

BOY SCOUTS OF THE PHILIPPINES
NATIONAL OFFICE
MANILA



21 March 2016

NATIONAL OFFICE MEMORANDUM
No. 19 Series 2016

TO : **REGIONAL SCOUT DIRECTORS, COUNCIL SCOUT EXECUTIVES
AND OFFICERS-IN-CHARGE**

SUBJECT : **REVISED AND UPDATED BSP NATIONAL TRAINING POLICY**

1. Pursuant to the mandate of the NATIONAL TRAINING COMMISSION of the Boy Scouts of the Philippines, which was created by the National Executive Board in April 2005, the National Office, BSP is pleased to announce the official circulation of the **REVISED AND UPDATED BSP NATIONAL TRAINING POLICY**.
2. The policy aims to help ensure that all Training Courses for all Adults in Scouting are conducted according to prescribed standards, policies and guidelines set by the Boy Scouts of the Philippines.
3. This policy is a product of a series of consultation meetings with all Regional and National Training Commissioners, Seminar-Workshop Recommendations and feedbacks from seasoned and veteran Trainers in the of Advanced and Higher Training Courses in the past years.
4. This revised and updated training policy supersedes the previous policy in the conduct, management and administration of training courses in all ranks and levels for all Adults in Scouting, specifically the Unit Leaders' Training Scheme, Leaders of Adults' Training Scheme and the Trainers' Training Scheme of the Boy Scouts of the Philippines.
5. Should you have further queries and clarification, you may refer them directly through the Field Operations Division, Program and Adult Resources Development at (02) 527-5112 loc. 524 and look for **Mr. Yasser F. Sarona**, Program and Adult Resources Development Executive, or you may send emails at yaz.sarona@scouts.org.ph.
6. Attached herewith is the Word File Document of the Policy for your easy reference.
7. For your information, guidance and strict compliance.


WENDEL E. AVISADO
Acting Secretary General

BOY SCOUTS OF THE PHILIPPINES
NATIONAL OFFICE
MANILA

REVISED AND UPDATED BSP NATIONAL TRAINING POLICY

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 placed 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 Memoranda, 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.

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

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.

BACKGROUND

The BSP 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.

RATIONALE

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.

Scouting is a "movement" **of** "young people" **supported** by Adults. It is for this matter that, 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.

I. THE BSP NATIONAL TRAINING SYSTEM

The National Training System of the Boy Scouts of the Philippines is composed of a 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 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. It 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 Leaders 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”.

a. Basic Training Course for Unit Leaders

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 on two short weekends (Saturdays and Sundays).

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.

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

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 practical skills, 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, there will be only three (3) Wood Badge Courses. The (1) Kawan Leaders, (2) Troop Leaders and (3) Outfit Advisors.

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 Conferment of Wood Badge Tokens for all successful graduates at the Closing Ceremonies of the course.

C. Leaders of Adults Training Scheme

a. 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 or manage Unit Leaders (e.g. principals, administrators, board members, and professional Scouters). It may be conducted on a long weekend (Friday to Sunday) or on two short weekends (Saturdays and Sundays).

b. Advanced Training Course (Wood Badge 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, Program Planning, and Advancement Round-up etc.

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 Conferment of Wood Badge Tokens for all successful graduates at the Closing Ceremonies of the course.

D. National Trainers' Training Scheme

a. First Level – The Course for Managers of Learning (CML)

Course for Managers of Learning is the First Level Training course in a 2-level progressive scheme of the Revised BSP Trainer's Training Scheme of the Boy Scouts of the Philippines. It is a 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 efficient learning experiences by applying the principles of learning
3. Use appropriate strategies and teaching aids in training courses
4. Present training as an attractive and enjoyable experience
5. Acquire the appropriate attitude befitting a trainer of adults

b. Second Level – The Course for Managers of Training (CMT)

The Course for Managers of Training is a six (6) day Second Level Training course of the Revised BSP Trainer's Training Scheme of the Boy Scouts of the Philippines. 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 Course for Managers of Training aims to provide learning opportunities to Assistant Leader Trainers (ALTs) that will prepare them to become **effective** and **efficient** Course Leaders and **Managers of Training** in Basic and Advanced Training Courses of the Boy Scouts of the Philippines. It further seeks to develop competencies of the members of the Training Team through sharing of best practices from different Local 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 Boy Scouts of the Philippines;
3. Explain the Adults in Scouting Policy and the National Training Policy of the Boy Scouts of the Philippines;
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.

II. THE BSP TRAINING POLICY

A. APPLICATION PROCEDURE IN CONDUCTING TRAINING COURSES

a. SCOUTING ORIENTATION COURSE

This Scouting Orientation Course can be conducted by the Local Council at their own prerogative. There is no need to request for any application to conduct 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.

b. UNIT LEADER'S TRAINING SCHEME

1. Basic Training Course for Unit Leaders

The conduct of the Basic Training Course needs to be applied for Course Recognition from 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 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). After which, Course Recognition Certificate will be issued by the Regional Office.

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

The conduct of the Wood Badge Course needs to be applied for Course Recognition from the National Office by the Regional Office 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 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). After which, Course Recognition Certificate will be issued by the National Office.

c. LEADERS OF ADULTS TRAINING SCHEME

1. Basic Training Course for Leaders of Adults

The conduct of the Basic Training Course needs to be applied for Course Recognition from 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 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). After which, Course Recognition Certificate will be issued by the Regional Office.

2. Advanced Training Course (Wood Badge Course) for Leaders of Adults

The conduct of the Wood Badge Course needs to be applied for Course Recognition from the National Office by the Regional Office 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 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). After which, Course Recognition Certificate will be issued by the National Office.

d. TRAINER'S TRAINING SCHEME

The conduct of both Course for Managers of Learning and Course for Managers of Training will be calendared by the National Training Commission every November for the following year. The Commission will set the dates of three (3) CML and three (3) CMT Courses to be held in three geographical areas, Luzon, Visayas and Mindanao.

However, any Regional Office may inform the National Office of their intention to help host the event in their area not later than October 31, which will be considered by the National Training Commission for the date and venue of the CML or CMT.

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

B. QUALIFICATION OF THE PARTICIPANTS

The application process is about the application process to conduct an adult training course:

a. SCOUTING ORIENTATION COURSE

Scouting Orientation Course is open to all Adults in Scouting 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.

b. UNIT LEADER'S TRAINING SCHEME

1. 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. This necessitates application and endorsement for participants with Sponsoring Institutions.

2. Advanced (Wood Badge) Training Course

The Wood Badge Course is open to all Unit Leaders who have already completed the Basic Training Course in the 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).

c. LEADERS OF ADULTS TRAINING SCHEME

1. 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 task is to manage adult unit leaders in the Sponsoring Institutions, Districts, Council, Region and National levels. They maybe school heads, administrators, school 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.

2. Advanced (Wood Badge) 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 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 school, district, division and regional level 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).

d. **TRAINER'S TRAINING SCHEME**

1. **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 for at least twenty-four months (24) months, has shown capabilities to manage adult learning, and has been fully endorsed by their Local Council and their Regional Office.

2. **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, 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**

a. **SCOUTING ORIENTATION COURSE**

- | | | |
|---------------------------|---|-----------|
| 1. Course Leader | - | ALT w/CMT |
| 2. ACL for Program | - | ALT |
| 3. ACL for Administration | - | ALT |
| 4. Course Scribe | - | WBH w/CML |
| 5. Senior Sub-Unit Leader | - | ALT |
| 6. Sub-Unit Counselor | - | WBH w/CML |
| 7. Discussants | - | WBH w/CML |
| 8. Support Staff | - | WBH |

b. **UNIT LEADER'S TRAINING SCHEME**

i. **Basic Training Course for Unit Leaders**

- | | | |
|---------------------------|---|---|
| 1. Course Leader | - | ALT w/CMT |
| 2. ACL for Program | - | ALT |
| 3. ACL for Administration | - | ALT |
| 4. Course Scribe | - | WBH w/CML |
| 5. Senior Sub-Unit Leader | - | ALT (except for the ATC-KL
where the Chief Usa must be a graduate of the ATC-TL) |
| 6. Sub-Unit Counselor | - | WBH w/CML |
| 7. Discussants | - | WBH w/CML |
| 8. Support Staff | - | WBH |

ii. **Advanced Training Course for Unit Leaders**

- | | | |
|---------------------------|---|--|
| 1. Course Leader | - | Leader Trainer |
| 2. ACL for Program | - | ALT w/CMT |
| 3. ACL for Administration | - | ALT w/CMT |
| 4. Course Scribe | - | ALT |
| 5. Senior Sub-Unit Leader | - | ALT (except for the ATC-KL
where the Chief Usa must be graduates of the ATC-TL) |
| 6. Sub-Unit Counselor | - | ALT |
| 7. Discussants | - | ALT |
| 8. Quarter Master | - | ALT |
| 9. Support Staff | - | ALT |

c. LEADERS OF ADULTS TRAINING SCHEME

i. Basic Training Course for Leaders of Adults

- | | | |
|---------------------------|---|-----------|
| 1. Course Leader | - | ALT w/CMT |
| 2. ACL for Program | - | ALT |
| 3. ACL for Administration | - | ALT |
| 4. Course Scribe | - | WBH w/CML |
| 5. Senior Sub-Unit Leader | - | ALT |
| 6. Sub-Unit Counselor | - | WBH w/CML |
| 7. Discussants | - | WBH w/CML |
| 8. Support Staff | - | WBH |

Note: Composite Staffing is very important in the Training for Leaders of Adults. Staff Composition must have at least one (1) from each Section (KL,TL, OA) and LOA Graduates to handle their respective program specialization.

ii. Advanced Training Course for Leaders of Adults

- | | | |
|---------------------------|---|----------------|
| 1. Course Leader | - | Leader Trainer |
| 2. ACL for Program | - | ALT w/CMT |
| 3. ACL for Administration | - | ALT w/CMT |
| 4. Course Scribe | - | ALT |
| 5. Senior Sub-Unit Leader | - | ALT |
| 6. Sub-Unit Counselor | - | ALT |
| 7. Discussants | - | ALT |
| 8. Quarter Master | - | ALT |
| 9. Support Staff | - | WBH |

Note: Composite Staffing is very important in the Training for Leaders of Adults. Staff Composition must have at least one (1) from each Section (KL,TL, OA) and LOA Graduates to handle their respective program specialization.

d. Trainer's Training Scheme

i. 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 |

ii. 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 |

D. REQUIREMENTS AND PROCEDURES

The requirements and procedures will guide members of the Training Team and the Professional Scouters understand the implementation of the following training courses:

1. Unit Leaders Training Scheme

Wood Badge Course - the following are the major changes in the conduct of the Wood Badge Course:

- a. The integration of Training Studies and Interview in the during the conduct Wood Badge Courses;
- 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 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

Wood Badge Course - the following are the major changes in the conduct of the Wood Badge Course:

- 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. Train the Trainers Training Scheme

a. 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.

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.

b. **For all Potential 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;
 - f. Able to submit his/her Basic Training Course's Course Leader's Report on time
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. MATERIALS, DOCUMENTATION AND REPORTING PURPOSES

1. Scouting Orientation Course
 - a. Certificate of Participation
 - b. Certificate of Appearance
2. Unit Leader's Training Scheme
 - a. Basic Training Course for Leaders of Adults
 - i. Certificate of Completion of Basic Training
 - ii. Certificate of Participation
 - iii. Certificate of Appearance
 - b. Advanced (Wood Badge) Training Course for Leaders of Adults
 - i. Certificate of Participation
 - ii. Certificate of Appearance
3. Leaders of Adults Training Scheme
 - a. Basic Training Course for Leaders of Adults
 - i. Certificate of Completion of Basic Training
 - ii. Certificate of Participation
 - iii. Certificate of Appearance
 - b. Advanced (Wood Badge) Training Course for Leaders of Adults
 - i. Certificate of Participation
 - ii. Certificate of Appearance
4. Trainer's Training Scheme
 - a. First Level: Course for Managers of Learning
 - i. Certificate of Course Recognition
 - ii. Certificate of Completion
 - iii. Certificate of Appearance
 - b. First Level: Course for Managers of Training
 - i. Certificate of Course Recognition
 - ii. Certificate of Completion
 - iii. Certificate of Appearance

All conduct of training courses must submit the following for documentation on or before the 15th day after the Closing Ceremony of the said course:

- b. Scribe's Report Outline
- c. Course Leader's Report Outline
- d. Leadership Training Report (See BSP Form No. 168)

F. POLICY GUIDELINES ON THE 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
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 (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.
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. ADJUSTMENT IN THE PREVIOUS 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.

III. THE BSP NATIONAL TRAINING TEAM POLICY

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. Relationship
 - 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."

IV. THE NATIONAL TRAINING COMMISSION

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 BSP.

A. The responsibilities, composition and qualification of its members are as follows:

1. Composition
 - g. The incumbent National Training Commissioner as the Chairperson
 - h. The incumbent Deputy National Training Commissioner as the Vice-Chairperson
 - i. The Training Executive of the National Office as the Secretariat
 - j. All Regional Training Commissioners
 - k. National Program Commissioner as ex-officio member
 - l. Former National Training Commissioners as Advisers/Consultants
2. General Responsibilities
 - b. Review existing training policies
 - c. Propose policies, standards and guidelines relevant and responsive to the attainment of the Vision and Mission of the BSP. (e.g. criteria for the conferment of Certificates of Appointment)
 - d. Ensure that training policies, standards and guidelines are observed
 - e. Propose measures that will continuously upgrade the competencies of the Training Team

- f. Ensure that the training system needs are focused on internal needs, and also able to recognize and respond to trends in the local, national and international communities
- g. Provide technical support to the projects of the Adults in Scouting Committee that are related to training
- h. Prepare the annual training calendar
- i. Conduct the Course for Managers of Learning and Course Managers of Training

B. National Training Commissioner and Deputy National Training Commissioner

1. Qualifications

- a. Currently registered with the Boy Scouts of the Philippines
- b. Be a Leader Trainer
- c. At least 40 years old and not over 70 years old
- d. Have conducted at least two (2) Advanced Leader Training Courses, one (1) Course for Managers of Learning, one (1) Course for Managers of Training
- e. Have served as fulltime staff in at least three (3) Courses for Managers of Learning, and/or Courses for Managers of Training
- f. A highly respected Leader Trainer among the members of the National Training Team
- g. Subscribe to the Scout Oath and Law and adhere to the Principles and Policies 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
- j. Proven technical and professional expertise in relation to the position

2. Appointment and Term of Office

- a. The National Training Commission recommends qualified candidates to the Adults in Scouting Committee, approved by the National Executive Board with a term of three (3) years, renewable for another term
 - * *Before the term of office expires, the performance of the National Training Commissioner shall be reviewed by the Chief National Commissioner for re-appointment or retirement*

3. Relationships

- a. Report directly to the Chief National Commissioner
- b. Work hand in hand with the Secretary General, 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. Collaborate with the Regional Training Commissions

4. Policies, Standards, Guidelines and Procedures

- 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 developments in the management of Adults in Scouting
- 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 Summit
- 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 Trainer and Leader Trainer
- 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 Course for Managers of Training
- k. Endorse and approve qualified adult trainers for Certificate of Appointment as Assistant Leader Trainers and Leader Trainers
- l. Perform other duties as may be given by the Chief National Commissioner

C. Member of the National Training Commission (Regional Training Commissioners)

1. Qualifications
 - a. Currently registered with the Boy Scouts of the Philippines
 - b. At least 40 years old, but not more than 65 years old
 - c. A Leader Trainer
 - d. Have conducted at least two (2) Wood Badge Courses of his/her trained section
 - e. Have served as fulltime staff in at least three (3) Courses for Managers of Learning, and/or Courses for Managers of Training
 - f. A 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 and Policies 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
 - j. Proven technical and professional expertise in relation to the position
2. Appointment and Term of Office
 - a. The Regional Training Commission recommends qualified candidate to the Regional Scout Director, approved by the National Executive Board with a term of three (3) years, renewable for another term
3. Relationships
 - a. Report directly to the National Training Commissioner
 - b. Work hand in hand with the National Training Commission and the Regional Scout Director toward the attainment of the objectives of the Adults in Scouting Committee
 - c. Collaborate with the Council Training Commissioners
4. Policies, Standards, Guidelines and Procedures
 - 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 region
 - 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
 - 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
 - l. Perform other duties as may be given by the National Training Commissioner
- D. Member of the Regional Training Commission (Council Training Commissioners)
1. Qualifications
 - 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 ALT.
 - d. Have served as staff in at least two (2) Wood Badge Courses of his/her trained section
 - e. A highly respected trainer among the members of the National Training Team
 - f. Subscribe to the Scout Oath and Law and adheres to the Principles and Policies 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
 - i. Proven technical and professional expertise in relation to the position
 2. Appointment and Term of Office
 - a. The outgoing Council Training Commissioner recommends qualified candidate to the Council Scout Executive, approved by the Council Executive Board with a term of three (3) years, renewable for another term
 3. Relationships
 - g. Report directly to the Regional Training Commissioner
 - h. Work hand in hand with the Regional Training Commission and the Council Scout Executive toward the attainment of the objectives of the Adults in Scouting Committee
 - i. Collaborate with the Council Training Commissioners
 4. Policies, Standards, Guidelines and Procedures
 - 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
 - e. Perform other duties as may be given by the National Training Commissioner

Recent Issuances and Memoranda related to Training Policy

1. NO Memo No. 27 series of 2015 – WB Framework and Revised ATC Syllabi
2. NO Memo No. 28 series of 2015 – Conferment of Wood Badge Tokens
3. NO Memo No. 41 series of 2015 – Revised SOC and BTC Syllabi
4. NO Memo No. 43 series of 2015 – Training Commission