TRAINING POLICY 2019

Chief Commissioner, KSA
Mr. Victor Kadido
Signed by:

Chairperson, Executive Committee
Ms. Lydia Kibun
Signed by:

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

Validation signed on 29th Sept. 2019

VALIDATION OF POLICY
KSA Core Values

1. Professionalism

2. Transparency and Accountability

3. Integrity

4. Selflessness

5. God-Fearing

Principles as expressed in the school's law and promise. Assisting them in establishing value system based upon spiritual, social, and personal development as a self-directed, supportive, responsible, and committed person. Using a specific method that makes each individual the principle agent in one's process.

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

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

KSA Vision

Creating a better world.
Chief Commissioner, Kenya Scouts Association

Preface
Leader.

P1C - Preliminary Training Course: This is the second basic training that is given to all adult leaders when they join Scouting as a Unit Leader.

ITC - Introductory Training Course: This is the first basic training that is given to a new leader.

Task/job well.

and positive attitude to enable him/her to perform a.

is assisted to acquire the right knowledge, right skills.

Training - Training in Scouting is adult based. It is a process where an adult in Scouting.

DEFINITION OF TERMS
1.0 INTRODUCTION

The Kenya Scouts Association National Training Policy 20118 gives directions to ensure significant improvement of the overall status of training in the scout movement in Kenya.

Committee and the County Training Committee with respective accountability.

I focuses on the nine objectives to attain the overall KSA goals in training of the scout movement in Kenya.
The youth will therefore need motivated and competent leaders in a variety of functions prepared to volunteer their time and effort for a specific task.

The Image is project is attractive to competent adults, men and women, who will be the adults in Scouting and enthusiastic and active involvement of community

1.2 POLICY INSTRUCTION

The Scout method is applied in the following ways:

- The Scouting environment of the young people has the customers' support of the young people.
- Building on the social, cultural and recreational environments of the young people.
- A system of progressive self-education that should be applied to all sections, taking into account the social-cultural environment of the young people.

Learning by doing:
- Law and promise.
- Membership of small groups (pact or system) requiring adult guidance, progressive steps to achieve one's full potential.
- Responsibility of the one's self, realization of one's right to develop, learn and grow.
OBJECTIVES

1. To develop and implement training schemes/systems for all adults.

2. To develop commitment criteria for all trainers.

3. To develop evaluation criteria for all trainers.

4. To develop appraisal systems for all trainers.

5. To develop effective training and support systems for all adults.

6. To develop the capability of all the adults to perform their functions.

7. To develop training material for all adult learners' needs and functions.

8. Other departmental policies of the association.


The policy derives its mandate from:

3.0 AUTHORITY/LEGAL FRAMEWORK

Functional training (training in the competencies required to fulfill an assigned task) into account the personal development of adult learners, on equal footing with the training and easy access to all the training opportunities as well as the need to take

In the area of support and training, the policy puts the emphasis on flexibility in

Development Policy has been designed to meet this challenge.

and motivation, and experience will be available at all levels. Superseding, the training and

and provides the necessary back-up. either in the form of direct support and

functions, most of whom operating the programme in direct contact with young people functionalities that are a number of qualified adults, both in terms of

they are in all sorts of

Adults in Scouting are many and from all walks of life. They give their time and energy

2.0 POLICY STATEMENT

other related activities.

courses from time to time to keep them updated on the current needs and trends and

with the rapid growth of the youth in the Movement. All the Trainers need refresh
Parents who intend to work with the association to be guided on content and approach.

Part 1

Section 1. Parent involvement and support, suitable for their level and as such will need training and support in youth programs. Parents particularly those whose children are in the primary development and functional needs, as through trainings, workshops, and material professional staff at KZA Regional and Headquarter offices who need their effective administration skills to enable them perform their designated functions. These leaders need suitable material that is directly in contact with the young people but are not in direct contact with the young people who deliver the trainees (L1) and trainees of Unit Leaders (L2) who deliver the actual implementation of the youth program. These leaders need to acquire and develop the functional roles to be able to play their roles in the association effectively. These functional roles need to be consistently assessed and suitable support and training as required so that they are able to play their roles in the association effectively. These roles recognize that there are six categories of adults in scouting whose training and support of all adults in order to provide better services to young people. The training and development department aims at developing ways and means by which the quality of leadership at all levels in the KZA can be improved through the consistent review of content of training and delivery of youth programs. The CONSULTANT remains the arbiter.

WILL

To develop and present for approval appropriate action plans and budgets.

SCOPE
Commissioner Training

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

II. Resource Persons

1. Leader Trainers

I. Assistant Leader Trainers

Team

There shall be three (3) categories of Trainers who make the National Training Council: A. T.L.T. (Adult) and I.E.L.T. (Instructor) who are qualified to perform the role of training all categories of adults in the functional areas of those leaders who have undergone special training in the National Training Team. Hereafter referred to as "the Team"

7.1.1 National Training Team

7.1 STRUCTURES

7.0 PART TWO: POLICY GUIDELINES/PROCEDURES

7. Consistency

6. Commitment

5. Equity and Fairness

4. Accountability

3. Shared Goals

2. Integrity

1. Professionalism

6.0 GENERAL GUIDING PRINCIPLES
Functions of the National Training Committee

The National Training Committee shall be the advisory body to the

National School Board.

The National Training Committee shall be composed of 12 members as

and when necessary.

The National Training Committee shall serve as an advisory body to the

National Training Executive.

The National Training Executive and the National Training

Executive, the National Training Executive, and the National

innate, the National Training Executive, shall be the National Young

Program.

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Program.
TRAINING POLICY 2019

1. Be the custodians of the Training and Development Policy in the County.
2. Keep a comprehensive register of all trainers in the County.
3. Recognize disciplinary measures on training officers who fail to perform training.
4. Recognize deserving trainers and award them for their efforts.
5. Draw annual training plans for the County.
6. Identify the training needs of all leaders in the County.

The Committee shall:

Commissioner - Training to be Secretary:
1. The Committee shall elect one among the Assistant Sub-County Committee.
2. The Assistant County Commissioner - Training shall be the Chairman of the County Training Committee.
3. The Assistant County Commissioner - Program shall be an ex-officio member of the County Training Committee.
4. The Assistant County Commissioner - Training and the Assistant County shall be composed of the County Training Committee.

7.3 County Training Committee:

The Committee shall:
1. Review or cause to be reviewed the training schemes for all categories of books/assessment tests.
Commissioner Training

A meeting of all County Training Commissioners to elect another Assistant Chief
Chairman, to fill the vacancy before the vacancy and calls for
amount exceeding the National Training Committee's authority, to take up their position on
the National Training Committee will appoint one from among themselves to take up their position on
Chairman. The members of the National Training Committee shall appoint one from
Chairman. The Vice-Chairman shall be the absent or both the Chairman and the Vice-
Chairman. The Assistant Chief Commissioner - Training of the absence of the Assistant Chief Commissioner
Chairman, also be the Chairman of the

Training. He/she will serve in that position for a period of three (3) years. Renewable only
and have been replaced.

Their desire to contest for that position in writing to the National School Board
The Assistant Chief Commissioner - Training will have been elected at the

Committee shall be chaired by the Assistant Chief Commissioner - Training.
Members can seek re-election for one other term only. The National Training

Term of Office

7.1.5 Term of Office

to fill the vacancy of the Assistant Chief Commissioner - Training.
V/SHALL address and moderate the list of awardees for ATC and related activities.
V/SHALL play a consultative role for the training.
V/SHALL play supportive role on conduct of training and delivery of youth

7.1.4 Leader Trainers' Forum

V/SHALL comprise all Leader Trainers in the County.
V/SHALL comprise the Leader Trainers of youth.
V/SHALL convene once every year before the national awards day.
The Training Team meetings may be of two categories:

**7.3.1 Training Team Meetings**

There shall be the following types of meetings:

**7.3 Meetings**

As per the KSA Constitution and PDR, the election modalities shall be:

- **7.22 Election Modalities shall be:**

  - Have been cleared for election by the National School Board shall be allowed to nominate candidates shall be through applications. Only those who will
  - (i) be morally upright and of high integrity,
  - (ii) be a graduate or equivalent qualification
  - (iii) have been an approved leader trainer.

- The Assistant Chief Commissioner - Training shall not be less than 2 years or more than 50 years.

- The age of the Assistant Chief Commissioner - Training shall be elected to serve for a 3-year term renewable once.

**7.2 Eligibility for Appointment**
The National Training Executive shall be the secretary to the Forum.

The chairperson shall be the assistant chief commissioner - training.

The quorum shall be at least 2⁄3 of all the appointed leader trainers. The chairperson shall be the chief commissioner. The Forum convened once every end of the year shall be an annual leader trainers forum convened.

The assistant chief commissioner shall be the assistant chief commissioner. A special committee meeting shall be convened with the approval of the national council.

Ex officio members shall be at least 5 members other than those appointed by the chief commissioner for the chairperson.

The quorum for meetings shall be at least five members other than those appointed by the national training executive.

The chairperson shall be the assistant chief commissioner - training.

The quorum of the meeting shall be the assistant chief commissioner.

The chairperson shall be the assistant chief commissioner.

The quorum shall be the key persons the national training executive.

The chairperson shall be the assistant chief commissioner - training.
7.6 CANCELLATION OF APPOINTMENT OF TRAINERS

A person shall cease to be a trainer in the event of:

1. Failing to take part in training activities for one year without reasonable cause.

2. Being guilty of sexual abuse and/or child abuse.

3. Drug addiction and abuse.

4. Suffering from compulsory commitment.

5. Death of incapacitation due to ill health.

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7.5 APPOINTMENT OF TRAINERS

Trainee and issuing letters of appointment to trainers.

1. Appointment Committee, Training Committee and Leader.

2. Coordinator of county trainers form, Training Committee and Leader.

3. Coordinator of National Training and Development Policy.

4. Coordinator responsible for training matters.

5. Secretary.
7.7.2 Duties of Leader Trainers

a. May be in charge of an Assistant Leader Trainer course.

b. May assist in running an Assistant Leader Trainer course.

c. May be in charge of specialized courses.

d. Shall assist in Wood Badge Training Level.

e. May be in charge of Introductory and Preliminary Training levels.

7.7.2 Duties of Assistant Leader Trainer

x. Shall be ex-officio members of sub-county and County Training Committees.

w. Take part in writing training handouts and training manuals.

v. Join the Assistant Leader Training program.

u. Assist in training of leaders and staff in scouting.

v. Assist in organizing and playing active role in all youth program activities.

i. Draw up and review training handouts.

ı. Be responsible for all training activities.

ıı. Assist in field and post training activities.

ııı. Assist in feedback on local areas.

ıııı. Take active part in initiating organizing, monitoring, evaluating training.

All trainers shall:

V.1. Not condone any conduct that is against the code of ethics and the POR.

V.2. Promote the moral principles and integrity of the Kenyan Scout Association.
2.10 Training Requirements / Opportunities

Effectively:

Scholarships for all other adults in scouting to empower them to perform their roles

The National Training Committee shall endeavor to prepare appropriate training

7.9 Training of other adults in scouting

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

7.9.2 Training of Trainers

(c) Specialized courses to supplement all levels

- Apply for wood badge II after attending wood badge II and meeting the requirements
- Wood badge II: Camp Phase
- Wood badge I: Theory Phase

7.9.3 Training of other adults in scouting

- Specialized courses to supplement both levels

- Apply for wood badge II after attending wood badge II and meeting the requirements
- Wood badge II: Camp Phase
- Wood badge I: Theory Phase

7.9.4 Unit Leader Training (Wood badge)

- Specialized courses to supplement all levels

7.9.4.1 Preliminary Level (P1C)

7.9.4.2 Introductory Level (IIC)

7.9.4.3 Basic Level
- Training of Scout Leaders and Trainers within Kenya Scouting Association shall be as follows:
- A. Opportunities for personal development
- Financial guidelines of KSA
- Out of pocket allowance as shown from time to time be determined in line with the
- Transport, food and accommodation

7.8 Welfare of Trainers
7.10.3 Advanced Level:

7.10.2 Basic Training Level

7.10.1 Unit Leader Training (Wood Badge)
AS FOLLOWS:

1. Training Policy 2019

County Level Training

Sub County Level Training

II) PC

III) TC

For the purpose of planning, different categories of courses will be managed.

Issue of course reference number. Each county is expected to send an annual training issue a course reference number. Each county is expected to send its annual training

course takes place and the TC will acknowledge receipt of the application by mail and

KNA Headquarter. Notice of at least two months MUST be sent to the HQ before any

No courses for adult leaders in KFA will be conducted without being cleared by the

7.2 MANAGEMENT OF TRAINING COURSES

7.1.1 Assistant Leader Trainer

7.1.2 Leader Trainer

By (a) shall have been appointed as Support Leader Trainer,

All adult leaders shall have participated in at least one Wood Badge Camp courses and

Shall have attended a Leader Trainer Level course and completed the Lt Project

7.1.3 Assistant Leader Trainer

7.1.4 Training of Trainers (T.O.T.)

A) Phase I

B) Phase II

C) Phase III Practical Application

7.1 Training of Trainers

7.1.1 Assistant Leader Trainer

7.1.2 Leader Trainer

7.1.3 Assistant Leader Trainer

7.1.4 Training of Trainers (T.O.T.)
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
Policy shall be reviewed every three years after a new strategy is formulated.

If, after a review, the National Training Committee has reason to believe that the National Team is not making adequate progress towards the achievement of the objectives, it may recommend to the National Board for any amendments made on this policy. The National Scout Board shall be kept informed of any development in the preparation of the revised policy.

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. Training and Development Policy shall be reviewed regularly by the National Training Committee.

10.0 POLICY REVIEW

In order to maintain the Training and Development Policy of the Kenya Scouts Association, Training and Development Policy shall be reviewed regularly by the National Training Committee.

9.4.1 The monitoring and evaluation of the implementation of this policy shall be done by the National Training Committee and a report of the same shall be presented to the NSB.

9.4.2 The monitoring and evaluation of the implementation of this policy may also be carried out during the training experiences and youth programme activities, wherever applicable, and the findings presented to the NSB.

MONITORING AND EVALUATION

9.0 POLICY IMPLEMENTATION

All courses shall have a cost-sharing effect unless otherwise fully sponsored.

Training department shall be responsible for the administration and management of finances and other resources allocated to the training department. Training department shall be charged with responsibility of the National Training Committee shall be charged with responsibility of the

8.0 POLICY IMPLEMENTATION

Kenya Scout Association after a three-year period of service shall be eligible for appointment to the Kenya Training Committee. The training team shall be returned with the warrant to the

Note:

- Warrant
- Professional Certificate for the function
- Letter of appointment

7.13.4 Other adults in Scouting
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II.0 POLICY REVISION HISTORY

The Kenya law shall also apply as per case basis. Any disciplinary action by the Association as deemed by the National Scout Board, in accordance with the provisions of this policy, will be in effect.

II.0 PROPOSED PUNITIVE MEASURES

A) If the policy is approved by the National Board of the National Scout Association, the disciplinary measures of the KSA may cease to be in effect in the event that:

- There is a recommendation or decision of the subcommittees by the National Scout Board.
- The National Training and Development policy of KSA may cease to be in effect in the event that:

B) If the policy is not approved by the National Board of the National Scout Association, the disciplinary measures of the KSA may cease to be in effect in the event that: