OFFICIAL RELEASE

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NATIONAL OFFICE MEMORANDUM
NO. 48   SERIES OF 2021

TO   :   National Office Directors, Executives and Staff
Regional Office Directors, Executives and Staff
Council Scout Executives, Officers-In-Charge and Staff
Regional and Local Council Chairpersons
National, Regional and Council Scout Commissioners at all
Ranks and Levels

SUBJECT   :   GUIDELINES IN THE CONDUCT OF ONLINE BASIC TRAINING COURSES
FOR UNIT LEADERS AND LEADERS OF ADULTS

1. In line with the output of the **2021 Mid-Year Performance Review** of the National Office, BSP, with respect to the **Strategic Objective No. 6 on "Enable Adults in Scouting to be Competent Leaders of Scouts",** which measures the number of Training Courses conducted by the Local Councils, shall now be subjected to the **"Guidelines in the Conduct of Online Basic Training Courses for Unit Leaders and Leaders of Adults"**, upon the recommendation of the National Training Commission for standards, uniformity, clarity and quality.

2. Everyone is enjoined to promote continuous learning and personal development of all our volunteer Scout Leaders, especially in this time of pandemic through innovative programs, projects and activities such as Online Training Courses, Webinars and other related virtual or digital interventions.

3. As we take these actions towards providing guidance in the conduct of full online Basic Training Courses, the Training Commission and the Adults in Scouting Committee are also developing procedures for other courses, especially for those Regions that are planning to organize their Online or Blended Course for Managers of Learning and Course for Managers of Training, respectively.

4. Attached herewith the **Implementing Rules and Regulations (IRR)** for easy reference of all concerned.

5. Should you have queries, feel free to send us your feedback at the Field Operations Division, National Office, Manila through the following contact details, (02) 8527 8317 loc. 524 or yazsarona@gmail.com and look for **Mr. Yasser F. Sarona**, Program and Adult Resources Development Executive.

6. For your information, guidance, widest dissemination and appropriate action.

ROGELIO S. VILLA, JR.
Secretary General

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IMPLEMENTING RULES AND REGULATIONS FOR THE CONDUCT
OF THE ONLINE TRAINING COURSES FOR ALL ADULTS IN SCOUTING

Background

In line with the new direction of the Boy Scouts of the Philippines to keep Scouting meaningful, relevant, interesting, up-to-date, exciting and challenging among young people, it is imperative to take appropriate and necessary actions to further capacitate and develop the competencies of all Adults in Scouting. Keeping our Scout Leaders motivated and inspired, as well as equipping them with the right knowledge, skills and attitudes will support the delivery of quality program implementation.

With that in mind, the BSP is mindful of the changing landscape and challenges in grassroots in terms of the administration and implementation of Scouting programs. This calls for an alternative modes of program delivery – considering that most young people are online, virtual and enjoys the liberty of digital age – Adults in Scouting must keep up too from all these changes. BSP needs to address the increasing demand for continuous learning and development. Keeping all Adults in Scouting up-to-date to the trends in the cyberspace, the inclinations to ICT-Based interventions towards training should be on our top priority if we are to survive this transition towards the new normal.

Rationale:

The "new" normal in this time of COVID19 Global Pandemic calls for action that addresses the relevance of Scouting as an educational youth movement, thereby continuously providing home-based activities, e-learning modules and online courses especially to all adults in Scouting. Thus, the National Training Commission (NTC) and the Adults in Scouting (AIS) Committee deemed it necessary to proposed actions and measures that will keep our Adults motivated, trained, capacitated, equipped and supported, especially in terms of Training and Development.

The NTC and the AIS supports the implementation of the revised and updated guidelines, mechanics and procedures in the conduct of Online Training Courses to achieve the set of standards with respect to our desired learning outcomes and other related performance tasks as our means of verifications and assessment of learning among our Adults undertaking various online programs and training courses.

Aim:

The New Guidelines for the Conduct of Online Basic Training Courses for all Adults in Scouting aims to provide mechanics and procedures for alternative mode of delivery of all BSP Accredited Training Courses for Unit Leaders and Leaders of Adults using the Information Communication Technology. It further seeks to support Local Councils and Regional Offices in their planning and organization of Online Training Courses and Webinars for all Adults in Scouting.

Objectives:
1. Provide guidelines, mechanics and procedures on the conduct of full Online BTCs in all Sections;
2. Provide the list of items needed to prepare and organize an Online Basic Training Course
3. Plan the schedules of all Online Activities required to complete the Course.
4. Orient and familiarize the members of the Training Team in the planning and preparation of their respective Online Training Courses; and
5. Ensure that online training courses are within the standards of quality training at all times.

BEFORE THE COURSE

Planning and Organization. This refers to the management of resources before the scheduled online course will be conducted.

1. **Host.** This refers to the National, Regional Scouting Offices and Local Council Offices nationwide. In the event that the Region or Local Council will allow hosting by partner DepEd Division Office or School or LGUs, the application shall still be filed by the responsible Region or Council as stated. The hosting venue should be in an appropriate and spacious office with provisions for tables and chairs for laptop or desktop computers, printers, projector, sound system.

2. **Internet Infrastructure.** To ensure the quality training, a set of standard specifications for Internet Infrastructure are required per Training Course.
   a. Dedicated subscription to an Internet Service Provider (ISP) by the host with at least 100MBPS.
   b. Dedicated subscription to at least one (1) Video Conferencing Platform by the host that can accommodate at least 100 to 200 Online Participants. These may include but are not limited to Zoom, Microsoft Teams and Google Meet among others.
   c. Dedicated subscription to at least One (1) Application Software/Tool for the improvement of the Online Engagement during Training Courses. These may include but are not limited to Padlet, Kahoot, Menti, Slido, and Canva among others.

3. **Course Staff and Participants' Requirements**
   a. Must have an official email address that will be dedicated and used for the said Online Basic Training Course.
   b. Qualifications for both Staff and Participants are observed pursuant to the BSP National Training Policy 2016
   c. Must have secured a reliable internet connection at least 25MBPS all throughout the duration of the Course. Mobile Data as primary means of internet connection is not allowed.
   d. Must use at least Laptop or Desktop computers during online sessions. Tablet and Mobile Phones are very limited functionality, especially in an online engagement like games and quizzes.
   e. Must have a basic knowledge on the Video Conferencing Application that will be used during the online training
   f. Must have dedicated IT Support Staff to manage the Online Course
   g. Must be in an appropriate location or conducive area during online sessions
   h. Appropriate Attire and Proper Uniforming should also be observed at all times.

4. **Course Staff Meeting.** As expected in the planning and preparations, the host Region or Council should be able to conduct at least 2 preparatory Course Staff Meetings before the dates of the course. This online meeting should be attended by ALL Course Staff, together with the Training Commissioner for guidance, assistance and support. This meeting shall finalize details of the Staffing, Participation, Administration, Logistics, Materials, Budget, Schedules and other related requirements such as orientation of the Staff in the use of the Video Conferencing Platform.

5. **Application for Course Recognition.** Pursuant to the National Office Memo No. 16, S. 2021, All Online Training Course shall be filed online via Google Forms for faster, easier and efficient documentation and reporting using this link https://forms.gle/C38kXBXvv7af1xPd6

6. **Online Familiarization on Video Conferencing Platforms.** Everyone is required to take any of the following video tutorials based on your preferred platform:
   a. For Zoom Users
      i. https://www.youtube.com/watch?v=FnFSBjFvK2o
      ii. https://www.youtube.com/watch?v=UEABW3ddZkc
   b. For Microsoft Team Users
      i. https://www.youtube.com/watch?v=VDDPoYOQYfM
   c. For Google Meet Users
      i. https://www.youtube.com/watch?v=HNGNS10sal4

7. **Online Learning Applications and Software.** Everyone is required to take any of the following video tutorials based on Apps you will use in the online training:
   a. Padlet - https://www.youtube.com/watch?v=x9IQVofS43I
   b. Kahoot - https://www.youtube.com/watch?v=3PMSOk7zXmI
   c. Menti - https://www.youtube.com/watch?v=WC-M2OFRZ70
   d. Slido - https://www.youtube.com/watch?v=1IVUNFjs5oY
   e. Canva - https://www.youtube.com/watch?v=zJSgUx5K6V0

DURING THE COURSE

Implementation, Monitoring and Supervision. All Online BTCs shall be properly supervised and monitored by the designated Training Commissioner, pursuant to the National Training Commission procedures, in coordination with the Host RSD/CSE and Course Leader.

1. **Schedules of Online Sessions.** Sessions must be scheduled only for Morning and Afternoon. A minimum of 2 hours in the morning/afternoon with 10-minute break in between. A maximum of 4 hours in the morning/afternoon with three (3) 10-minute breaks in between hours must be observed. There will be no online sessions during evening.

2. **Use of Virtual Background.** Each course is required to design their virtual background dedicated for the Course Staff and for the Participants for uniformity and visual clarity.

3. **Use of the Web Camera.** All Participants are required to open their Web Camera during online sessions as part of the course requirements. Trainers delivering their assigned topics and sessions are also required to maintain an open Web Camera for feedback and clarity of instructions.

4. **Standard Naming Format.** Once all participants are accounted and group to their respective patrols, color groups, crews, teams, a standard naming format to indicate their group using letter code or number should be arranged by the Staff in order to easily identify and recognize the participants during online recitations or discussions.

5. **Delivery of Online Sessions.** All Course Staff, Discussants, Resource Persons assigned to deliver Training Sessions online must have their Session Plans adjusted and revised to conform online content delivery as opposed to traditional face-to-face session. All session holders must also prepare their own materials using the existing available training manuals and references. Everyone is required to turn on their camera and show their faces while delivering their sessions.

6. **Maximize the use of Breakout Rooms.** All Course Staff and Discussants handling sessions are required to use breakout rooms for more small-group interactions together with their respective counselors. This can be done during the "Activity" part of the session.

7. **Use of Virtual Patrol/Crew/Color Group Corner.** Using an appropriate online application or software like Padlet or Canva. Each patrol/group/crew must have their dedicated Corner as traditional practiced in Scouting training courses. This may also be used for Spare Time Activities (STAs) for Follow-Up Activities (FUAs).

8. **Use of Group Chat per Patrol/Crew/Color Group.** Together with designated Counselor. Each patrol/crew/group is required to create their respective Group Chat for communication, updates, instructions purposes. This may also be used for Spare Time Activities (STAs) for Follow-Up Activities (FUAs).

9. **Appropriate Monitoring Tools.** For the purpose of Online Basic Training Course, an appropriate monitoring tools should be in place. This can be reviewed and checked with the BTC Course Manuals. While the criteria in the BTC Manuals are intended for face-to-face training delivery. Here are some suggested criteria for online delivery.
   a. Online Session is very Lively and Engaging.
   b. Maximize the Use of Technology for Better Learning
   c. Appropriate Use of Instructional Materials and Visual Aids

       d. Use of 4As are effectively followed
       e. Use of Appropriate Opener and Ender are maintained.
       f. Effective Time Management

10. **Online Recordings.** All Training Sessions and Meetings during the conduct of the Online Course must be properly recorded by the Host for future references, documentation and reporting.

11. **Online Breaks.** There should be at least 5-10 Minute Break in between online sessions.

12. **Attendance Check.** Attendance should be taken twice on a daily basis. Before the 1st session starts and at the end of the day's last session thru screen shots for picture frames with open camera.

13. **Meetings after the Day's Sessions.** As part of our Standard Operating Procedure, Online Meeting for all concerned Staff is a must after all the day's sessions as part of the giving and receiving feedback from all the Staff. This includes some discussions on possible areas of improvement for the next day.

AFTER THE COURSE

Assessment and Evaluation. Assessment of learning is vital and crucial in all our Training Courses, and so with the overall Evaluation of the entire program and administration of the Course. This shall require proof of complete attendance, session output to be compiled as Electronic Portfolio (E-Portfolio) that may include the following but are not limited to:
1. results of quizzes per session whenever applicable;
2. daily reflection journals;
3. narrative essays on specific topic/session as deemed necessary by the Course Leader;
4. proof of completion of performance tasks and output such as Color Group / Kawan / Patrol / Troop / Crew / Outfit Meeting Plans, Annual Kawan / Troop / Outfit Program Plans; Campfire Programs;
5. Course Evaluation in Google Forms;
6. Attendance Sheets in Google Forms;
7. Registration Forms in Google Forms;
8. Course Directory in Google Forms; and
9. Course Leader's Report.

For other queries and concerns on other related policies and guidelines on Training for Adults in Scouting, here are the list of related memoranda and issuances for your easy reference.
1. NO Memo No. 32, S. 2020 – BSP Supports Bayanihan to Heal as One Act
2. NO Memo No. 42, S. 2020 – Guidelines in the Conduct of Scouting Programs, Projects and Activities (PPAs) during Covid19 Pandemic as New Normal
3. NO Memo No. 45, S. 2020 – Webinar Series for All Adults in Scouting
4. NO Memo No. 64, S. 2020 – Implementing Rules and Regulations on the Application for Course Recognition with Corresponding CPD Credit Units
5. NO Memo No. 65, S. 2020 – Guidelines in the Conduct of Online, Modular, Blended and Other Flexible Learning Modalities of Training Courses for Adults in Scouting
6. NO Memo No. 16, S. 2021 – Online Application for Course Recognition
7. NO Memo No. 17, S. 2021 – Online Appointment for ALT and LT Completion Panel Interview
8. NO Memo No. 18, S. 2021 – Online Trained AIS Database