprehensive register of all trainers in the country
- xvii. Recommend its members for the awards to the Awards Committee.

7.1.3 County Training Committee

Shall be composed of

- i. The Assistant Sub-County Commissioner - Training and the Assistant County Commissioner - Training.
- i. The Assistant County Commissioner - Program shall be an ex-officio member of the County Training Committee.
- ii. The Assistant County Commissioner - Training shall be the Chairman of the Committee.
- iii. The Committee shall elect one from among the Assistant Sub-County Commissioner - Training to be the Secretary.

The Committee shall:

- i. Meet at least three times every year.
- ii. Convene a special meeting any other time in case there is an urgent matter to be deliberated by it.
- iii. Receive training reports from all Sub-Countries and make decisions on them.
- iv. Identify the training needs of the adult leaders in the County
- v. Draw annual training plans for the County
- vi. Recommend deserving trainers and unit leaders for other awards to the National Training Committee
- vii. Recommend disciplinary measures on errant or non performing trainers in their county.
- viii. Keep a comprehensive register of all trainers in the County.
- ix. Be the custodians of the Training and Development Policy in the County

7.1.4 Leader Trainers' Forum

- i. Shall be convened once every year before the national awards day
- ii. Shall comprise all Leader Trainers in the country.
- iii. Shall play supervisory role on conduct of training and delivery of Youth Programme.
- iv. Shall compile a report for the Assistant Chief Commissioner -Training on the impact of training activities on program delivery.
- v. Shall play a consultancy role for the trainers.
- vi. Shall discuss and moderate the list of awardees for ALT and LT as presented to it by the Assistant Chief Commissioner -Training.

7.1.5 Term of Office.

- i. The members of the National Training Committee shall be elected every three years.
- ii. Members can seek re-election for one other term only. The National Training Committee shall be chaired by the Assistant Chief Commissioner -Training.
- iii. The Assistant Chief Commissioner - Training will have been elected at the County Trainers' Forum from those Leader Trainers who will have indicated their desire to contest for that position in writing to the National Scout Board and have been ratified.
- iv. He/she will serve in that position for a period of three (3) years, renewable only once.
- v. The Assistant Chief Commissioner - Training shall also be the chairman of the Leader Trainers' Forum. In the absence of the Assistant Chief Commissioner - Training, the Vice Chair will chair. In the absence of both the Chair and the Vice Chair, the members of the National Training Committee shall appoint one from among themselves to chair their meeting.
- vi. In case of permanent separation from the committee for whatever reason the committee will appoint one from among themselves to take up that position on acting capacity till the National Scout Board advertises the vacancy and calls for a meeting of all County Training Commissioners to elect another Assistant Chief Commissioner Training.

7.2 ELIGIBILITY FOR APPOINTMENT

7.2.1 Assistant Chief Commissioner -Training.

- (i) The Assistant Chief Commissioner -Training shall be elected to serve for a 3-year term renewable once.
 - (ii) The age of the Assistant Chief Commissioner -Training shall not be less than 26 years or more than 60years.
 - (iii) He/ She shall be an appointed Leader Trainer.
 - (iv) He/ She shall be a graduate of tertiary institution
 - (v) Shall be morally upright and of high integrity.
- Nominations of candidates shall be through applications. Only those who will have been cleared for election by the National Scout Board shall be allowed to contest.

7.2.2 ELECTION MODALITIES SHALL BE:

As per the KSA Constitution and POR

7.3 MEETINGS:

There shall be the following types of meetings:

7.3.1 Training Team Meetings

The Training Team meetings may be of two categories:

- a) *Annual General Meeting*
 - i Shall be the supreme decision making organ for the training department
 - ii Shall be convened every year at a date preceding the Council AGM.
 - iii The chairperson of the AGM shall be the Assistant Chief Commissioner -Training.
 - iv In the absence of the Chair person, the Vice Chair shall chair the meeting
 - v In the absence of the chair person and the vice chair, the members shall appoint one from those members present to chair the meeting.
 - vi The secretary to the meeting shall be the KSA the National Training Executive
 - vii The quorum shall be 50 per cent of all appointed trainers.

b) Special General Meeting

- a. Shall be convened by the Assistant Chief Commissioner – Training depending on need. 30 percent of the members of the Team may also cause the meeting to occur.
- b. The chairman of the meeting shall be the Assistant Chief Commissioner – Training.
- c. The secretary shall be the KSA the National Training Executive.
- d. The quorum shall be 50 percent of all appointed trainers.

7.3.2 Training Committee Meetings:

- i. The Chairperson of the Committee shall be the Assistant Chief Commissioner - Training.
- ii. The Secretary to the Committee shall be the National Training Executive.
- iii. In the absence of the Chairperson, the Vice Chair shall chair the meeting. In the absence of the Chair and the Vice Chair, Committee shall appoint a chairperson for that meeting.
- iv. The quorum for meetings shall be at least five members other than those co-opted.
- v. There shall be at least 4 meetings in a year.
- vi. A member failing to attend three consecutive meetings without proper reasons or apologies will be replaced by the Committee and the vacancy will be advertised for replacement.

7.3.3 Special Training Committee Meetings

A special Committee meeting shall be convened with the approval of the National Scout Board Committee.

7.3.4 Annual Leader Trainers' Forum

There shall be an annual Leader Trainers' Forum convened once every end of the year at the recommendation of the Assistant Chief Commissioner -Training.

- i. The quorum shall be at least 50% of all the appointed Leader Trainers.
- ii. The chairperson shall be the Assistant Chief Commissioner - Training.
- iii. The National Training Executive shall be the secretary to the forum.

7.4 DUTIES OF ASSISTANT CHIEF COMMISSIONER

- i. Coordinating training activities nationally.
- ii. Assigning trainers various trainings and/or training resources development duties countrywide.
- iii. Supervision of all trainings in adult training.

- iv. Signing and issuing relevant certificates achieved in various training activities.
- v. Coordinating research on training matters.
- vi. Custodian of National Training and Development Policy.
- vii. Chairing of county trainers forum, Training Committee and Leader Trainers' Forum.
- viii. Signing and issuing letters of appointment to trainers.

7.5 APPOINTMENT OF TRAINERS.

- i. Potential Trainers shall be identified by the County Training Committee from among the active Scout Leaders who shall have shown abilities to train adults, and shall be holders of the two wood badge beads
- ii. Such names shall be presented at the National Training Committee for discussion, and invited to attend an Assistant Leader Trainers Course.
- iv. The Trainers shall be appointed and warranted for a period of three years during which they must attend an Assistant Leader Trainer course.
- v. The age of a Trainer shall be at least 26 years on the first appointment.
- vi. Members thus appointed shall be given honorary charges and be issued with warrants as Traveling Commissioners.
- vii. Attending an ALT course alone shall not translate into one becoming an ALT. One must complete the project work and meet the criteria stipulated in Article 19.2, to the satisfaction of the Personal Training Advisor and the National Training Committee before appointment as an Assistant Leader Trainer.
- viii. Attending an LT course alone does not make one a Leader Trainer. The person must complete the project work and meet the additional Criteria stipulated in article 19.3, to the satisfaction of the National Training Committee. He/she will then be awarded the four beads and be appointed Leader Trainer.

7.6 CANCELLATION OF APPOINTMENT OF TRAINERS.

- A person shall cease to be a trainer in the event of:
- i. failing to take part in training activities for one year without reasonable cause.
 - ii. Death or incapacitation due to ill health.
 - iii. Suffering from pecuniary embarrassment.
 - iv. Drug addiction and abuse.
 - v. Being guilty of sexual abuse and/ or child abuse.

- vi. Not conforming to the moral principles and/ or integrity of the Kenya Scouts Association.
- vii. Gross misconduct in line with the code of ethics and the POK.

7.7 DUTIES OF TRAINERS.

All trainers shall:

- i. Take active part in initiating, organizing, monitoring and evaluating training activities in their local areas.
- ii. Assist in pre and post training activities.
- iii. Be responsible for all training activities.
- iv. Draw up and review from time to time the duties of each category of trainers
- v. Assist in organizing and playing active role in all Youth Programme activities
- vi. Assist in the Training of leaders of adults in scouting.
- vii. Jointly assist in raising funds for training activities.
- viii. Take part in writing training handouts and training manuals.
- ix. Assist in setting theory questions for the training resource bank.
- x. Shall be ex-officio members of sub-county and County Training Committees.

7.7.1 Duties of Assistant Leader Trainer

- i. May be in charge of an Introductory and Preliminary level training, (ITC and PTC).
- ii. Shall sign the certificates of Introductory and Preliminary training level.
- iii. Shall assist in wood badge training level.
- iv. May be in charge of specialized courses.
- v. May assist in running an Assistant Leader Trainers' course.

7.7.2 Duties of Leader Trainers.

- a. May be in charge of introductory and preliminary training level.
- b. Shall be in charge of advanced wood badge training level for unit leaders.
- c. Shall be in charge of Assistant Leader Trainer Training and Leader Training levels
- d. Shall be in charge of specialized courses and any duties as may be assigned by ACCCT.
- e. Shall sign certificates of the courses he/she is in charge.

7.8 WELFARE OF TRAINERS

In the course of their duties, the Association shall provide trainers with:

- i. Transport, food and accommodation.
- iv. Out of pocket allowance as shall from time to time be determined in line with the Financial Guidelines of KSA.
- v. Opportunities for personal development.

7.9 TRAINING LEVELS

Training of Scout Leaders and Trainers within Kenya Scouts Association shall be as follows: –

7.9.1 Unit Leader Training (Wood badge)

a) Basic levels:

- i. Introductory Level (ITC)
- ii. Preliminary level (PTC)

b) Advanced level (Wood badge I, II, III):

Wood badge I: Theory Phase.

Wood badge II: Camp Phase

Wood badge III: Practical Assessment of unit. A person will only be allowed to apply for wood badge III after attending wood badge II and meeting the requirements of wood badge I.

c) Specialized courses to supplement all levels

7.9.2 Training of Trainers

- a) Assistant Leader Trainer Level (ALT)
- b) Leader Trainer Level (LT)
- c) Specialized courses to supplement both levels

7.9.3 Training of other adults in scouting

The National Training Committee shall endeavor to prepare appropriate training schemes for all other adults in scouting to empower them to perform their roles effectively.

7.10 TRAINING REQUIREMENTS / OPPORTUNITIES

The Training Committee shall set up requirements to be met by the prospective participants of any training activity –

7.10.1 Unit Leader Training (Wood badge)

7.10.2 Basic Training Level

(a) Introductory Training Level

- i. Shall be an adult of at least 22 years of age who has displayed an interest in working with scouts.
- ii. Shall be a person who may not have experience the youth Programme as young person and is just getting into the movement for the first time.
- ii. Shall be an acceptable member of the Community.
- iii. Shall be recommended by the institution where he/she wants to run a unit.
- iv. Shall have proven understanding of the aspirations and needs of scouts and/or youth.
- v. May have been a scout or not but is ready to live by the Scouting Principle.
- vi. Certificate of good conduct.

(b) Preliminary Training Level (pre-PTC and PTC Camp Phase)

- i. Shall be an adult of at least 22 years of age who is actively involved in running a unit or is assisting in running a unit at the time of applying for the course.
- ii. Shall be recommended by the institution where he/she is running the unit.
- iii. Shall be an acceptable member in the Community who is productively involved in community service and development.
- iv. Shall have attended an Introductory Training Level if he/she had not been a Scout in his youth.
- v. Shall have at least form 4 level of education and proficiency in oral and written communication.

7.10.3 Advanced Level:

(a) Phase I (theory)

- i. Shall have successfully completed the Preliminary Training Level.
- ii. Shall have continued to be active in running a Unit
- iii. Shall be a warranted leader.

(b) Phase II (Camp Phase)

- i. shall have continued to be active in running a unit prior to this phase.
- ii. Shall be a warranted leader.

(C) Phase III Practical Application

- i. shall have successfully completed the preliminary Training level, Advanced Wood badge Phase I and II
- ii. Shall be a warranted leader actively running a Unit for at least three months.
- iii. Shall have maintained a high degree of acceptability within the Community.
- iv. Shall be actively running the Unit(s) after the camp phase.
- v. Shall have proven record in assisting Scouts to acquire the highest badge in the section

7.11 TRAINING OF TRAINERS (T.O.T).

7.11.1 Assistant Leader Trainer

- i. Shall have attended an Assistant Leader Trainer Level course and implemented proposed project.
- ii. Shall have assisted in at least four Preliminary level trainings and run two preliminary training courses under supervision.
- iii. Shall have assisted in one advanced wood badge training (Camp Phase).
- iv) Shall have been appointed as Support Leader Trainer.

7.11.2 Leader Trainer

- i. Shall be a Wood badge holder who shall have served as Assistant Leader Trainer for at least one year.
- ii. Shall have attended a Leader Trainer level course and completed the LT project.
- iii. Shall have participated in at least three Wood badge Camp courses and demonstrated capability to assist in or facilitate in one Assistant Leader Trainer level course.
- vi) Shall have been appointed to serve as ALT.

7.12 MANAGEMENT OF TRAINING COURSES

No courses for adult leaders in KSA will be conducted without being cleared by the KSA Headquarters. Notice of at least two month MUST be sent to the HQ before any course takes place and the HQ will acknowledge receipt of the application by mail and issue a course reference number. Each county is expected to send its annual training plan to HQ for the purpose of planning. Different categories of courses will be managed as follows:

- i) ITC - Sub county Level
- ii) PTC - County Level

- iii) Wood badge - National
- iv) ALT/LT - National/Zonal
- v) Specialized - County/National

7.13 THE TRAINING INSIGNIA

7.13.1 Unit Leader

- > *Introductory Training Course*
- Certificate

> *Preliminary Training Course*

- A warrant
- Certificate
- Gilwell woggle

> *WB Theory*

- Certificate

> *WB Camp Phase*

- Certificate
- > *WB Application*
- Parchment Certificate
- Gilwell scarf
- A badge
- Wood badge (2) beads.

7.13.2 Assistant Leader Trainer

- A letter of appointment
- Three beads
- Certificate
- A warrant

7.13.3 Leader Trainer

- A letter of appointment
- Certificate
- Four Beads
- A warrant

7.13.4 Other adults in scouting

- Letter of appointment
- Relevant Certificate for the function.
- Warrant.

Note:

Being honorary charge, the trainer's beads shall be returned with the warrant to the Kenya Scouts Association after a trainer ceases to be active by way of retirement, resignation, or otherwise.

8.0 POLICY IMPLEMENTATION

- (i) For effective implementation of this policy, KSA has the responsibility of funding the Training department.
- (ii) National Training Committee shall be charged with responsibility of the administration and management of finances and other resources allocated to the department.
- iii) All courses shall have a cost-sharing effect unless otherwise fully sponsored.

9.0 MONITORING AND EVALUATION

- 9.1. The monitoring and evaluation of the implementation of this policy shall be done quarterly by the National Training Committee and a report of the same shall be presented to the NSB.
- 9.2. The monitoring and evaluation of implementation of this policy may also be carried out during the Training experiences and youth programme activities where Adults are involved

10.0 POLICY REVIEW

In order to remain faithful to the principles on which it is based, the Kenya Scouts Association, Training and Development Policy shall be reviewed regularly by the National Training Committee. Final approval shall be sought from the National Scout Board for any amendments made on this policy. The National Scout Board shall be kept updated on the progress of the implementation of this policy. This Training and Development Policy is subject to the Kenya Scouts Association Constitution of 2016. The Policy shall be reviewed every three years after a new strategy is formulated.

The National Training and development policy of KSA may cease to be in effect in the event that:

- a. It is Repealed by the National Scout Board
- b. NSO is dissolved
- c. There is Reorganization or merger of the subcommittees by the National Scout Board.

11.0 PROPOSED PUNITIVE MEASURES

KSA affirms that any person who violates the guiding principles of this policy will be liable to a disciplinary action by the Association as deemed fit by the National Scouts Board. The Kenya law shall also apply as per case basis

12.0 POLICY REVISION HISTORY

Version	Date	Description	Approved By
1.0	2/09/2016	Training and Development Policy	National Executive Committee
2.0	29/09/2019	Training and Development Policy	National Scout Board