

Assessors Learning Workbook

Assessing Adventurous Activities

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Who is this workbook for?

This workbook is aimed at those wishing to become County Assessors who assess Applicants for Adventurous Activity Permits.

Many people reading this may already have significant experience in Assessing Adventurous Activities and be able to move straight onto validation rather than completing this workbook. If you already understand the Permit Scheme and making assessments there is no need for you to produce unnecessary written work. If you think you might be in this position, you need to talk this over with your Training Adviser. If you do not know who this is, your first point of contact ought to be your ACC (Activities).

Using the workbook

The workbook is a method of completing the learning necessary for Module 25 *Assessing Learning (Adventurous Activities)*.

While using the workbook you will see a number of terms:

Exercise – this is an exercise for you to complete.

Example – this is an example for you to study and relate back to either the text or an exercise.

What does the module cover?

This module comprises the following elements:

1. Some reading of various documents.
2. Questions to complete so that you can submit the answers to your Training Adviser.
3. Consideration of some scenarios.
4. Some practical work to undertake.
5. A review of the practical work.
6. Discussions with your Training Adviser.

The module helps ensure that you have the skills to assess Applicants for adventurous activity permits in order that we can be sure that those leading adventurous activities have the correct skills and experience. For that reason, we would like to start by thanking you for helping young people in Scouting to enjoy activities safely.

The following information should help clarify a few key points.

- The Scout Association's Adult Training Scheme comprises a wide range of modules. Each adult undertakes those modules appropriate to their role.
- At the end of the training the adult is then required to complete validation. The purpose of this is to assess whether they have understood the learning and are able to put it into practice.
- If an adult has all the learning that they require, then they only need to complete the validation.
- An adult's training is complete (apart from annual ongoing learning) when they have successfully completed the validation for all the modules required for their role.
- Each adult works with a Training Adviser who will help them plan, support them while they are training and conduct validation.

Where should I begin?

How you progress through the workbook is your choice. The work is divided into two main sections: understanding, planning and validation. You should complete all sections.

How is this module validated?

The validation for Adventurous Activity Assessors focuses on understanding of the Adventurous Activity Permit Scheme and the practical aspects of assessing. You must assess two applications for Adventurous Activity Permits.

25 Assessing Learning Workbook

Aim

To provide the knowledge, skills and attitudes necessary to effectively assess Applicants for Adventurous Activity Permits.

Key Objectives

There are four overall objectives for this module:

- 1 Plan to meet your own training and development needs.
- 2 Describe the Adventurous Activity Permit Scheme and your role within it.
- 3 Assess Applicants for Adventurous Activity Permits.
- 4 Provide positive and constructive feedback.

Please discuss the objectives with your Training Adviser if you have any questions.

Section one: Understanding

Section one is designed to brief you on the details of the Adventurous Activity Permit Scheme and the role of Approved Assessors. It comprises some reading, some questions and exercises and should be completed by all potential Adventurous Activity Assessors.

The Adventurous Activities Permit Scheme is designed to show that those leading adventurous activities for young people have the skills, experience and suitability to do so. It is designed to be as flexible as possible whilst providing a robust checking process, enabling a person to show their competence.

Everyone who leads an adventurous activity is required to hold a permit for that activity. Details of which activities are classified as adventurous can be found in POR. It is a national scheme but is managed locally.

Exercise 1

Read the factsheets FS120100 *Adventurous Activity Permit Scheme* and FS120104 *Adventurous Activity Permit Scheme – Approved Assessors*.

Exercise 2

Answer these questions by writing your answers in the space provided.

Describe the how the process of the Permit Scheme works.

Describe the role and key functions of an Approved Assessor.

What are the three minimum requirements of a person who wishes to become a County Assessor as described in the Factsheet FS120104 Adventurous Activity Permit Scheme – Approved Assessors?

Exercise 3

All County Assessors are required to hold a National Governing Body Qualification. County Assessors must also have assessment skills, for which this Module (25) provides training and validation. It is also important for County Assessors to remain up to date and active within their area of expertise.

Please describe in the table below the technical knowledge and assessment skills a County Assessor needs and what they have to do to remain up to date within their role.

Technical Knowledge	Assessment Skills	Remaining Up To Date

Please compare your answers with the factsheets you read for Exercise 1.

Exercise 4

The assessment of Applicants for an Adventurous Activity Scheme Permit is not about trying to catch out the Applicant. Rather it is an assessment of their skills based on the relevant Assessment Checklist. The assessment should contain no surprises for the Applicant.

Read the factsheet FS120102 *Adventurous Activity Permit Scheme – Assessment Guide*. Use this resource, as well as knowledge gained from the other factsheets listed above, to answer the following questions:

What are the three key phases of the assessment for an Adventurous Activity Permit?

What are the key methods at your disposal to assess the Applicant's competence level?

Describe what an Applicant has to do to gain a Supervisory Permit.

What is the process for making a recommendation regarding an Applicant's suitability to be granted a permit?

You have now completed section one.

Section two: Practice

Section two is designed to help you practice the processes and skills concerned with being a County Assessor. It comprises some practical exercises, consideration of some scenarios and answering some questions.

To complete this section you will need to assess two applications for Adventurous Activity Permits. These assessments should be carried out in the normal way as described in the factsheets that you have already read whilst doing this workbook including the making of a recommendation to the responsible Commissioner.

Carrying out these two assessments constitutes your validation for Module 25. Your Training Adviser will discuss this with you.

Exercise 6

To help you prepare for your role, please consider the following questions. During the validation process, your Training Adviser will ask for your responses.

1. What are the main purposes of the Adventurous Activity Permit Scheme?
2. What are the most important things to remember when carrying out Adventurous Activity Permit Assessments?

Exercise 7

Choose one of the two applications for Adventurous Activity Permits you have assessed, or are assessing, for this Module to refer to in your answers for this exercise.

Start by describing, in the space below, some of the main features of your chosen application for an Adventurous Activity Permit.

What were the best aspects of the person's application?

What aspects could be most improved upon in future by the applicant?

Were the needs of the young people involved taken into due consideration?

Exercise 8

Describe what you did during the assessment of the above application, what you learned and what you will do differently next time.

What I did.

What I learned.

What I will do differently next time.

You may now wish to review your first assessment of an application for an Adventurous Activity Permit with your Training Adviser before going on to carry out your second assessment.

Exercise 9

This exercise presents you with a range of scenarios. How would you deal with the following situations?

Please write your thoughts below.

You have been asked to assess an Applicant who you feel does not meet the minimum standards required by the Adventurous Activity Permit Scheme as described in the appropriate Assessment Checklist factsheet. They have most of the Core Skills required, but there are a small number of areas where they do not have the necessary abilities. What do you do first?

A well know and well liked Scouter in the local area has suggested that you ought to recommend the awarding of a Permit to a particular Applicant as they have ‘been doing it for years’ despite the fact that they have failed to meet the criteria set out in the relevant Assessment Checklist. How could you resolve this situation?

Exercise 10

After having made your assessment of an application, you have to make your recommendation as to whether a Permit ought to be given. You will need to come up with a recommendation for the level of Permit that you believe their technical skills will allow them to safely use. In some cases they will not have the skill level to be given any level of Permit. Your recommendation should be recorded on the last page of the Assessment Checklist.

Please describe the process by which this takes place.

What written evidence is needed?

How do you provide positive and constructive feedback to the Applicant whatever the outcome?

Exercise 11

Identify where you can get support in your role.

Please describe where you would go for support.

Thank you for completing this module. Your role as a County Assessor will allow Adventurous Activities to take place, safe guarding the well being of all those taking part.