

Boy Scouts of the Philippines



National Training Policy

National Training Commission
2016 Revised Edition





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Creating a Better World

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Revised Edition

National Training Commission
Program and Adult Resources Development
Adults in Scouting Committee

Reproduction of this National Training Policy is duly authorized to all Regional and Local Council Offices chartered by the Boy Scouts of the Philippines.

This policy is intended for the use of registered Adult Leaders and Leaders of Adults at all levels with regard to their progress in the Training Scheme of the BSP. This policy is the revised and updated versions of the Training Policies in 1995 and 2001 respectively.

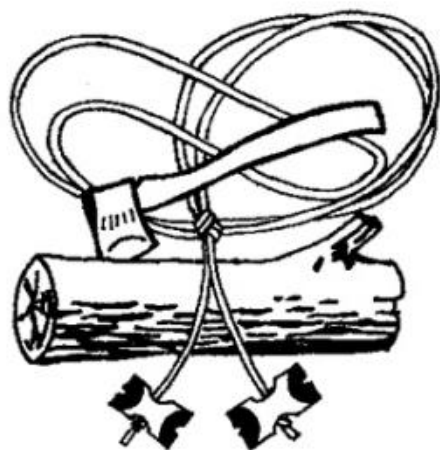
This forms part of the Life Cycle of an Adult in Scouting Policy - Phase 2: Training, Supporting and Personal Development of Adults in Scouting 2016 Revised Edition and an adoption of the World AIS Policy of the World Scout Bureau in February of 2011.

Other entities and organization should request written permission from the Boy Scouts of the Philippines, National Office, Manila.



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Boy Scouts of the Philippines



National Training Policy

**National Training Commission
2016 Revised Edition**

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Boy Scouts of the Philippines
OFFICE OF THE NATIONAL PRESIDENT
National Office
Manila



“transform our vision into reality”

My Dear Friends and Fellow Trainers,

“How do I want to see our Scouts and Young People in society in the near future?”

It is a question most leaders ask themselves every single day. Leaders in most organizations would always dream and envision to see a peaceful and a progressive society. It is the same with me, being the leader of largest uniformed youth organization in the country with 2.6 Million strong and continuously growing members. I am truly honored and privileged to be with our Scout Leaders, Trainers and Volunteers whose main responsibility is to transform our vision into reality by means of providing unparalleled commitment and quality trainings to our Unit Leaders and Leaders of Adults, thus, making quality Scouting available to more young people.

I am very thankful to all our Staff, Volunteers and Trainers who have spent their time, efforts and resources for bringing this Revised and Updated BSP National Training Policy 2016 to our stakeholders. This is our way of making our commitment towards sustainable Growth and Stability.

To this end, let us all come together and close our ranks in full service to our Scouts and young people become self-fulfilled as individuals, duly trained, capable and ready to play pivotal roles in Scouting and help effect constructive changes in the community.

All the best and God Bless.


WENDEL E. AVISADO
National President

Boy Scouts of the Philippines
OFFICE OF THE SECRETARY GENERAL
National Office
Manila



“for quality and excellence”

My Dear Friends and Fellow Trainers,

Scouting is Education for Life!

The core business of our Scouting is to educate the hearts and minds of our future generation - the young people. Through Scouting we provide unlimited, challenging, exciting and relevant learning opportunities that will inculcate values and life skills to Scouts and their Leaders to become role models in the community and to help create a better world.

And so with the advent of change, we remain steadfast and committed to be Leaders of Innovation. For the sake of “Quality and Excellence” the 2016 Revised and Updated BSP National Training Policy, our resolve to make Scouting trainings more significant and responsive to the needs of the time.

Being a trainer myself during my younger years in Scouting have significantly contributed to my personal and professional development. It is also the same with the aim of the Training Policy - the design to provide more learning opportunities and training service requirements will surely develop quality Trainers that will transcend to quality and trained Unit Leadership thus, creating trained and quality Scouts and young people.

To the National Training Commission and to the members of the Training Team, I wish you all the best and may our training endeavors be accompanied with much success

Kudos to all!


ROGELIO S. VILLA, JR.
Acting Secretary General

MESSAGE TO TRAINERS



"Adults in Scouting truly uphold to its mission"

Greetings to my fellow Leader Trainers and members of the BSP National Training Team!

The Adults in Scouting play vital role and responsibilities to develop committed and motivated Boy Scouts of the Philippines (BSP) given the changing needs, wants and interests of young people in a rapidly changing environment. And responding to such, involves a better program of adult resources management consistent to the World Adults in Scouting Policy.

Coming up with the Revised and Updated BSP National Training Policy is a laudable initiative and speaks of dynamism in the BSP movement, which will strengthen the quality and quantity of Unit Leaders and Leaders of Adults at all levels.

I am very positive that this framework will address training needs and produce more competent and responsible leaders and trainers involved and serving in various capacities in the Local Council, Regional and National Levels.

May the Adults in Scouting truly uphold to its mission to help the youth develop values and acquire competencies to become responsible citizens and capable leaders anchored on the Scout Oath and Law towards our Vision 2025.

Let us continue to inspire every Scout to reach their full potential and be privileged to live the Scouting principles as a way of life.

Kudos to all!

A stylized, handwritten signature in black ink, appearing to read 'Allan L. Rellon'.

HON. ALLAN L. RELLON
Chairman, Adults in Scouting Committee
BSP Vice President for Mindanao
Leader Trainer

MESSAGE TO TRAINERS



"Equipping God's People For Every Good Work"

Greetings to our fellow hardworking volunteers in the field of Scouting!

The BSP Training Policy has been revised by the National Training Commission and approved by the National Executive Board last December 2015. The Commission through a series of meetings had one goal in mind and that is to make sure that the Boy Scouts of the Philippines would be able to train adult leaders to become 21st Century Leaders who are fully capable in implementing the BSP Programs that would train and shape 21st Century Scouts.

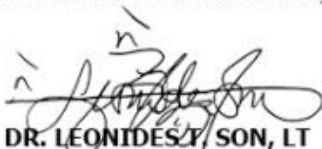
The formulation of the policy involves years of study and evaluation of the old policy, informal meetings with trained adult leaders across the country, and benchmarking with Scout Associations around the globe.

The new policy contains many unprecedented concepts, which includes among many others the incorporation of Training Assignment and Training Studies to the Basic and Advance Courses of the WoodBadge, donning of the two beads at the end of the Advanced Training Course, and introduction of active mentoring among members of the Training Team with prospective members of the Training Team.

It also has revised requirements for Train the Trainers Scheme hoping to address and strengthen the qualifications of members of the Training Team and at the same time providing more repetitive exposures to increase familiarity of tasks into a certain level of expertise.

It is our great hope that the new BSP Training Policy would be able to usher the needs of the Movement that would overall contribute to nation building.

Happy Scouting!


REV. DR. LEONIDES T. SON, LT
National Training Commissioner

VISION

Foremost in preparing the youth to become agents of change in communities, guided by the Scout Oath and Law.

MISSION

To help the youth develop values and acquire competencies to become responsible citizens and capable leaders anchored on the Scout Oath and Law.

Introduction

At the turn of the 21st Century, Scouting remains to be of vital role in nation-building, citizenship training, character development and skills for self-reliance. The core business of Scouting movement is to provide non-formal education to children and young people in the society. In today's world, the needs, wants, interests and aspirations of children and young people are changing due to the dynamics of fast changing society. In order to respond effectively to these changing needs, the Boy Scouts of the Philippines confronts a challenge to rethink the education and training we offer and its need to adapt, innovate and evolve.

The change should responds to the needs of the times, and so with our Training Policy – the very framework and guiding principle on how we value the importance of the roles and responsibilities played by Adults in Scouting. BSP places greater emphasis to duties and functions of our Unit Leaders and Leaders of Adults in the effective delivery of our youth program and this can only be made by means of QUALITY Training.

From the second edition of the Training Policies in 1996 by the Training and Leader Development Division until the recent publication by the Program and Adult Resources Development Division in 2001, the Boy Scouts of the Philippines has felt the urgency to revise and update the compilation of related Training Policies issued in the field through National Office Memorandas, and so with the recommendations based on the results of studies made by the National Training Commission and various Adhoc Committees and Training Tasks Groups organized by the Program and Adult Resources Development and the National Adults in Scouting Committee.

In cognizant of the changing needs, wants and interests of young people in rapidly changing environment, Boy Scouts of the Philippines deemed it necessary to revisit its Training Policy – and must see to it that it conforms to the World Adults in Scouting (AIS) Policy – thereby providing quality training – so as to produce competent, effective and efficient Adult Leaders and Leaders of Adults toward quality Scouting for more young people with greater emphasis on their respective roles and responsibilities.

As stated in the National Adults in Scouting Policy – Phase 2 refers to the Training, Supporting Adults and Personal Development. It is our firm belief that QUALITY Training Courses and Events, both formal and informal trainings contribute to the holistic and total Personal Development, as we viewed training as a fun-filled and enriching experience for all Adults in Scouting. Thus, making their stay in the very meaningful and supporting them to become successful in their respective functions and positions.

The National Training Policy of the Boy Scouts of the Philippines provides a (i) competency-based, (ii) flexibly-structured, (iii) progressive, (iv) comprehensive, (v) timely and relevant training policy governing the management and administration of training programme and training scheme for all Adults in Scouting, involved and serving in various capacities in the Local Council, Regional and National Levels.

The policy offers a clear terms of reference as provided in the Training, Supporting Adults and Personal Development of the National Adults in Scouting Policy of the Boy Scouts of the Philippines, which refers to one of the stages of the Life Cycle of Adults in Scouting, based on the World Adults in Scouting Policy.

It addresses the training needs and training scheme for all Unit Leaders and Leaders of Adults at all levels – so as to effectively and efficiently perform their duties and responsibilities as provided in the Job Description as stated in the National Adults in Scouting Volume No. 1 for Unit and Institution; Volume No. 2 for District and Council; and Volume No. 3 for Regional and National levels.

The policy outlines the provisions of the National Training System – consisting of the Unit Leader's Training Scheme, Leaders of Adults Training Scheme and the Trainer's Training Scheme for all Adults in Scouting, with specific requirements for completion of training. This helps set standard in recognizing the qualifications of all Adults in Scouting serving at various ranks and levels.

The policy is the mandate of the Boy Scouts of the Philippines, through the National Adults in Scouting Committee, the National Training Commission and the Program and Adult Resources Development of the Field Operations Division, National Office, Manila for its compliance, delivery and implementation.

The National Training System of the Boy Scouts of the Philippines represents the totality of what, why and how Adults get oriented, trained, honed and developed in Scouting so as to effectively carry their tasks, functions, duties and responsibilities towards children and young people of various age range of different sectional programs of the Boy Scouts of the Philippines.

This revised and updated version of the National Training Policy seeks to set clear cut standards, guiding principles, rules and regulations that governed the conduct of all training courses and events for various ranks at different levels for all Adults in Scouting – professionals and volunteers alike.

Scouting is a “movement” of “young people” supported by Adults. It is for this reason, we must see to it that what we offer in our training courses shall aim to capacitate and strengthen their resolve in giving full support to our young people, most especially in the effective delivery of youth program at the Unit and Sub-Unit levels.

This includes the terms of reference of the National Training Commission, Regional Training Commission, the Scouting Orientation Course, the Unit Leaders’ Training Scheme, Leaders of Adults’ Training Scheme and the Trainers’ Training Scheme. It outlines the mechanics and procedures on entire training system. Each training scheme has its own Framework, Aims, Objectives and Content of Training Design.

The **NATIONAL TRAINING COMMISSION** was created by the National Executive Board of the Boy Scouts of the Philippines last April 15, 2005 and affirmed last August 20, 2005. Its main purpose is to help ensure that training courses are conducted according to the policies, standards and guidelines set by the Boy Scouts of the Philippines.

A. Duties and Functions of the Training Commission

This refers to the clear cut guidelines and terms of reference of the Training Commission and its duly appointed members. Its mandate as to the resolution duly approved by the National Executive Board in 2005.

1. Review existing policies, memoranda and issuances related to Training of all Adults in Scouting;
2. Propose policies, standards and guidelines relevant and responsive to the attainment of the revised Vision and Mission of the BSP.
(e.g. criteria for the conferment of Certificates of Appointment)
3. Ensure that training policies, standards and guidelines are observed during the conduct of related Training courses and events;
4. Propose measures that will continuously upgrade the competencies of the Training Team;
5. Ensure that the training system needs are focused on internal needs, and be able to recognize and respond to trends in the local, national and international communities (APR and WOSM);
6. Provide technical support to the projects of the Adults in Scouting Committee that are related to training of all Adults in Scouting;
7. Assist in the preparation of the Annual Training Calendar in consultation of key stakeholders particularly the Department of Education;
8. Design and conduct other specialized training courses and events such as roundtable sessions and seminar-workshops based on the identified needs assessment of the Adults in Scouting Committee;
9. Conduct the National Trainer's Conference, Course for Managers of Learning and Course Managers of Training as calendared and/or upon written request of the Region through the National Office.

Note: The duties and functions of the appointed Training Commission members shall reflect to the Terms of Reference as provided in the AIS Policy Volume 2 and Volume 3 at the District, Council, Regional and National Levels, respectively.

B. Composition of the Training Commission

The composition of the Training Commission shall support the structure at all ranks and levels in order to cascade strategic thrusts and directions of the Adults in Scouting Committee, the Training Commission and all the recent development and changes in the field of Leader Training.

This also provides more leadership opportunities to all Adults in Scouting. The Deputy Training Commissioner position offers opportunities and the structure for succession plan for the incumbent Training Commissioners especially in monitoring training courses in different island councils, provinces and remote areas in Luzon, Visayas and Mindanao.

1. National Training Commission

- | | | |
|---|---|-------------------|
| a. National Training Commissioner | - | Chairperson |
| b. Deputy National Training Commissioner | - | Vice Chairperson |
| c. Regional Training Commissioner | - | Members |
| d. National Program Commissioner | - | Ex-Officio Member |
| e. Chief National Commissioner | - | Ex-Officio Member |
| f. Former National Training Commissioners | - | Advisers |
| g. Secretary General and Deputy | - | Advisers |
| h. Adults in Scouting Committee Chairman | - | Adviser |
| i. Program & Adult Resources Executive | - | Secretary |

2. Regional Training Commission

- | | | |
|--|---|-------------------|
| a. Regional Training Commissioner | - | Chairperson |
| b. Deputy Reg'l Training Commissioner | - | Vice Chairperson |
| c. Council Training Commissioners | - | Members |
| d. Regional Program Commissioner | - | Ex-Officio Member |
| e. Regional Scout Commissioner | - | Ex-Officio Member |
| e. Former Reg'l Training Commissioners | - | Advisers |
| f. Regional Scout Director | - | Adviser |
| g. Regional Field Scout Executive | - | Secretary |

3. Council Training Commission

To support the functions of the Training Commission at all levels, Provincial and City Local Councils with huge and several Municipal / City / District / Area Scouting Coordinating Committees are allowed and encouraged to organize their respective Council Training Commission as follows:

- | | |
|------------------------------------|---------------------|
| a. Council Training Commissioner | - Chairperson |
| b. District Training Commissioners | - Members |
| c. District Scouting Commissioners | - Members |
| c. Council Program Commissioner | - Ex-Officio Member |
| d. Council Scout Commissioner | - Ex-Officio Member |
| e. Council Scout Executive | - Adviser |
| f. Field Scout Executive | - Secretary |

C. Qualification of the Training Commission

Qualification of the Training Commission set the minimum and basic requirements and standards for possible appointment and membership in the Training Commission at all ranks and levels. This includes the background, trainings completed, appointment of honorable charge, field experience, expertise, skills, attitude and character towards the position and to other members of the National Training Team.

1. National Training Commissioner and Deputy National Training Commissioner

- Currently registered with the Boy Scouts of the Philippines;
- Must be a Leader Trainer;
- At least 40 years old and not over 70 years old;
- Have conducted at least two (2) Advanced Leader Training Courses, one (1) Course for Managers of Learning, and one (1) Course for Managers of Training;
- Have served as fulltime staff in at least three (3) Courses for Managers of Learning, and/or Courses for Managers of Training;
- A highly respected Leader Trainer among the members of the National Training Team;
- Subscribe to the Scout Oath and Law and adhere to the Principles Policies, Organization and Rules of the Boy Scouts of the Philippines
- Morally, spiritually, mentally, physically, and emotionally fit;
- Have good relations and influence with the cross section of the community and other stakeholders of the BSP; and
- Proven technical and professional expertise in relation to the position.

2. Regional Training Commissioner and Deputy

- a. Currently registered with the Boy Scouts of the Philippines;
- b. At least 40 years old, but not more than 65 years old;
- c. Must be a Leader Trainer;
- d. Have conducted at least two (2) Wood Badge Courses of the section where he/she has been trained;
- e. Have served as fulltime staff in at least three (3) Courses for Managers of Learning, and/or Courses for Managers of Training;
- f. Highly respected Leader Trainer among the members of the National Training Team;
- g. Subscribe to the Scout Oath and Law and adheres to the Principles, Policies, Organization and Rules of the Boy Scouts of the Philippines;
- h. Morally, spiritually, mentally, physically, and emotionally fit;
- i. Have good relations and influence with the cross section of the community; and
- j. Proven technical and professional expertise in relation to the position.

3. Council Training Commissioner and Deputy

- a. Currently registered with the Boy Scouts of the Philippines;
- b. At least 40 years old, but not more than 70 years old;
- c. A Leader Trainer is highly preferred, if there is none, at least an Assistant Leader Trainer;
- d. Have served as staff in at least two (2) Wood Badge Courses of the section where he/she has been trained;
- e. Highly respected trainer among the members of the Training Team of the Local Council;
- f. Subscribe to the Scout Oath and Law and adheres to the Principles, Policies, Organization and Rules of the Boy Scouts of the Philippines;
- g. Morally, spiritually, mentally, physically, and emotionally fit;
- h. Have good relations and influence with the cross section of the community; and
- i. Proven technical and professional expertise in relation to the position.

D. Appointment and Term of Office

The AIS Policy clearly defines the specific term of office to all appointed positions among Adults in Scouting. The tenure of office as previously approved by the National Executive Board is three (3) years for all Appointment and Commission Certificates issued since 2014, unless the appointee have reached the maximum age requirement and or transferred from one Council/Region to another in cases of DepEd personnel and is subjected to performance appraisal for possible re-appointment, re-assignment or retirement from the position.

1. National Training Commissioner and the Deputy

- a. The outgoing National Training Commissioner recommends qualified candidates to the Adults in Scouting Committee for approval of the National Executive Board with a term of three (3) years, subject to performance appraisal as stated in the AIS Policy Volume 3 and renewable for another term.
- b. The Chief National Commissioner shall review the performance of the National Training Commissioner and the Deputy prior to the expiration of appointment for possible re-appointment, re-assignment or retirement from the position.

2. Regional Training Commissioner and the Deputy

- a. The outgoing Regional Training Commissioner recommends qualified candidate to the Regional Scout Director for approval of the Regional Scout Committee with a term of three (3) years, subject to performance appraisal as stated in the AIS Policy Volume 3 and renewable for another term.
- b. The Regional Scout Commissioner shall review the performance of the Regional Training Commissioner and the Deputy prior to the expiration of appointment for possible re-appointment, re-assignment or retirement from the position.

3. Council Training Commissioner and the Deputy

- a. The outgoing Council Training Commissioner recommends qualified candidate to the Council Scout Executive for approval of the Local Council Executive Board with a term of three (3) years, subject to performance appraisal as stated in the AIS Policy Volume 2 and renewable for another term.
- b. The Council Scout Commissioner shall review the performance of the Council Training Commissioner and the Deputy prior to the expiration of appointment for possible re-appointment, re-assignment or retirement from the position.

E. Working Relationships

The working relationships among appointed Training Commissioners at all ranks and levels aims to strengthen the functions of AIS and Leader Training committees at the Local Councils. This refers to collaboration and integration of efforts and initiatives between volunteer Scout Leaders and professional Scout Executives to achieve BSP's Major Final Output.

1. National Training Commissioner and the Deputy

- a. The NTC reports directly to the Chief National Commissioner;
- b. Work hand in hand with the National President, Secretary General the Deputy, the Director for Program and Adult Resources Development Division, and the Training Executive toward the attainment of the objectives of the Adults in Scouting Committee;
- c. Collaborates with the Chairman and the Members of the of the Adults in Scouting Committee; and
- d. Guides and supports the Regional Training Commissioners.

2. Regional Training Commissioner and the Deputy

- a. RTC reports directly to the National Training Commissioner;
- b. Work hand in hand with the Regional Scout Director, and the Regional Scout Commissioner toward the attainment of the objectives of the AIS Committee;
- c. Collaborates and supports the activities of the Regional Scout Committee; and
- d. Guides and supports the Council Training Commissioners.

3. Council Training Commissioner and the Deputy

- a. CTC reports directly to the Regional Training Commissioner;
- b. Work hand in hand with the Council Scout Executive, and the Council Scout Commissioner toward the attainment of the objectives of the AIS Committee;
- c. Collaborates and supports the activities of the Local Council Executive Board and the District Scouting Committees and/or Area Coordinating Committees; and
- d. Guides and supports the District Training Commissioners.

F. Policy, Standards, Guidelines and Procedures

This portion of the Training Policy outlines the specific standards, guidelines and procedures under the terms of appointment which shall be the basis for performance evaluation prior to the end of the term of office.

1. National Training Commissioner and the Deputy

- a. Help in the implementation of the Adults in Scouting Policy as regards assessment of needs, recruitment, appointment, and especially with regard to training and support;
- b. Promote and ensure the maintenance of high standard of leadership in accordance with the BSP Adults in Scouting Policy;
- c. Keep themselves abreast with recent trends and developments in the management of Adults in Scouting from WOSM and the Asia-Pacific Region;
- d. Chairs the National Training Commission in evaluating and recommending policies, standards and guidelines that will improve adult training services in the Boy Scouts of the Philippines;
- e. Conduct annual National Training Commission Meetings and the National Trainers' Conference as agreed on the National Calendar of Scouting Events and Observances;
- f. Assist the Regional Training Commissioners in monitoring and evaluating regional training courses and events through regular visitation, consultation and dialogue;
- g. Approve Adult Training Recognition Certificates (Wood Badge), and Certificates of Appointment for Assistant Leader Trainers and Leader Trainers;
- h. Endorse qualified adult leaders to attend international training courses or events;
- i. Endorse qualified members of the BSP National Training Team to serve as staff in international training courses or events;
- j. Approve training requests and appoint staff for the conduct of Course for Managers of Learning and the Course for Managers of Training;
- k. Endorse and approve qualified adult trainers for Certificate of Appointment as Assistant Leader Trainers and Leader Trainers;
- l. Serve as Resource Person to special training courses and events organized by the National Office and/or Regional Offices of the Boy Scouts of the Philippines;
- m. Perform other duties as may be given by the Chief National Commissioner thru the Secretary General.

2. Regional Training Commissioner and the Deputy

- a. Assist in the implementation of the Adults in Scouting Policy in the assessment of needs, recruitment, and appointment of the members of the Regional Training Team;
- b. Promote and ensure the maintenance of high standard of leadership in accordance to the BSP Adults in Scouting Policy;
- c. Keep themselves abreast of recent developments in the management of Adults in Scouting;
- d. Attend all National Training Commission meetings;
- e. Chair the Regional Training Commission, which is composed of all Council Training Commissioners in their respective regions;
- f. Convene the Regional Training Commission;
- g. Assist the Council Training Commissioners in monitoring and evaluating council training courses and events through regular visitations, consultations and dialogues;
- h. Conduct regular Regional Training Updates and Roundtables
- i. Prepare the annual adult training calendar of the region with the Council Training Commissioners in consultation with the Regional Scout Directors and the Regional Scout Committee;
- j. Review all BTC and WB Course Leaders' Report in their region and ensure all reports are according to standards set, and reports to the Commission recommendations to further improve the conduct of training courses;
- k. Report the accomplishments of the region during the National Training Commission meeting; and
- l. Perform other duties as may be given by the National Training Commissioner.

3. Council Training Commissioner and Deputy

- a. Assist in the implementation of the Adults in Scouting Policy in the assessment of needs, recruitment, and appointment of the members of the Regional Training Team;
- b. Promote and ensure the maintenance of high standard of leadership in accordance to the BSP Adults in Scouting Policy;
- c. Keep themselves abreast of recent developments in the management of Adults in Scouting;
- d. Attend all Regional Training Commission meetings; and
- e. Perform other duties as may be given by the Regional Training Commissioner.

THE BSP NATIONAL TRAINING SYSTEM

The National Training System of the Boy Scouts of the Philippines is composed of the preliminary Scouting Orientation Course and three (3) Training Schemes specifically designed for all Adults in Scouting with regards to their duties and responsibilities as (1) Unit Leaders, (2) Leaders of Adults and as (3) Trainers and members of the Training Team.

Specifically, the BSP National Training System outlines the course description, aim and objectives of each training scheme for the information and guidance of the Professional Service at all ranks and levels together with our Commissioners in the field of Leader Training.

A. Scouting Orientation Course

Scouting Orientation Course (SOC) introduces the Historical Background and the Fundamental Principles of Scouting, its Aims, Purpose and Method. It is the preliminary training course for all Adults in Scouting. The course provides an overview of the leadership and organizational structure of World Scouting, the Asia Pacific Region and the Boy Scouts of the Philippines.

Scouting Orientation Course is open to all Adults in Scouting (Unit Leaders, Leaders of Adults, Professional Staff, Lay Leaders, Executive Board Members, Parents and School Administrators, etc.) at all ranks and levels regardless of their field of services and specific responsibilities at the Unit, Sponsoring Institution, District, Council, Region and at the National levels.

This is a series of sessions preferably interspersed with a slide presentation aimed at familiarizing, marketing and rallying the participants to give their full support to the Scouting Movement. It is not a pre-requisite to any training course and may be conducted even without a permit from the Regional Office although a Leadership Training Report (BSP Form 168) is required so that appropriate certificates may be issued and names of participants are duly recorded.

B. Unit Leader's Training Scheme

Unit Leaders are responsible Adults in Scouting whose primary role is to manage the administration of Scouting program of various sections from KID, KAB, Boy, Senior and Rover Scouting Sections, respectively. These Adult Leaders are directly involved in leading, coaching, guiding and training the KID Scouts, KAB Scouts, Boy Scouts, Senior Scouts and Rover Scouts.

For this purpose, the Unit Leader (UL) Training Scheme is divided into two (2) parts – the Basic Training Course and the Advanced Training Course or more commonly known as the Wood Badge Course. The UL Training Scheme is progressive, flexible and comprehensive training design which mainly patterned to the principle of "Learning by doing" based on the WOSM Wood Badge Framework.

1. Basic Training Courses for Unit Leaders (BTC-UL)

The Basic Training Course (BTC) is a sectional course aimed at equipping the participants with the basic knowledge and skills in administering the Scouting Program into a Scout Unit. The topics of the Scouting Orientation Course will be integrated in the Basic Training Course of the Unit Leaders Training Scheme. It is attended by prospective Unit Leaders. It may be conducted on a long weekend (Friday to Sunday) or in two (2) short weekends (Saturdays and Sundays) using the prescribed Course Syllabus as as stated in the **National Office Memo No. 41 series of 2015**, respectively.

The Basic Training Course is further divided into sectional courses based on the BSP Program namely: KID (**BTC for Langkay Leaders**) Scouting Program, KAB (**BTC for Kawan Leaders**) Scouting Program, Boy (**BTC for Troop Leaders**) Scouting Program, the Senior (**BTC for Outfit Advisors**) Scouting Program and the Rover (**BTC for Circle Leaders**) Scouting Program.

2. Advanced Training Courses (Wood Badge Course) for Unit Leaders

The Advanced Training Course (ATC) or the Wood Badge Course is a residential sectional course conducted in camp for 6 days for Kawan Leaders, 7 days for Troop Leaders and 8 days for the Outfit Advisors. The course aims to help Unit Leaders learn more practical skills and experience, which include simulated Unit and Sub-unit activities related to Unit and Sub-Unit Meetings, Outdoor Programs and Activities, Scoutcraft Skills, Ceremonies in Scouting, Program Planning, Progressive Scheme and Badge System among others.

At present, BSP is offering only three (3) Wood Badge Courses for the following sections:

1. ATC for Kawan Leaders;
2. ATC for Troop Leaders; and
3. ATC for Outfit Advisors.

The ATCs for Langkay Leaders and Rover Leaders are under study and due for Pilot Testing in 2017.

For your reference, kindly refer to the BSP National Office Memorandum No. 27 series of 2015 dated 30 March 2015 on the BSP Wood Badge Course Framework and Revised Course Syllabi for Advanced Training Courses.

One of the major changes in the conduct of Advanced Training Courses is the Completion Interview for Training Studies in Panel by the Course Staff and the Conferment of Wood Badge Tokens for all successful graduates at the Closing Ceremonies of the course.

C. Leaders of Adults Training Scheme

Leaders of Adults are mainly volunteer leaders responsible for the Administration and the Program Groups in Scouting's Double Track Plan as support structure to National, Regional and Local Councils. Leaders of Adults include Commissioners at all ranks, Local Council Executive Board members, Lay Leaders, Members-At-Large, Regional Scout Committee members and the National Executive Board members.

Training System

The Training Scheme for Leaders of Adults seeks to address the needs and required competencies that will enable them to guide, train, coach and mentor Unit Leaders in the administration of the Scouting Program in the Unit level. Specifically, this includes Leaders of Adults' functions as Program Specialists, Manager of Adult Resources, as an Educator and as Public Relations Person.

1. Basic Training Course for Leaders of Adults

The Basic Training Course aimed at equipping the participants with the basic knowledge and skills of the different BSP Youth Programs. The topics of the Scouting Orientation Course will be integrated in the Basic Training Course of the Leaders of Adults Training Scheme. It is attended by Leaders who oversee and manage Unit Leaders (e.g. principals, administrators, board members, and professional Scouters). It may be conducted on a long weekend (Friday to Sunday) or in two short weekends (Saturdays and Sundays) using the prescribed Course Syllabus as as stated in the **National Office Memo No. 41 series of 2015**, respectively.

2. Advanced Training Course for Leaders of Adults

The Wood Badge Course for Leaders of Adults is a residential course conducted in camp for 6 days. The course aims to help Leaders of Adults be better prepared for their respective roles in leading and giving support to Unit Leaders such as Unit Leader's Roundtable, District and Council Program Planning Conferences, Advancement Round-up and Unit Charter Review.

For your reference, kindly refer to the **BSP National Office Memorandum No. 27 series of 2015 dated 30 March 2015** on the BSP Wood Badge Course Framework and Revised Course Syllabi for Advanced Training Courses.

One of the major changes in the conduct of Advanced Training Courses is the Completion Interview for Training Studies in Panel by the Course Staff and the Conferment of Wood Badge Tokens for all successful graduates at the Closing Ceremonies of the course.

D. The National Trainer's Training Scheme

The BSP National Trainer's Training Scheme is a two (2) Level Progressive Scheme of Training for potential Instructors, Trainers and Mentors of the National Training Team that will help manage Adult Training Courses and Events of the Boy Scouts of the Philippines.

It is composed of the Course for Managers of Learning and the Course for Managers of Training which was conceptualized and developed by the National Training Commission in 2005.

1. Course for Managers of Learning (CML)

Course for Managers of Learning (CML) is the First Level Training course in a 2 - Level Progressive Scheme of the Revised BSP National Trainer's Training Scheme of the Boy Scouts of the Philippines.

It is a six (6) day course focusing on the role of the trainer as a manager of learning, facilitator, instructor, and counselor. It is designed for Wood Badge Holders who have performed very satisfactory during their Wood Badge Course have possessed an attitude and potentials of being a Trainer of Adults. The Course for Managers of Learning is equivalent to the Course for Assistant Leader Trainer (CALT) in the standard WOSM AIS Policy.

At the end of the Course, participants should be able to:

1. Understand the trainer's role as manager of learning;
2. Create meaningful learning experiences by applying the Principles of Adult Learning;
3. Use appropriate training methods, techniques, and strategies in training courses and events for Adults;
4. Use effective training aids and devices appropriate for training sessions for Adults;
5. Present training as an attractive and enjoyable experience towards personal development of an Adult; and
6. Acquire the appropriate attitude befitting a trainer of adults; and
7. Formulate personal action plans to complete the requirements for assistance in Basic Training Courses.

2. Course for Managers of Training (CMT)

The CMT is a six (6) day Second Level Training course of the Revised BSP National Trainer's Training Scheme. It is designed for Assistant Leader Trainers (ALTs) who are potential Course Leaders and members of the Training Team. The course specifically deals with the core functions and key concepts of Management and Leadership, respectively. It covers the entire cycle of Planning, Implementation, Monitoring and Evaluation of basic and advanced courses for Adults in Scouting. It is equivalent to the Course for Leader Trainers (CLT) in the standard WOSM AIS Policy.

The CMT aims to provide learning opportunities to ALTs that will prepare them to become effective and efficient Course Leaders and Managers of Training in BTCs and ATCs of the BSP. It further seeks to develop competencies of the members of the Training Team through sharing of best practices from different Councils and Regions.

At the end of the Course, the participants should be able to:

1. Understand the Fundamental Principles of Scouting and the role of Leader Training in its implementation;
2. Interpret the Vision and Mission of Scouting and the BSP;
3. Explain the AIS Policy and the National Training Policy;
4. State the aims and objectives of training courses for Unit Leaders and Leaders of Adults;
5. Demonstrate how to manage (i.e. plan, organize, lead, and control) Unit Leader Training Courses;
6. Discuss the roles and responsibilities of each member of the Course Staff in the training course;
7. Demonstrate how to do a Training Needs Analysis;
8. Design attractive and enjoyable training events suited to the training needs of the participants;
9. Demonstrate effective training methods and techniques based on the Principles of Adult Learning;
10. Experience activities and exercises that develop and promote cooperation, motivation and teamwork;
11. Explain how the utilization of resources in training event can be optimized;
12. Identify aspects of training that need to be evaluated;
13. Share their best training practices and training experiences with their fellow participants;
14. Identify their training needs and formulate personal action plan as a future Leader Trainer.

The BSP Training Policy

A. Application Procedure in Conducting Training Courses

1. Scouting Orientation Course

This Scouting Orientation Course can be conducted by the Local Council at their own prerogative. There is no need to request or submit an Application for Course Recognition for such course from the Regional Office. The Local Council however, needs to submit a Course Leader's Report together with the accomplished Leadership Training Report to the Regional Office after every conduct of such orientation course. It may be conducted on any day for **at least eight (8) hours** using the prescribed Course Syllabus as stated in the National Office Memorandum No. 41 series of 2015 dated 30 June 2015 for your reference.

2. Basic Training Course for Unit Leaders

The conduct of all Basic Training Courses for Unit Leaders (LL, KL, TL, OA, and RL) require the necessary Application for Course Recognition to be submitted to the Regional Office by the Local Council **at least 20 days** before the conduct of the course.

The application must include the list of Course Staff and their qualifications, the place and date of the course, the list of participants, and a copy of the prescribed Course Syllabus (when some adjustments to the Course Syllabus were made for approval).

Courses conducted on live-out basis for two (2) short weekends may adjust the standard Course Syllabus provided that the allotted number of minutes per session are maintained and followed.

Once in order, the Regional Office will issue the corresponding Certificate of Course Recognition to the Local Council.

3. Advanced Training Course (Wood Badge Course) for Unit Leaders

The conduct of the Wood Badge Course for all sections (KL, TL, OA) needs to be applied for a Course Recognition from the National Office by the Regional Office **at least 20 days** before the conduct of the course. The Application for Course Recognition must include the list of Course Staff and their qualifications, the place and date of the conduct of the course, the list of participants, and a copy of the Course Syllabus (when some adjustments to the Course Syllabus were made for approval). This should be submitted using an official form issued by the National Office, BSP.

ning Policy

Courses conducted on several weekends on special request and arrangement due to availability of participants and conflict of schedule from DepEd activities and events may be permitted provided that the adjustment in the standard Course Syllabus follows and maintains the prescribed number of minutes allotted in the sessions based on standard course content.

All Local Councils applying to host and organize their own ATC for ULs still requires to undergo due process and necessary endorsement and recommendation from the Regional Office, certifying that application meets prescribed training standards based on this Training Policy.

Once in order, the National Office will issue the corresponding Certificate of Course Recognition to the Regional Office.

4. Basic Training Course for Leaders of Adults

The conduct of Basic Training Courses for Leaders of Adults require the necessary Application for Course Recognition to be submitted to the Regional Office by the Local Council **at least 20 days** before the conduct of the course.

The application must include the list of Course Staff and their qualifications, the place and date of the course, the list of participants, and a copy of the prescribed Course Syllabus (when some adjustments to the Course Syllabus were made for approval).

Courses conducted on live-out basis for two (2) short weekends may adjust the standard Course Syllabus provided that the allotted number of minutes per session are maintained and followed.

Once in order, the Regional Office will issue the corresponding Certificate of Course Recognition to the Local Council.

5. Advanced Training Course for Leaders of Adults

The conduct of the Wood Badge Course for Leaders of Adults needs to be applied for a Course Recognition from the National Office by the Regional Office **at least 20 days** before the conduct of the course. The Application for Course Recognition must include the list of Course Staff and their qualifications, the place and date of the conduct of the course, the list of participants, and a copy of the Course Syllabus (when some adjustments to the Course Syllabus were made for approval). This should be submitted using an official form issued by the National Office, BSP.

Courses conducted over several weekends on special request and arrangement due to availability of participants and conflict of schedule from DepEd activities and events may be permitted provided that the adjustment in the standard Course Syllabus follows and maintains the prescribed number of minutes allotted in the sessions based on standard course content.

All Local Councils applying to host and organize their own ATC for LOA still requires to undergo due process and necessary endorsement and recommendation from the Regional Office, certifying that application meets prescribed training standards based on this Training Policy.

Once in order, the National Office will issue the corresponding Certificate of Course Recognition to the Regional Office.

6. National Trainer's Training Courses (Course for Managers of Learning and Course for Managers of Training)

The conduct of both Course for Managers of Learning and the Course for Managers of Training be calendared for the following year by the National Training Commission in consultation with all Regional Scout Directors in time where most participants are deemed available.

This schedule will be officially circulated through a National Office Memorandum pertaining to the Annual Calendar of Scouting Events and Observances. There should be at least three (3) CML and three (3) CMT courses to be held in the three (3) geographical areas in Luzon, Visayas and Mindanao.

Respective Course Recognition Certificates will be issued by the National Office, BSP.

Regional Offices may request additional CML and/or CMT courses on top of the annual CML and CMT schedule provided that the Application for Course Recognition shall be submitted to the National Office, BSP at least 20 days prior to the conduct of the course applied for and application meets prescribed training standards based on this Training Policy.

The National Office, BSP and the National Training Commission shall appoint the Course Leader from among the National Training Commission and other members of the National Training Team in good standing.

B. Qualification of the Participants

This sets the minimum requirements for participation in any of the following formal training courses offered by the BSP. This includes the age, incumbent and future Scouting Position in the Unit, Sponsoring Institution, District, Area, Local Council, Region and National Levels.

1. Scouting Orientation Course

Scouting Orientation Course is open to all Adults in Scouting, Young Adults, Male and Female who are at least 18 years old and are interested to learn more about the Scouting Movement. This course is a preliminary course for Unit Leaders, Leaders of Adults, Professional Scout Leaders, Volunteer Lay Leaders, Parents and Guardians, Community, Church and Civic Leaders, School Heads and Administrators, Local Executive Board Members and Members at large.

Membership Registration Fee is required prior to the attendance in any formal training courses in Scouting offered by the BSP.

2. Basic Training Course for Unit Leaders

The Basic Training Course is open to all Unit Leaders and prospective Unit Leaders. They maybe school administrators, school teachers, parents, school alumni, former Scouts, professionals, and community leaders and servants who are interested in handling young people in their Scout Units. This necessitates application and endorsement for participants with duly accredited and registered Sponsoring Institutions.

Membership Registration Fee is required prior to the attendance in any formal training courses in Scouting offered by the BSP.

3. Advanced Training Course for Unit Leaders

The Wood Badge Course is open to all Unit Leaders who have already completed the Basic Training Course in the BSP UL Training Scheme. The candidate must present a copy of their Basic Training Course's Certificate of Completion, Application Form to Participate (duly endorsed by his / her institution and council), and medical certificate that he / she is fit for rigorous activities.

Training Assignment for all Unit Leaders after the BTC is no longer required prior to ATC – UL. This requirement is included prior to the issuance of Certificate of Completion of Advanced Training (Wood Badge Parchment).

Membership Registration Fee is required prior to the attendance in any formal training courses in Scouting offered by the BSP.

4. Basic Training Course for Leaders of Adults

The Basic Training Course is open to all Leaders of Adults who are in various key positions in the Scouting Movement whose main task is to manage Adult Unit Leaders in the Sponsoring Institutions, District Scouting Committees, Local Councils, Regional and National Levels. They may be School Heads, Principals, Administrators, Institutional Scouting Committee members, District Committee members, Local Council Executive Board members, Regional Scout Committee members, National Executive Board members and Professional Staff and Executives of the BSP at the National, Regional and Local Council Offices.

Membership Registration Fee is required prior to the attendance in any formal training courses in Scouting offered by the BSP.

5. Advanced Training Course for Leaders of Adults

The Wood Badge Course is open to all Leaders of Adults who have already completed the Basic Training Course for Leaders of Adults. The candidate must present a copy of their Basic Training Course's Certificate of Completion, Application Form to Participate (duly endorsed by his / her Institution and Council), and with corresponding medical certificate that he / she is fit for rigorous activities.

Graduates of BTC for Unit Leaders from the DepEd and have been promoted to various administrative positions in the Schools, Districts, Divisions and Regional Offices are also qualified to take the ATC for Leaders of Adults since their line of function is related to managing Adults in Scouting in their respective stations.

Training Assignment II for all Leaders of Adults after BTC is no longer required prior to ATC – LOA. This requirement is included in the issuance of Certificate of Completion of Advanced Training (Wood Badge Parchment).

Membership Registration Fee is required prior to the attendance in any formal training courses in Scouting offered by the BSP.

6. Course for Managers of Learning

The Course for Managers of Learning is open to prospective members of the National Training Team. They must be a Wood Badge holder (with Wood Badge Parchment Certificate) for at least twenty-four months (24) months, has shown capabilities to instruct, manage adult learning, possesses an attitude of a team player and has been fully endorsed by their Local Council and their Regional Office.

7. Course for Managers of Training

The Course for Managers of Training is open to prospective members of the International Training Team. They must be an Assistant Leader Trainer (ALT), who have completed Service 2 requirements after becoming an ALT, has shown capabilities of leadership and management, and has been fully endorsed by their Local Council and their Regional Office, or fully endorsed by at least two members of the National Training Commission.

C. Qualification of the Course Staff

The qualification of the Course Staff sets to a minimum requirement for staff composition on the following courses. The aim of the Training Commission in calibrating the qualifications of staffing to one step higher from the previous policy is to increase the level of staff competencies in managing basic and advanced courses.

Local Councils may request necessary assistance and support to their respective Regional Offices to facilitate invitation to other qualified Trainers in the event that the Local Council do not have a qualified members of the Course Staff.

1. Scouting Orientation Course

- | | | |
|---------------------------|---|--|
| 1. Course Leader | - | Asst. Leader Trainer with CMT |
| 2. ACL for Program | - | Asst. Leader Trainer |
| 3. ACL for Administration | - | Asst. Leader Trainer |
| 4. Course Scribe | - | Wood Badge Holder with CML |
| 5. Senior Sub-Unit Leader | - | Asst. Leader Trainer |
| 6. Sub-Unit Counselor | - | Wood Badge Holder with CML |
| 7. Discussants | - | Wood Badge Holder with CML |
| 8. Support Staff | - | Wood Badge Holder |
| 9. Course Coordinator | - | CSE/FSE who must be at least a Wood Badge Holder |

2. Basic Training Course for Unit Leaders

- | | | |
|---------------------------|---|---|
| 1. Course Leader | - | Asst. Leader Trainer with CMT |
| 2. ACL for Program | - | Asst. Leader Trainer |
| 3. ACL for Administration | - | Asst. Leader Trainer |
| 4. Course Scribe | - | Wood Badge Holder with CML |
| 5. Senior Sub-Unit Leader | - | Asst. Leader Trainer (except for the BTC-KL where the Chief Usa must be a graduate of the ATC-TL) |
| 6. Sub-Unit Counselor | - | Wood Badge Holder with CML |
| 7. Discussants | - | Wood Badge Holder with CML |
| 8. Support Staff | - | Wood Badge Holder |
| 9. Course Coordinator | - | CSE/FSE who must be at least a Wood Badge Holder |

3. Advanced Training Course for Unit Leaders

- | | | |
|---------------------------|---|--|
| 1. Course Leader | - | Leader Trainer |
| 2. ACL for Program | - | Asst. Leader Trainer with CMT |
| 3. ACL for Administration | - | Asst. Leader Trainer with CMT |
| 4. Course Scribe | - | Asst. Leader Trainer |
| 5. Senior Sub-Unit Leader | - | Asst. Leader Trainer (except for the ATC-KL where the Chief Usa must be graduates of the ATC-TL) |
| 6. Sub-Unit Counselor | - | Asst. Leader Trainer |
| 7. Discussants | - | Asst. Leader Trainer |
| 8. Quarter Master | - | Asst. Leader Trainer |
| 9. Support Staff | - | Asst. Leader Trainer |
| 10. Course Coordinator | - | CSE/RSD/RFSE who must be at least an Asst. Leader Trainer |

4. Basic Training Course for Leaders of Adults

- | | | |
|---------------------------|---|--|
| 1. Course Leader | - | Asst. Leader Trainer with CMT |
| 2. ACL for Program | - | Asst. Leader Trainer |
| 3. ACL for Administration | - | Asst. Leader Trainer |
| 4. Course Scribe | - | Wood Badge Holder with CML |
| 5. Senior Sub-Unit Leader | - | Asst. Leader Trainer |
| 6. Sub-Unit Counselor | - | Wood Badge Holder with CML |
| 7. Discussants | - | Wood Badge Holder with CML |
| 8. Support Staff | - | Wood Badge Holder |
| 9. Course Coordinator | - | CSE/FSE who must be at least a Wood Badge Holder |

5. Advanced Training Course for Leaders of Adults

- | | | |
|---------------------------|---|---|
| 1. Course Leader | - | Leader Trainer |
| 2. ACL for Program | - | Asst. Leader Trainer with CMT |
| 3. ACL for Administration | - | Asst. Leader Trainer with CMT |
| 4. Course Scribe | - | Asst. Leader Trainer |
| 5. Senior Sub-Unit Leader | - | Asst. Leader Trainer |
| 6. Sub-Unit Counselor | - | Asst. Leader Trainer |
| 7. Discussants | - | Asst. Leader Trainer |
| 8. Quarter Master | - | Asst. Leader Trainer |
| 9. Support Staff | - | Wood Badge Holder |
| 10. Course Coordinator | - | CSE/RSD/RFSE who must be at least an Asst. Leader Trainer |

Staffing Composition for BTC/ATC - LOA: Composite Staffing is very important in the Course for Leaders of Adults. Staff Composition must have at least one (1) trained from each Section (KL, TL, OA) and LOA Graduates to handle their respective program specialization, functions and fields of services.

6. Course for Managers of Learning

- | | | |
|---------------------------|---|-------------------------------|
| 1. Course Leader | - | LT (Member of the NTC) |
| 2. ACL for Program | - | LT (Member of the NTC) |
| 3. ACL for Administration | - | LT (Member of the NTC) |
| 4. Course Scribe | - | Leader Trainer |
| 5. Group Counselors | - | Leader Trainer |
| 6. Discussants | - | Leader Trainer |
| 7. Support Staff | - | Asst. Leader Trainer with CMT |
| 8. Course Coordinator | - | CSE/RSD/PARD Executive |

The National Training Commission deemed it is imperative to consider that the staffing composition for CML shall include active members of the National Training Team in good standing. This includes caliber and seasoned Leader Trainers with extensive experience in handling training sessions especially in the conduct of BTCs and ATCs of different sections including that of Leaders of Adults and other specialization courses and events for Adults in Scouting.

7. Course for Managers of Training

- | | | |
|---------------------------|---|-------------------------------|
| 1. Course Leader | - | LT (Member of the NTC) |
| 2. ACL for Program | - | LT (Member of the NTC) |
| 3. ACL for Administration | - | LT (Member of the NTC) |
| 4. Course Scribe | - | Leader Trainer |
| 5. Group Counselors | - | Leader Trainer |
| 6. Discussants | - | Leader Trainer |
| 7. Support Staff | - | Asst. Leader Trainer with CMT |
| 8. Course Coordinator | - | CSE/RSD/PARD Executive |

The National Training Commission deemed it is imperative to consider that the staffing composition for CMT shall include active members of the National Training Team in good standing. This includes caliber and seasoned Leader Trainers with extensive experience as Course Leaders especially in the conduct of both Basic and Advanced Courses of different sections including that of Leaders of Adults and other specialization courses and events for Adults in Scouting.

D. Requirements and Procedures

The requirements and procedures will guide the members of the Training Team and the members of the Professional Staff and Executives in the field to understand the implementation of the major changes to the following training scheme of the BSP.

1. Unit Leader's Training Scheme

Advanced Training Courses for Unit Leaders (Wood Badge Courses) the following are the major changes in the conduct of the Wood Badge Courses for all Unit Leaders:

- a. The integration of Training Studies and Interview in the during the conduct Wood Badge Courses;
- b. The Training Studies would be nightly discussion of topics within the Sub-Unit together with Sub-Unit Counselor and is done through a Panel;
- c. Interview will be conducted by the group counselor and another member Training Team based on the Training Studies Discussions in the successive nights in order to assess the depth of the participants understanding on the implementation of their respective Scouting Program; and
- d. Issuance of Wood Badge Parchment or Certificate of Completion of Advanced Training requires the submission of proof of registration and Scout Advancement for all Unit Leaders. This includes the processed Application for Unit Registration (AUR) and the Board of Review Report showing proof that Scouts under the leadership of the Kawan Leaders, Troop Leaders and Outfit Advisors are advanced to the next higher rank.

2. Leaders of Adults' Training Scheme

Advanced Training Course for Leaders of Adults (Wood Badge Course)
the following are the major changes in the conduct of the Wood Badge Course for Leaders of Adults:

- a. The integration of Training Studies and Interview in the Wood Badge Course;
- b. The Training Studies would be nightly discussion topics within the Sub-Unit together with Sub-Unit Counselor;
- c. Interview will be conducted by the group counselor and another member Training Team based on the Training Studies Discussions in the successive nights in order to assess the depth of the participants understanding on the implementation of their respective Scouting Program.
- d. Issuance of Wood Badge Parchment or Certificate of Completion of Advanced Training requires the submission of proof of the conduct of Unit Leader's Roundtable for all Leaders of Adults. This includes General Programme of Activities, Session Assignment as stated in the Roundtable Syllabus indicating the Topic/Subjects handled by the applicant.

3. National Trainer's Training Scheme

1. For all Potential Assistant Leader Trainer

1. The Service Assignment 1 (Basic Training Course) – After attending the Course for Managers of Learning, the potential Assistant Leader Trainer (Candidate) is tasked to go through a series of practicum teaching in order to hone the skills learned during the CML. The candidate is expected to serve in the BTC of the Scouting Section he/she was trained as the only requirement to become an Assistant Leader Trainer.
2. The Candidate is expected to handle a total of eight (8) sessions and served in at least three (3) separate Basic Training Courses (not involving oneself in a simultaneous BTC). The eight (8) sessions must not involve any team teaching session (e.g. panel method, base system).

3. The candidate may be a discussant in another BTC Course other than his/her section provided that the session is common to all BTCs;
4. The candidate may use any sessions or repeat a session previously taught provided another teaching method is used. This is to help the Candidate to be well exposed with the handling of different training sessions, for him/her to gain expertise in managing learning;
5. Those who handled sessions in simultaneous BTC, only one BTC will be credited in his/her service record. This means that a person may serve as session holder in simultaneous BTCs, where the delivery of sessions are credited, but only one (1) BTC service would be credited. So, a candidate may handle more than eight (8) sessions in three (3) separate Basic Training Courses (not simultaneously conducted);
6. The Candidate is expected to finish the Service Assignment 1 in at least 18 months, and after which he/she can be recommended to become an Assistant Leader Trainer;
7. The Candidate is expected to demonstrate a certain level of expertise in managing learning, which includes the following:
 - a. Able to deliver a session with confidence;
 - b. Able to effectively use the 4As in delivering a session;
 - c. Able to deliver at least one whole session in full English language;
 - d. Able to use different types of visual aids other than the LCD projector;
 - e. Able to use at least four (4) different teaching methods and techniques in the delivery his/her session;
8. Finishing the Service Assignment 1 requirements do not automatically qualify the candidate to receive the Certificate of Appointment as Assistant Leader Trainer. If a candidate who has completed all requirements in handling sessions in a Basic Training Course, still lacks the certain level of expertise in managing learning, he/she would continuously be given opportunities to handle sessions in the Basic Training Course until such time that he/she is able to meet the expected certain level of expertise.

The BSP Training Policy

9. After finishing Service Assignment 1, a joint recommendation by the Local Council and Regional Office should be forwarded to the National Training Commission stating that such candidate has met a certain level of expertise in managing learning. Thereby, endorsing the Candidate for interview for him/her to receive his/her Certificate of Appointment as Assistant Leader Trainer.
10. The Panel Interview
 - a. After recommendations were made, the Regional Office will inform the National Training Commission to conduct an interview with the candidate either using face to face and/or using video conferencing with an application called "Skype."
 - b. The Panel of Interviewers will consist of three (3) members, who have active status as Leader Trainers of the BSP Training Team. It will be chaired by a member of the National Training Commission.
 - c. The Candidate is to present himself/herself in full Type A uniform during the interview. The purpose of the interview is for the National Training Commission to determine whether the candidate possesses a certain level of expertise in managing learning.
 - d. Upon satisfying the requirements for the interview, at least one member of the panel (since some interviewers might be online) will sign the Application for Certificate of Appointment of the candidate for approval of the National Training Commissioner.
 - e. Upon approval of the National Training Commissioner, the papers will be endorsed to the World Scout Bureau Asia Pacific Region for the preparation of the Certificate of Appointment.
11. The Service Assignment 2 - After becoming an Assistant Leader Trainer, he/she is now qualified to become involved in serving only as fulltime discussant or sub-unit counselor in at least two (2) Wood Badge Course where he/she was trained to be eligible to participate in a Course for Managers of Training.

2. For all Potention Leader Trainer

1. Service Assignment 1 – After attending a Course for Managers of Training, the potential Leader Trainer (Candidate) is tasked to go through a series of managing training courses in order to hone the skills learned during the CMT. The candidate is expected to serve as Course Leader in at least three (3) Basic Training Courses of the Scouting Section he/she was trained.
2. Service Assignment 2 – After completing the requirement for Service Assignment 1, the candidate is tasked to another series of practicum of managing training courses through serving fulltime in at least three (3) Wood Badge Courses where he/she was trained.

The following positions are required for the candidate to experience:

- a. Assistant Course Leader for Program
 - b. Assistant Course Leader for Administration
 - c. Senior Unit Leader or Course Scribe
3. No services in Wood Badge Courses will be credited unless the Service Assignment 1 has been completed.
 4. The Candidate is expected to demonstrate a certain level of expertise in managing training, which includes the following:
 - a. Able to organize his/her staff according to the qualifications set in managing a specific training course;
 - b. Able to lead productive staff meetings;
 - c. Able to give inspiration talks during opening ceremonies;
 - d. Able to effectively use the 4As and deliver a whole session in full English Language;
 - e. Able to coach session holders in delivering their sessions; and
 - f. Able to submit his/her Basic Training Course's Course Leader's Report on time.

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5. Finishing Service Assignments 1 and 2 does not automatically qualify the candidate to receive the Certificate of Appointment as Leader Trainer. If a candidate who has completed all the requirements in managing Basic Training Courses and assisting in managing Wood Badge Courses still lacks the certain level of expertise in managing training, he/she would continuously be given opportunities to manage training in the Basic Training Courses or Wood Badge Courses until such time, he/she is able to meet the expected certain level of expertise.
6. After finishing the Service Assignment 1 and 2, a joint recommendation by the Local Council and Regional Office, or a joint recommendation by the National Training Commissioner and another member of the National Training Commission should be forwarded to the National Training Commission stating that such candidate has met a certain level of expertise in managing learning. Thereby, endorsing the Candidate for interview for him/her to receive his/her Certificate of Appointment as Leader Trainer.
7. The Panel Interview for Potential Leader Trainer
 - a. After recommendations were made, the National Office will inform the National Training Commission to conduct an interview with the candidate either using face to face and/or using video conferencing with an application called "Skype."
 - b. The Panel of Interviewers will consist of three (3) members, who have active status as Leader Trainers of the BSP Training Team. It will be chaired by the National Training Commissioner or the Deputy National Training Commissioner.
 - c. The Candidate is to present himself/herself in full Type A uniform during the interview. The purpose of the interview is for the National Training Commission to determine whether the candidate possesses a certain level of expertise in managing training.

- d. Upon satisfying the requirements for the interview, at least one member of the panel (since some interviewers might be online) will sign the Application for Certificate of Appointment of the candidate for approval of the National Training Commissioner.
- e. Upon approval of the National Training Commissioner, the papers will be endorsed to the World Scout Bureau Asia Pacific Region for the preparation of the Certificate of Appointment.

E. Reporting and Documentation

Reporting and documentation shall form part of the Training Policy in order to track and keep records and proceedings of training courses and events. Issuance of corresponding Course Certificates shall be the responsibilities of the Course Organizers be it at the Local Council, Region and the National Office, BSP. These issued certificates shall also bear the Official Dry Seal of the Local Council/Region/National Office, BSP, and must have corresponding serial number for tracking purposes.

All forms related to Application for Course Recognition submitted to Local Councils, Regional Offices and the National Office, BSP, shall bear the original specimen signatures of persons in authority to certify such application meets required Training Standards based on the Training Policy.

The minimum required signatories for Certificates related to Training Courses and Events for Adults in Scouting are as follows:

A. Local Council Training Courses and Events

1. The Council Scout Executive
2. The Council Training Commissioner
3. The Course Leader

B. Training Courses and Events at the Regional Level

1. The Regional Scout Director
2. The Regional Training Commissioner
3. The Course Leader

C. Training Courses and Events at the National Level

1. The Secretary General
2. The National Training Commissioner
3. The Course Leader

The BSP Training Policy

1. Scouting Orientation Course

1. Application for Course Recognition is not required
2. Issuance of Certificate of Participation is required
3. Issuance of Certificate of Appearance is required
4. Submission of Course Leader's Report is required
5. Submission of Course Scribe's Report is required
6. Submission of Leadership Training Report is required

2. Unit Leader's Training Scheme

- a. Basic Training Course for Unit Leaders
 1. Application for Course Recognition is required
 2. Issuance of Certificate of Course Recognition is required
 3. Issuance of Certificate of Participation is required
 4. Issuance of Certificate of Appearance is required
 5. Submission of Course Leader's Report is required
 6. Submission of Course Scribe's Report is required
 7. Submission of Leadership Training Report is required
- b. Advanced Training Course for Unit Leaders
 1. Application for Course Recognition is required
 2. Issuance of Certificate of Course Recognition is required
 3. Issuance of Certificate of Participation is required
 4. Issuance of Certificate of Appearance is required
 5. Submission of Course Leader's Report is required
 6. Submission of Course Scribe's Report is required
 7. Submission of Leadership Training Report is required

3. Leaders of Adults Training Scheme

- a. Basic Training Course for Leaders of Adults
 1. Application for Course Recognition is required
 2. Issuance of Certificate of Course Recognition is required
 3. Issuance of Certificate of Participation is required
 4. Issuance of Certificate of Appearance is required
 5. Submission of Course Leader's Report is required
 6. Submission of Course Scribe's Report is required
 7. Submission of Leadership Training Report is required

- b. Advanced Training Course for Leaders of Adults
 - 1. Application for Course Recognition is required
 - 2. Issuance of Certificate of Course Recognition is required
 - 3. Issuance of Certificate of Participation is required
 - 4. Issuance of Certificate of Appearance is required
 - 5. Submission of Course Leader's Report is required
 - 6. Submission of Course Scribe's Report is required
 - 7. Submission of Leadership Training Report is required

4. National Trainer's Training Scheme

- a. Course for Managers of Learning
 - 1. Application for Course Recognition is required
 - 2. Issuance of Certificate of Course Recognition is required
 - 3. Issuance of Certificate of Completion is required
 - 4. Issuance of Certificate of Appearance is required
 - 5. Submission of Course Leader's Report is required
 - 6. Submission of Course Scribe's Report is required
 - 7. Submission of Leadership Training Report is required
- b. Course for Managers of Training
 - 1. Application for Course Recognition is required
 - 2. Issuance of Certificate of Course Recognition is required
 - 3. Issuance of Certificate of Completion is required
 - 4. Issuance of Certificate of Appearance is required
 - 5. Submission of Course Leader's Report is required
 - 6. Submission of Course Scribe's Report is required
 - 7. Submission of Leadership Training Report is required

5. Reporting and Documentation

a. Course Leader's Report Outline (See detailed Content from the Course Manual for Trainers)

I. INFORMATION

- a. General Information
- b. Introduction
- c. Course Venue
- d. Conduct of the Course
- e. Local Support

II. EVALUATION

- a. Training Effort
- b. Training Effectiveness
- c. Training Efficiency
- d. Significant Event and/or Accomplishment
- d. Potential ALTs and LTs among the Instructors

III. RECOMMENDATIONS

- a. Administration
- b. Program
- c. Staffing

IV. APPENDICES

- a. Opening and Closing Programme
- b. Course Staff
- c. Course Syllabus
- d. Session Plans
- e. Handouts
- f. Leadership Training Report (BSP Form No. 168)
- g. Course Pictures

V. PERSON SUBMITTING

- a. The Course Leader

VI. PERSON ATTESTING

- a. Council/Regional Training Commissioner
- b. Council Scout Executive / Regional Scout Director

b. Course Scribe's Report Outline (See detailed Content from the Course Manual for Trainers)

1. Course Session Proceedings

- a. Date / Day
- b. Session Title
- c. Session Holder
- d. Time Started
- e. Session Opener
- f. Activity
- g. Analysis
- h. Abstraction
- i. Application or Assessment
- j. Session Ender
- f. Time Ended

2. Minutes of the Course Staff Meeting

- a. Date / Day
- b. Attendance
- c. Proceedings / Time Started
 1. Opening Prayer
 2. Call to Order
 3. Proceedings of the Day to Day Activities
 4. Matters arising from the Proceedings
 5. Business Matter
 - i. Program Aspects
 - ii. Administration Matters
 6. Other Matters
- d. Adjournment of the Meetings / Time Ended

F. Policy Guidelines on Conferment of Wood Badge Tokens and the Appointment of Honorable Charges as Assistant Leader Trainers and Leader Trainers

In World Adults in Scouting Policy, recognition of qualification reiterated that Wood Badge insignia is used as recognition of the successful completion of the "Leader" advanced training scheme prescribe by each National Scout Organization. The use of the Wood Badge beads is recommended as a sign of unity. WOSM's Wood Badge framework has been developed for use by National Scout Organization.

Scouting truly offers an enriching experience not only to young people but to Adults as well. Increased in knowledge, skills and competencies of adults are gained through series of informal and formal training courses and Scouting recognizes these qualifications through appropriate ceremonies in Scouting.

Pursuant to the internationally established principles and in accordance with the highest traditions of the Wood Badge and World Adults in Scouting Policy, an appropriate ceremony **MUST** be strictly observed for the conferment of Wood Badge Tokens and Honorable Charges for the Appointment of ALTs and LTs as follows:

1. An appropriate ceremony that recognizes an outstanding achievement of Adult Leaders and Leaders of Adults in Scouting refers to activities, events and observances designed for Adults such as formal and informal training courses and events, without any order of preference, to include but are not limited to:
 - a. Scouting Orientation Courses
 - b. Basic Training Courses
 - c. Advanced Training Courses
 - d. Course for Managers of Learning
 - e. Course for Managers of Training
 - f. Unit Leaders' Roundtable
 - g. Trainer's Update
 - h. Trainer's Conferences
 - i. National Court of Honor
 - j. Wood Badge / Gilwell Reunion
 - k. Seminar-Workshops for Trainers
 - l. Specialization Courses for Adults

2. Conferment ceremony must be formally officiated by the person in Authority in the Council, Region and National in the level whose involvement are directly related to Adults in Scouting and/or Leader Training; and MUST be a LEADER TRAINER.
 - a. The Secretary General and Deputy
 - b. The National Training Commissioner and Deputy
 - c. The Course Leader
 - d. All Regional Training Commissioners
 - e. All National and/or Regional Scout Directors / Executives (must be a Leader Trainer)
 - f. Council Scout Executives and OICs (must be a Leader Trainer)
 - g. Council Training Commissioners (must be a Leader Trainer)
3. The ceremony must be SOLEMN and Meaningful. Must give inspiration and motivation to other Leaders preferably during the Opening and / or Closing Ceremonies of training courses and events mentioned above.
4. Official Script for the Conferment of Wood Badge Tokens and the Appointment of Honorable Charge as ALTs and LTs must be used during the ceremony.
5. Conferment ceremony must observe an appropriate attire which the Official Scout Type A Uniform together with the complete set of Wood Badge Insignia – the Beads, Woogie and the Scarf.
6. In adherence to an appropriate ceremony, it is best observed that conferment of Wood Badge Tokens should take place in Basic Training Courses for Unit Leaders. This provides an aspiration to BTC participants to aim for the next higher training. In the same manner, the appointment of honorable charges for ALTs and LTs should take place in Wood Badge Courses as well as in the Trainer's Training Courses – at the Course for Managers of Learning and Course for Managers of Training.
7. Conferment of Wood Badge Tokens and the Appointment of Honorable Charges during Wood Badge/Gilwell Reunions in National and Regional Jamborees must exercise extra caution so as to maintain solemnity during the ceremony. Though it is empirical that this shows inspiration and motivation to other attendees, person/s in authority must consider the suitable number of recipients who will receive their tokens and honorable charges. Solemnity of the ceremony must be observed and preserved at all times and this cannot be achieved by means of conferring a huge number of recipients.

The BSP Training Policy

8. Conferment of Appointment of Honorable Charges as ALTs and LTs must seek clearance, recommendation and approval of persons in Authority in the Council, Region and National levels and or with the collegial and consensus decision of the members of the Training Team, with the concurrence of the Regional and National Training Commission, the National Office, BSP and its duly authorized representatives from the Regional Offices.
9. Regional Scout Directors, Council Scout Executives, OICs and Commissioners of all ranks at all levels, especially those who are directly involved in Managing Training of Adults are enjoined to support, implement and monitor the field in the compliance and adherence to the Adults in Scouting Policy, specifically on the conferment of Wood Badge Tokens and the Appointment of Honorable Charges for ALTs and LTs.
10. Preferably, all conferment of WB, ALTs and LTs must have background and general information of the recipient/awardee to include but are not limited to: ATC/CML/CMT Course No. and Venue that he/she attended, the section he/she is currently serving (KL, TL, OA, LOA); tenure in Scouting as well as the most recent services he/she has rendered in the Council/Region/Nation so as to further give significance to the recipient and be able to inspire the audience.
11. For ALTs/LTs, it is a MUST to have the recitation and signing of the PLEDGE OF SERVICE in front of the viewing audience to be more meaningful and memorable.

G. Training Policy on Specialization Courses and other Informal Training Courses, Seminar-Workshops and Events for Unit Leaders and Leaders of Adults

As provided in the WOSM AIS Policy as adopted by the BSP, Personal Development, covers all learning opportunities that build capacity and strengthen the capability of all Adults in Scouting. This include Specialization Courses, Informal Training Courses and Events.

All Local Councils shall seek Application for Course Recognition to their respective Regional Offices in cases of other Specialization Courses and other Informal Training Courses and Events for Unit Leaders and Leaders of Adults such as Seminar-Workshops, Unit Leader's Roundtables, Emergency Service Training Courses, Disaster Risk Reduction Management Training Courses, Safety and Risk Management, Training Methods and Techniques, Advancement Seminar-Workshop and alike.

ining Policy

In return, the Regional Offices shall submit the BSP Form No. 168, the Leadership Training Report to the National Office, BSP, at least 20 days after the conduct of the training courses and event for documentation and record purposes.

The Regional Office shall keep track and document all issuances and serial numbers of all registered and recognized Training Courses and Events as follows:

1. Region: IR, NELR, CLR, NCR, STR, BR, WVR, EVR, WMR, EMR
2. Year: 2012, 2013, 2014, 2015, 2016
3. Number: 001, 002, 003, 004, 005, 006
3. Codes: BTC-LL, BTC-KL, BTC-TL, BTC-OA, BTC-RL, BTC-LOA
ATC-KL, ATC-TL, ATC-OA, ATC-LOA
CML and CMT
4. Specialized Training Courses and Events:
 - a. DRRM - Disaster Risk Reduction Management
 - b. ESC - Emergency Service Corps
 - c. TCC - Troop Camping Course
 - d. CSMC - Camp Staff Management Course
 - e. ASW - Advancement Seminar-Workshop
 - f. TMT - Training Methods and Techniques
 - g. SRM - Safety and Risk Management
 - h. ULRT - Unit Leader's Roundtable
 - i. STC - Specialization Training Course
 - j. SPTC - Skills Proficiency Training Course
5. The Training Policy allows and recognizes previous learning experiences acquired by Adults in Scouting. It also recognizes competencies of external people as resources person and subject matter experts being invited in Training Courses for all Adults in Scouting.
6. Resource Persons and Subject Matter Experts in Scouting
Training Courses are allowed but are limited to topics and sessions that are technical in nature but deemed necessary in the implementation of the Training Design and the Scout Program.

The BSP Training Policy

H. Training Policy on Wearing Proper Scout Uniform and Appropriate Attire in Training Courses and Events for all Adults in Scouting

This sets the basic principle and governing rule on wearing proper and appropriate training courses and events for all Adults in Scouting. The Scout Uniform is based on the Symbolic Framework as one of the Educational Elements of the Scout Method. Wearing of appropriate attire for all Trainers is a must in Training Courses and Events. This portion of the Training Policy aims to provide a clearer guidelines on wearing the Scout Uniform during training courses and event.

1. In ALL Training Courses and Events for all Adults in Scouting, it must be observed that all Trainers must wear the complete Wood Badge Insignias, the Gilwell Scarf, the Wood Badge Beads and the official Gilwell Woogie;
2. The Wood Badge regalia, must always be worn in complete SET, the Gilwell Scarf, the Wood Badge Beads, and the Gilwell Woogie;
3. Trainers shall observed all formal ceremonies to include but are not limited to:
 - a. All Opening and Closing Ceremonies;
 - b. Campfire Ceremonies;
 - c. Commitment Ceremonies;
4. The Official Type A Scout Uniform for Kawan Leaders in BTC and ATC and in all formal training courses and events is the Official BSP Type A Polo and Skirt with side pocket flap and knee high socks with the Yellow Garter Tabs;
5. The Official Type A Scout Uniform for male and female Scout Leaders in BTC and ATC for Troop Leaders and in all formal training courses and events is the Official BSP Type A Polo and Short Pants (with side pocket flap for female Troop Leaders) and knee high socks and Green Garter Tabs;
6. The Official Type A Scout Uniform for male and female Scout Leaders in BTC and ATC for Outfit Advisors and in all formal training courses and events is the Official BSP Type A Polo and Long Pants (with side pocket flap for female Outfit Advisors);
7. The Official Type A Scout Uniform for all Leaders of Adults in BTC and ATC and in all formal training courses are as follows:
 - a. Male - Official BSP Type A Polo and Long Pants;
 - b. Female - Official BSP Type A Polo and Skirt with Stockings;
8. The Official Scout Shoes that goes with the Official Type A Scout Uniform for male and female Scout Leaders in all sections and Leaders of Adults are Low-Cut, Black Leather Shoes with Shoe Strings;
9. All Wood Badge Holder may wear their complete Wood Badge tokens to all Scouting Events that provide opportunities to inspire and motivate other Adults in Scouting to take higher training courses and events.

I. Adjustment in Previous Training Policy

- a. Wood Badge - all individuals who have participated in a Wood Badge Course and has not received their two beads may apply to receive their two beads on the following condition:
 - i. Proof that he/she is currently registered Scouter
 - ii. Show proof he/she is personally handling Unit Meeting (for Unit Leaders) for at least three (3) months; conducting Roundtable Meetings (for Leaders of Adults).
 - iii. Go through an interview with members of the National Training Team.
 - b. Potential Assistant Leader Trainers and Potential Leader Trainers
 - c. Changes in requirements take effect upon approval of this policy.

J. Issuances and Memoranda related to Training Policy

1. NO Memo No. 12 series of 2010 - Monitoring of Training Courses
2. NO Memo No. 12 series of 2012 - Hosting the Conduct of Advanced Training Courses
3. NO Memo No. 27 series of 2015 – WB Framework and Revised ATC Syllabi
4. NO Memo No. 28 series of 2015 – Conferment of Wood Badge Tokens
5. NO Memo No. 41 series of 2015 – Revised SOC and BTC Syllabi
6. NO Memo No. 43 series of 2015 – Training Commission
7. NO Memo No. 19 series of 2016 - Revised and Updated National Training Policy
8. NO Memo No. 39 series of 2016 - Disaster Risk Reduction Management Training Course Syllabus and Course Objectives
9. NO Memo No. 43 series of 2016 - Revised Nomination Forms for Assistant Leader Trainers and Leader Trainers

A. APPOINTMENT TO THE BSP TRAINING TEAM

Adult leaders who have been given the Certificate of Appointment as Assistant Leader Trainer or Leader Trainer, and possess an active status in conducting adult training courses are automatic members of the BSP Training Team.

The duties and responsibilities of its members are as follows:

1. General Responsibilities

- a. Currently registered with the Boy Scouts of the Philippines;
- b. Actively participates in the conduct of adult training courses annually;
- c. Keeps oneself abreast with the latest updates on the Adults in Scouting Policy and BSP Training Policy;
- d. Ensures that training policies, standards and guidelines are observed in all training courses;
- e. Provides feedback to the National Training Commission with regards to conduct of training courses;
- f. Submits application for re-appointment.

2. Working Relationship in the Training Team

- a. Members of the BSP Training Team are under the direct supervision of the National Training Commission through the National Training Commissioner
 - a. The members of the National Training Commission may assign members of the training team to assist or conduct training courses in any part of the country; and in some cases, in any part of the world.
 - b. Provided that their respective Regional Scout Directors and Local Council Scout Executives are informed of such assignment at least a month before the conduct of the course

B. RE-APPOINTMENT TO THE BSP TRAINING TEAM

In alignment with the Policy on Adults in Scouting of the World Organization of the Scouting Movement (WOSM), the Certificate of Appointments for ALT and LT, now require re-appointment, which would be done through the renewal of the BSP Training Team Membership Card, signifying their active status in the Team.

The purpose of this policy is to maximize the involvement of the members of the BSP Training Team in the different adult trainings of the Boy Scouts of the Philippines. The BSP Training Team Membership Card will be issued to Assistant Leader Trainers (ALTs) and Leader Trainers (LTs), which will entitle them to wear their three (3) or four (4) beads respectively.

The re-appointment of membership to the BSP Training Team requires the accomplishment of the following tasks within three (3) years.

1. Serve as fulltime staff in at least two (2) Basic Training Courses;
2. Serve as a fulltime staff in at least two (2) Wood Badge Courses and/or Course for Managers of Learning (for ALT) and/or Course for Managers of Training (for LT);
3. Recommendation of the Local Council, or Regional Office, or National Office through the National Training Commissioner

All Assistant Leader Trainers and Leader Trainers will be given a Membership Card upon release of the parchment with a three (3) year term period.

As for those who are already Assistant Leader Trainers and Leader Trainers, membership cards would be released to them automatically. But membership cards should be renewed every three years depending on their availability for active service in the various adult training courses.

Membership ID expires and must be subject to renewal during the birth month of the person in the year of expiration indicated in the Membership ID.

The member who seeks re-appointment must fill-up the Application Form for Membership Renewal.

Those who were inactive and have decided to make themselves active in the service again should (1) should attend a training update. (2) serve in their Council's Basic Training Courses as session holders of at least 4 major topics, and (3) be endorsed by their Council Scout Executive and Council Training Commissioner for change of status to "active."

ALT Nomination Forms

NOMINATION FOR APPOINTMENT AS

ASSISTANT LEADER TRAINER

BOY SCOUTS OF THE PHILIPPINES • NATIONAL OFFICE, MANILA
S/F BSP National Office Building, 181 Natividad Almeda Lopez St., Ermita, Manila

Please attach
two (2) 2" x 2"
Latest ID Picture in
Scout Uniform

Surname: _____
First Name: _____
Middle Name: _____
Local Council: _____ Region: _____
Mailing Address: _____
Birthdate: _____ Birthplace: _____ Age: _____
Civil Status: _____ Gender: _____ Religion: _____
Contact Info: Landline: _____ Mobile No.: _____ Email: _____
School/Sponsoring Institution: _____ Unit No: _____
BSP Membership Card No: _____ Date of Registration: _____ Valid Until: _____
Educational Attainment: _____ Occupation: _____
ATC No. _____ Dates: _____ Venue: _____
Scouting Position: _____ WB Registration No: _____
Section: Langkay: _____ Kawan: _____ Troop: _____ Outfit: _____ Circle: _____ LOA: _____
Course for Managers of Learning No: _____ Inclusive Dates: _____
Course Venue: _____ Course Leader: _____

SERVICE ASSIGNMENT 1

Must serve at least in three (3) separate Basic Training Courses of the section where you are trained. Handle at least eight (8) different sessions using variety of Training Methods and Techniques duly certified by the Course Leader.

BTC Course No.	Inclusive Dates	Course Venue	Certified by the Course Leader
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
Sessions Handled:	Training Method and Techniques Used	C.L. Rating	
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____
8. _____	_____	_____	_____
9. _____	_____	_____	_____

Legend for C.L. Rating: 100 - 90 Excellent; 89 - 85 Very Satisfactory; 84 - 80 Satisfactory; 79 - 75 Poor; 74 - 70 Needs Improvement (N.I.)

CANDIDATE'S ASSESSMENT AS INSTRUCTOR IN BASIC TRAINING COURSE

Course No:	Venue:	Dates:					
PERFORMANCE CRITERIA			Ex	V.S.	Sat.	Poor	N.I.
1. Deliver a training session with full confidence.							
2. Effectively use of 4As in delivering a session.							
3. Deliver at least 1 session in full English Language.							
4. Used different types of Visual Aids and Training Devices.							
5. Used at least 4 different Training Methods and Techniques in the delivery of his/her sessions.							
6. Shows certain level of mastery of the subject matter / topic in Basic Training Courses.							

Legend: 100 - 90 Excellent; 89 - 85 Very Satisfactory; 84 - 80 Satisfactory; 79 - 75 Poor; 74 - 70 Needs Improvement (N.I.)

Remarks/Comments: _____

Assessed by: _____ Attested by: _____ Certified by: _____

Council Training Commissioner
Signature over printed name

Council Scout Executive/OIC
Signature over printed name

Regional Training Commissioner
Signature over printed name

on Forms

PANEL INTERVIEW

Date: _____ Time: _____ Venue: _____

Remarks/Comments: _____

After successfully completing the requirements prescribed under the **Service Assignment No. 1** of the Revised BSP National Training Policy, this Panel is now convinced that the candidate has gained much Training experience and competencies expected from an **Assistant Leader Trainer** of the **Boy Scouts of the Philippines**.

This interview has assessed and validates the readiness of our candidate to undertake increasingly heavier tasks in the ladder of **Leadership Training for all Adults in Scouting** as an Assistant Leader Trainer and be able to instruct and deliver quality training sessions based on **Standards** as stated in the Training Policy.

Interviewed by:

_____ Chairperson National Training Commissioner	_____ Member National Training Commission	_____ Member National Training Commission
---	--	--

ACTION OF THE LOCAL COUNCIL FOR SERVICE ASSIGNMENT 1

This is to **CERTIFY** that _____ of _____ Council have successfully completed the prescribed requirements of the **Revised BSP National Training Policy** specifying his/her services rendered as **Session Holder/Instructor** in the **Basic Training Courses** conducted by the Local Council indicated herein under **Service Assignment No. 1**.

We further certify that he/she is now prepared for and ready to receive his/her Appointment as Assistant Leader Trainer and undertake his/her **Service Assignment 2 – Assistance in Advanced Training Courses** that will be conducted by the Region. Please consider our candidate to be part of the Course Staff for the next Wood Badge course.

Certified by:

Attested by:

Council Scout Executive/OIC
Signature over printed name
Date: _____

Council Training Commissioner
Signature over printed name
Date: _____

ACTION OF THE NATIONAL OFFICE

Upon the recommendation of the Local Council, the Regional Office, and the National Training Commission, after successfully completing all the prescribed requirements of the **Revised BSP National Training Policy**, it is hereby recognized that the candidate has proven competencies and gained thorough experience to perform the role and responsibilities of an **Assistant Leader Trainer** of the **Boy Scouts of the Philippines**.

The **Honorable Charge** and **Certificate of Appointment** as **Assistant Leader Trainer** will be issued in favour of the candidate and must be awarded in a prescribed ceremony pursuant to the **International Training Standards** and the **Wood Badge Training Traditions**.

Checked by:

Verified by:

Training Assistant
Signature over printed name

Program & Adult Resources Executive
Signature over printed name

Recommending Approval:

APPROVED BY:

Director, Field Operations Division
Signature over printed name

National Training Commissioner
Signature over printed name

ALT Registration No: _____ Date Approved: _____ Section: _____

SERVICE ASSIGNMENT 2

ATC Service Assistance Nos: _____ Inclusive Dates: _____ Course Venue: _____ Certified by RSD/RTC: _____

1. _____ Sessions Handled: _____

Position in the Course: _____ Sessions Handled: _____

2. _____ Sessions Handled: _____

Position in the Course: _____ Sessions Handled: _____

ACTION OF THE REGIONAL OFFICE FOR SERVICE ASSIGNMENT 2

This is to **CERTIFY** that _____ of _____ Council have successfully completed the prescribed requirements of the **Revised BSP National Training Policy** specifying his/her **Service Assistance** in the **Advanced Training Courses** conducted by the Region indicated herein under **Service Assignment No. 2**.

We further certify that the candidate is now ready and prepared to take the **2nd Level of the Trainer's Training Scheme** of the **Boy Scouts of the Philippines – The Course for Managers of Training**. Please consider our candidate to be eligible to take this next higher training.

Certified by:

Attested by:

Regional Scout Director
Signature over printed name
Date: _____

Regional Training Commissioner
Signature over printed name
Date: _____

LT Nomination Forms

NOMINATION FOR APPOINTMENT AS LEADER TRAINER

BOY SCOUTS OF THE PHILIPPINES - NATIONAL OFFICE, MANILA
5/F BSP National Office Building, 181 Natividad Almada Lopez St., Ermita, Manila

Please attach
two (2) 2" x 2"
Latest ID Picture
preferably in
Scout Uniform

Surname: _____
First Name: _____
Middle Name: _____
Local Council: _____ Region: _____
Mailing Address: _____
Birthdate: _____ Birthplace: _____ Age: _____
Civil Status: _____ Gender: _____ Religion: _____
Contact Info: Landline: _____ Mobile No.: _____ Email: _____
School/Sponsoring Institution: _____ Unit No: _____
BSP Membership Card No: _____ Date of Registration: _____ Valid Until: _____
Educational Attainment: _____ Occupation: _____
ATC No. _____ Dates: _____ Venue: _____
Scouting Position: _____ WB Registration No: _____
CML No: _____ Dates: _____ Venue: _____
ALT Registration No: _____ Course Leader: _____
Section: Langkay: _____ Kawan: _____ Troop: _____ Outfit: _____ Circle: _____ LOD: _____
Course for Managers of Training No: _____ Inclusive Dates: _____
Course Venue: _____ Course Leader: _____

SERVICE ASSIGNMENT 1

After the CMT the candidate must serve at least three (3) Basic Training Courses as Course Leader in the section where he/she has been trained. Services must be duly certified by the CSE/OIC.

BTC Course Leadership Nos:	Inclusive Dates	Course Venue	Certified by CSE/OIC
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

CANDIDATE'S ASSESSMENT AS COURSE LEADER IN BASIC TRAINING COURSE

In one of the BTCs that you will serve as Course Leader, you will be assessed in terms of the following performance criteria.

Course No: _____ Venue: _____ Dates: _____

PERFORMANCE CRITERIA	Ex	V.S.	Sat.	Poor	N.I.
1. Organize staffing based qualifications set in the Training Policy.					
2. Lead and Manage productive Staff Meeting.					
3. Inspire and Motivate participants during Ceremonies.					
4. Effectively use 4As in delivering a session in full English Language.					
5. Coach session holders in delivering their sessions.					
6. Submit CL Report / Leadership Training Report on time.					

Legend: 100 - 90 Excellent; 89 - 85 Very Satisfactory; 84 - 80 Satisfactory; 79 - 75 Poor; 74 - 70 Needs Improvement (N.I.)

Remarks/Comments: _____

Assessed by: _____	Attested by: _____	Certified by: _____
Council Training Commissioner Signature over printed name	Council Scout Executive/OIC Signature over printed name	Regional Training Commissioner Signature over printed name

ACTION OF THE LOCAL COUNCIL FOR SERVICE ASSIGNMENT 1

This is to **CERTIFY** that _____ of _____ Council have successfully completed the prescribed requirements of the **Revised BSP National Training Policy** specifying his/her services rendered as **COURSE LEADER** in the **Basic Training Courses** conducted by the Local Council indicated herein under **Service Assignment No. 1**.

We further certify that he/she is now prepared for and ready to undertake his/her **Service Assignment 2 - Assistance in Advanced Training Courses** that will be conducted by the Region. Please consider our candidate to be part of the Course Staff for the next Wood Badge course.

Certified by: _____	Attested by: _____
Council Scout Executive/OIC Signature over printed name Date: _____	Council Training Commissioner Signature over printed name Date: _____

n Forms

SERVICE ASSIGNMENT 2

After successfully completing Service Assignment 1, the candidate will be recommended to serve in at least three (3) Advanced Training Courses as ACL – Program; ACL – Administration; Course Scribe or SP/SCL/SGL

ATC Service Assistance No:	Inclusive Dates	Course Venue	Certified by RSD/RTC
1. _____ Position in the Course: _____	_____	Sessions Handled: _____	_____
2. _____ Position in the Course: _____	_____	Sessions Handled: _____	_____
3. _____ Position in the Course: _____	_____	Sessions Handled: _____	_____

ACTION OF THE REGIONAL OFFICE FOR SERVICE ASSIGNMENT 2

This is to **CERTIFY** that _____ of _____ Council have successfully completed the prescribed requirements of the **Revised BSP National Training Policy** specifying his/her **Service Assistance** in the **Advanced Training Courses** conducted by the Region indicated herein under **Service Assignment No. 2**.

We further certify that the candidate has been thoroughly exposed in the rudiments of Wood Badge Training and have significantly gained experience and competencies expected from a Leader Trainer. Thus, recommending the candidate for **Panel Interview** on the time and date set by the **Training Commission** through the concerned Regional Office and/or Local Council.

Certified by:

Attested by:

Regional Scout Director
Signature over printed name
Date: _____

Regional Training Commissioner
Signature over printed name
Date: _____

PANEL INTERVIEW

Date: _____ Time: _____ Venue: _____

Remarks/Comments: _____

After successfully completing the requirements prescribed under the **Service Assignment No. 1** and **Service Assignment No. 2** of the **Revised BSP National Training Policy**, this Panel is now convinced that the candidate has gained much Training experience and competencies expected from a **Leader Trainer** of the **Boy Scouts of the Philippines**.

This interview has assessed and validates the readiness of our candidate to undertake increasingly heavier tasks in the ladder of **Leadership Training for all Adults in Scouting** as **Leader Trainer** and be able to lead and manage **Quality Training** courses and promote the adherence to **Course Standards** based on the Training Policy.

Interviewed by:

Chairperson
National Training Commissioner

Member
National Training Commission

Member
National Training Commission

ACTION OF THE NATIONAL OFFICE

Upon the recommendation of the Local Council, the Regional Office, and the National Training Commission, after successfully completing all the prescribed requirements of the **Revised BSP National Training Policy**, it is hereby recognize that the candidate has proven competencies and gained thorough experience to perform the role and responsibilities of a **Leader Trainer** of the **Boy Scouts of the Philippines**.

The **Honorable Charge** and **Certificate of Appointment** as **Leader Trainer** will be issued in favour of the candidate and must be awarded in a prescribed ceremony pursuant to the **International Training Standards** and the **Wood Badge Training Traditions**.

Checked by:

Verified by:

Training Assistant
Signature over printed name

Program & Adult Resources Executive
Signature over printed name

Recommending Approval:

APPROVED BY:

Director, Field Operations Division
Signature over printed name

National Training Commissioner
Signature over printed name

LT Registration No: _____

Date Approved: _____ Section: _____

ALT and LT Appointment



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WORLD ORGANIZATION OF THE SCOUT MOVEMENT
Asia Pacific Region

ORGANISATION MONDIALE DU MOUVEMENT SCOUT
Region Asie-Pacifique

ASSISTANT LEADER TRAINER FORMATEUR ADJOINT

THE SCOUT ASSOCIATION OF

L' ASSOCIATION SCOUTE DE

Boy Scouts of the Philippines

is appointed an Assistant Leader Trainer in the expectation that he/she will contribute to the Adult Leader Training at all levels.

This appointment remains effective at the discretion of the Association.

est nommé(e) Formateur Adjoint pour contribuer à la formation des responsables adultes à tous les niveaux.

Cette nomination demeurera en vigueur aussi longtemps que l'Association le desire.

ROGELIO S. VILLA, JR.

Signed by Head of the Organization
Signé par le Chef d' Organisation

LEONIDES T. SON

National Training Commissioner
Le Commissaire National à la Formation

J. RIZAL C. PANGILINAN

Regional Director
World Scout Bureau/Asia-Pacific Region
Directeur Regional
Le Bureau Mondial du Scout/Region Asie-Pacifique

Registration No.
(Allocated by Association)

Date

No d'enregistrement
(Attribué par l'Association)



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ORGANISATION MONDIALE DU MOUVEMENT SCOUT
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LEADER TRAINER FORMATEUR

THE SCOUT ASSOCIATION OF

L' ASSOCIATION SCOUTE DE

Boy Scouts of the Philippines

is appointed a Leader Trainer in the expectation that he/she will contribute to the Adult Leader Training at all levels.

This appointment remains effective at the discretion of the Association.

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J. RIZAL C. PANGILINAN

Regional Director
World Scout Bureau/Asia-Pacific Region
Directeur Regional
Le Bureau Mondial du Scout/Region Asie-Pacifique

Registration No.
(Allocated by Association)

Date

No d'enregistrement
(Attribue par l'Association)

Pledge of Service Agreement

Republic of the Philippines
BOY SCOUTS OF THE PHILIPPINES
National Office • Manila

AGREEMENT OF SERVICE FOR TRAINERS

I hereby agree to perform to the best of my ability, the responsibilities of a trainer:

1. To perform scheduled training courses and events, motivate Unit Leaders to attend, Trainers to serve, and help them plan a strategy on how to improve their competencies;
2. To facilitate learning by helping the Unit Leaders and other Trainers understand the Movement and their section better, understand their responsibilities, identify training needs, set objectives, obtain resources, implement plans and evaluate outcomes;
3. To help Unit Leaders and other Trainers in the solution of their problems in a manner adaptable to their situation;
4. To act as resource agent, a link between the Unit Leaders and other Trainers the available human, material and financial resources.

In so doing, I will keep myself abreast with the policies and traditions of the Scouting Movement, I will strive to make myself available to serve on a full time basis as a member of the training team and participate in training courses, seminars, conferences and other training events that will enhance my competencies.

Signature over Printed Name

Date: _____

To be used in the Ceremony for the Conferment of Honorable Charge as ALT/LT.
Three (3) copies: one for National Office, Regional Office and the ALT/LT.

PLEDGE OF SERVICE

I _____ of _____ Council, BSP, having been appointed as member of the National / International Training Team (BSP) and granted the Honorable Charge as **Assistant Leader Trainer / Leader Trainer** do hereby solemnly swear, on my honor that I will discharge to the best of my ability the duties and responsibilities of a TRAINER of the Boy Scouts of the Philippines, making myself available for service at all times, providing the best possible leadership which I am capable of giving, endeavoring to make everything I do EXEMPLARY, living by the ideals of Scouting in the spirit of the Scout Oath & Law and maintaining the highest traditions of Wood Badge training.

SO HELP ME GOD.

Acknowledgement

The National Executive Board of the Boy Scouts of the Philippines through the Office of the National President would like to express its sincerest thanks and heartfelt gratitude to the members of the National Training Commission for finalizing and completing the Revised and Updated Edition of the BSP National Training Policy that will help our Volunteers and Trainers in the field as they go through our progressive Unit Leader's and Trainers training scheme of the Boy Scouts of the Philippines.

The National Training Commission

LEONIDES T. SON, LT	National Training Commissioner
PETER MARC D. MAGSALIN, LT	Deputy National Training Commissioner
EVELINA M. VICENCIO, LT	Former National Training Commissioner
VIRGINIA L. PEÑA FUERTE, LT	Former National Training Commissioner
JULITO F. BERDAN, LT	Former National Training Commissioner
EDITHA A. LUPDAG-PADAMA, LT	Senior Training Team Member
YASSER F. SARONA, LT	Secretary of the Training Commission Program & Adult Resources Executive

Same credit goes to the chairperson and members of the 2016 - 2017 Adults in Scouting Committee for all the support and assistance to the work and effort of the Commission and the Professional Staff of the National Office, BSP.

Adults in Scouting Committee 2016 - 2017

Allan L. Rellon	Chairperson
Francisco B. Aniag, Jr.	Vice Chairperson
Leo G. Lasacar	Member
Efren Edgard P. Dieta	Member
Sol F. Matugas	Member
Diosdado M. San Antonio	Member
Ma. Gemma M. Ledesam	Member
Al-Rasheed Sakkalahul	Member
Cedrick G. Train	Member
Pepito M. Carpio	Member
Dale B. Corvera	Adviser

The Regional Training Commissioners

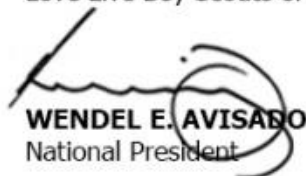
Ms. Lorna C. Bue, LT	Ilocos Region
Ms. Marivic C. Bacud, LT	Northeastern Luzon Region
Mr. Rolanda C Cruz, LT	Central Luzon Region
Mr. Estelito A. Lualhati, LT	National Capital Region
Mr. Julito F. Berdan, LT	Southern Luzon Region
Mr. Virgilio S. Real, LT	Bicol Region
Mr. Paterno Belarma, LT	Eastern Visayas Region
Mr. Angelo G. Tanoy, LT	Western Visayas Region
Mr. Patricio S. Ultiano, LT	Eastern Mindanao Region
Mr. Pedro Melchor M. Natividad, LT	Western Mindanao Region

To the members of the Professional Staff and Executives of the National Office, BSP, headed by the Acting Secretary General, Engr. Rogelio S. Villa, Jr., for providing technical guidance and direction to the work of the Program and Adult Resources Development, Field Operations Division, including the secretarial and documentation support from the draft to the final version of the manuscript.

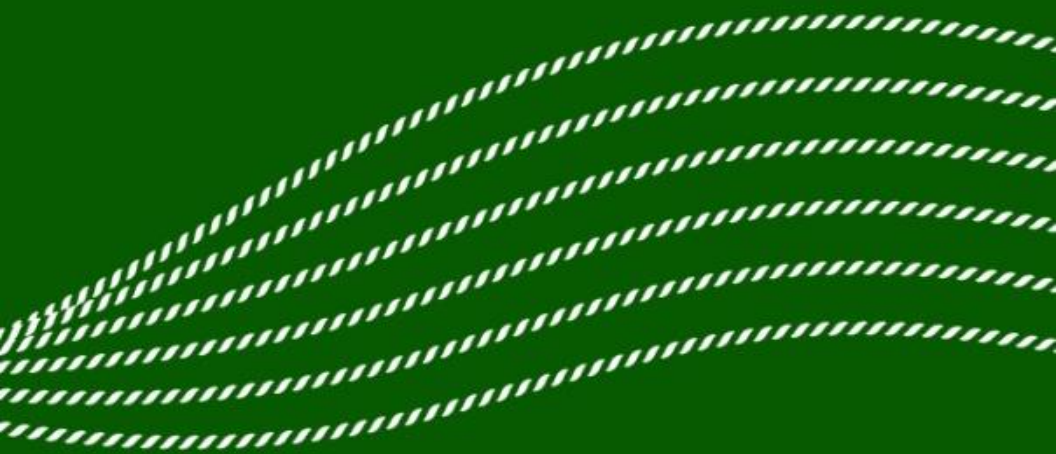
Mr. Carmelo B. Francia	Program Research and Development Officer
Ms. Julieta C. Buensuceso	Training Assistant, PARD-FOD
Mr. Ariel E. Manalo	Program and Training Assistant
Mr. Ron Michael V. Robledo	Graphics and Layout Artist
Mr. Emerito Arquero	Awards Assistant

Congratulations!

Love Live Boy Scouts of the Philippines!



WENDEL E. AVISADO
National President



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Ermita, Manila • 1000 PHILIPPINES
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