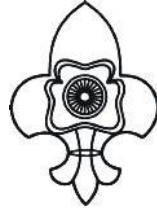


FOR YOU, THE TRAINER

- ❑ You are important to the Movement.
- ❑ But importance like respect is commanded, not demanded.
- ❑ Do not conduct an ineffective course which is harmful both to the Movement and to your dignity.
- ❑ People judge you by the way you hold the course. It is your prestige please.
- ❑ Hold the courses in established centres only. We have now plenty of them.
- ❑ Never conduct a course without properly planning it and preparing yourself.
- ❑ Have enough of staff to assist you. One Counsellor to each group please.
- ❑ Good handouts, compasses and most updated literature are now available for sale at National Headquarters.
- ❑ Never encourage unauthorised and substandard literature on courses. They defeat your purpose.
- ❑ Never hold a session without an aid and a method.
- ❑ Cut down theory to the minimum and maximize demonstration and practical work.
- ❑ Involve participants in learning process. By this people learn quickly and remember long.
- ❑ You are the mouth - piece of The Bharat Scouts & Guides. You only can win others for the Movement. Let us not run the courses to loose candidates.
- ❑ What you are given in an HONOURABLE CHARGE.
- ❑ It is upto you to uphold the honour of the Movement. An organisation can be as great as the trainers it has.
- ❑ You should grow as a trainer.
- ❑ The beads of your necklace touch your heart and remind you of your commitment.
- ❑ Your dedication and personal examples should inspire every unit leader of your area.
- ❑ Quality of Scouting is depends on quality of Trainer. It is a great responsibility to be a trainer not only an honour, but we have confidence in you.

DIRECTOR

THE BHARAT SCOUTS & GUIDES



**SCHEME OF TRAINING
(SCOUT WING)**

*(Approved by the National Council Meeting
held on 28.11.08 at National Headquarters, New Delhi)*

THE BHARAT SCOUTS & GUIDES
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ACKNOWLEDGMENTS

We acknowledge the contribution of the Trainers who attended the 17th Sandhan held at NYC, Gadpuri from 12th to 16th March 2008 for revising the Scheme of Training relevant to the present time and with greater opportunity to large number of Unit leaders to undergo the training programmes.

Our thanks are due to Shri. B.K. Bahuguna, Director and Shri R.K. Sharma, Jt. Director (S) for their valuable suggestions and guidance in revising the Scheme of Training in lines with the World Adult Resource Policy and BS & G's Vision 2013.

We acknowledge the contributions of the professionals of the National Headquarters who are directly in touch with the Youth Programme and training all over the country for the feedbacks and in implementation of the training at different levels.

The services of Shri. Aroop Sarkar, Assistant Director, National Training Centre and Shri. Sunil Patel, Computer Operator, National Training Centre, Pachmarhi for their services in Preparing the Scheme of Training and giving it final shape.

Dy. Director (S) Ldr. Trg.

FOREWORD

The Bharat Scouts and Guides, is a pioneer in the Training of Leaders of the Scout Movement since its inception. Our organization always played a key role in formulating the Training policies at National and World Level. The World Adult Resource Policy and the Adults in Scouting was adopted by our Organisation in line with the policies of world organization of the Scout Movement.

Our Vision document “Vision 2013” states to improve the competencies of Adult Leaders so that they can better serve the needs of the young people and the organization. To achieve this purpose, the National Headquarters made effective evaluation of the existing training system of the organization, the changing environment and the needs of the young people and adults in the organization.

Sandhan was organised in March 2008 to further review and revise the existing Scheme of Training for both Scout and Guide wings. The revised edition of Scheme of Training is now in the hand of Trainers. At this juncture, I would like to remind them that their services are most valuable for the development of young people in the organization. I expect that every one of them will also run a unit of their section independently which will help them to keep in touch with the young people and know their needs and aspirations in the ever changing environment of Globalization.

(L.M. Jain)
National Commissioner

(iii)

SCHEME OF TRAINING (SCOUT WING)

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CHAPTER I

1. World Adult Resources Policy

Recognising the needs for an overall policy for adults at all levels and in all functions in Scouting, and having adopted the principles of “Adults in Scouting” as applying to all adult resources in the Scout Movement, on the recommendations of the World Training Committee, the World Scout Conference in its meeting held at Bangkok in 1993, approved the World Adult Resources Policy. Accordingly the policies and procedures on Adult Leader Training as established by previous resolutions have not been modified by the adoption of the provisions of the World Adult Resources Policy.

This policy encourages the National Scout Organisations to pay greater attention towards adults and workout strategies right from Acquisition, Assessment of needs, Recruitment, Mutual agreement, Appointment, Integration, Training, Recognition, and to the stage of Re-appointment or Retirement.

2. Training of Adult Leaders

The training of Adult Leaders will be under the general guidance of the National Commissioner and the Chief Commissioner (Scouts) and in the immediate charge of the Dy. Director of (Scouts) Leader Training throughout the Indian Union, leaving as much initiative as possible in the matter of organisation of courses to the State Chief Commissioner, State Commissioner (Scouts) and particularly to the State Training Commissioner (Scouts) in the State.

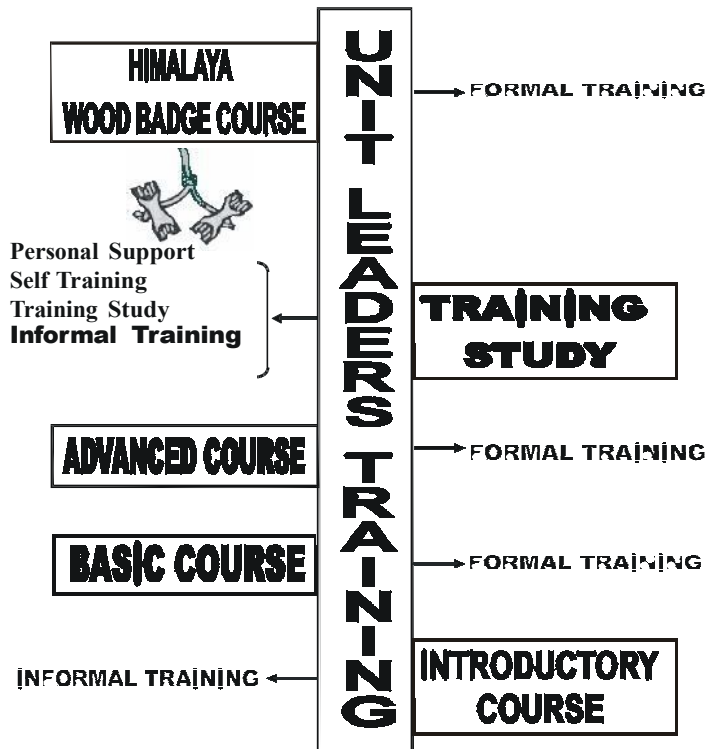
CHAPTER II

3. Unit Leaders Training

(a) Purpose and Aim

- (i) Unit Leaders are those adults who willingly accept leadership in the Movement to train young persons at the Unit level in accordance with the Fundamentals and the Methods of the Movement.
- (ii) The overall purpose of the Unit Leader training is to develop Unit Leaders who are skilled in working effectively with youth and other Adults in Scouting.
- (iii) Unit Leader Training, therefore, aims to develop in the Unit Leader.
 - ♦ an understanding of the background, principles, structure and spirit of Scouting.
 - ♦ an understanding of the needs of young people within the specific environment in which the leader and youth will be working.
 - ♦ an ability to use the methods and skills of Scouting to meet the needs of young people.
 - ♦ personal leadership skills to work positively and constructively with young people and other adults.
 - ♦ personal management skills to plan for, implement, administer and evaluate a programme which will contribute to the personal growth of the young people.
- (iv) Although formal training (through training courses, training studies and both written and practical assignments) is an important part of Unit Leader training, it should be complemented by self training, personal support and informal training.

3.(b) Scheme of Training for Unit Leaders



(i) Introductory Course

This is an informal course for 8 hrs to provide introduction of Scouting and its Fundamental etc., common for all the sections.

(ii) Basic Course for Unit Leaders

This is a formal residential course for 7 (seven) days continuously and separate for each section. The course is intended to train willing participant in his/her job as a Unit Leader. This is where the Organisation chooses the right people for the right leadership and only most suitable people are qualified. After successful completion of this course, a person can work as a warranted Scouter in a Group of the Section concerned. Course recognition and authorisation certificates are to be issued by the State Training Commissioner (Scouts). District level executives take initiative to organise this course. The minimum age will be 18 years for Basic Cub Master, Scout Master and 21 years for Rover Scout Leaders.

(iii) Advanced Course for Unit Leaders

This is a formal residential course for 7 (seven) days continuously, separate for each section.

In order to undergo Advanced Course, a candidate should work for at least 12 months after successful completion of the Basic Course – should register and run his/her Unit for a period of one year holding a warrant.

Note: After successful completion of the Advanced Course, the Unit Leaders will be eligible to wear the HWB woggle.

(iv) Training Study

There are separate Training Studies containing a set of questions to be answered by candidates, for Cub, Scout and

Rover Section. The questions are changed periodically. They are prepared by the Dy. Director (Scouts) Leader Training and issued by the State Training Commissioner (Scouts) to the candidates who apply for them. The procedure to be followed in regard to the reading of Studies is as follows:

While issuing the Study to the candidates who have successfully undergone the Advanced course, the STC (S) should inform the DTC(S) of the District. On completion of the Training Study, the DTC(S) will forward to the STC(S). Then the STC(S) will send the report to the candidate along with a certificate under intimation to the Local/District/Divisional Association as the case may be. Training Study will be supplied by NTC.

The STC(S) of the State will prepare a panel of Readers for evaluating the Study of candidates who have completed Advanced course. All the Leader Trainers and Assistant Leader Trainers who have a standing of at least 5 years are eligible to be included in the panel. The STC(S) shall furnish to the Dy. Director (Scouts) Leader Training the list of names in the panel and the language or languages in which each member is authorised to do the Reading, for approval. When the Study completed is received, the STC(S) will send it for scrutiny to one of the Readers in the panel. The Reader will carefully read the answers and make his/her comments or remarks. He/she will be frank. If he/she disagrees, he/she will make helpful constructive comments and suggestions to the candidates for further improvement. The Reader will not disclose his/her identity to the candidate in his/her remarks or comments. After the scrutiny, the Study will be returned to the candidate by the Reader with the remarks. If the Reader is satisfied with the answers he/she will send a recommendation to that effect to the STC(S) who will issue a certificate to the candidate, the details of which will be noted in the Register of Training Study. This certificate should be registered with N.T.C. Pachmarhi. The

names of the Readers and the Panel of Readers shall be confidential and shall not be disclosed by the STC(S).

Before issue of the Training Study Certificate it should be forwarded in original to the Dy. Director (Scouts) Leader Training for registration and return, showing the date of issue of questions, date of completion and the name of the Reader (in the prescribed proforma).

(v) Himalaya Wood Badge Course

This is a formal residential Course for 8 (eight) days continuously. The Himalaya Wood Badge course is designed with a view to provide opportunities to consider in some depth, their own leadership role in the Movement and also to develop skills of leadership required in the Section concerned.

It is for their progressive development keeping in view the changing needs and five training needs of Adult Leaders viz. Understanding Skills, Relationship Skills, Scouting Skills, Planning Skills and Implementation Skills. It also gives an opportunity to share experiences with other leaders.

In order to undergo Himalaya Wood Badge Course, a candidate should complete the following :

- u should work at least for 12 months after the completion of the Advanced course successfully.
 - u he/she should successfully complete the Training Study issued by the NTC through STC(S).
 - u complete successfully any two of the following conditions: (Sl. No. 1 is compulsory for Scout/Rover Section and Choose any one from others. For Cub Section Sl. No. 2 and 3 are compulsory).
1. Register his / her unit for Prime Minister Shield Competition / Upa Rashtrapati Award Competition and

submit a certificate issued by District Organising Commissioner (S) and District Training Commissioners (S), countersigned by District Commissioner (S) shall be submitted to leader of the Course along with the application. However, the parchment will be issued only on the submission of Log Book to the District Association and producing a certificate from District Organising Commissioner (S) and District Training Commissioner (S), countersigned by District Commissioner (S).

2. Produce at least four Tritiya Charan Cubs / Tritiya Sopan Scouts / 2 Nipun Rovers as the case may be and submit a certificate from District Organising Commissioner(s) and District Training Commissioner(s).
3. He/she should submit a progress report of his / her Unit on the prescribed proforma duly verified by District Organising Commissioner (S) and District Training Commissioner(S).

HIMALAYA WOOD BADGE PARCHMENT

On successful completion of HWB Course, participant should submit HWB course certificate in original and a certificate for submission of log book of Prime Minister Shield Competition or Upa-Rashtrapati Award which is signed by DOC(S), DTC(S) and countersigned by Dist. Commissioner (S) along with recommendation form for issue of HWB Parchment through State Training Commissioner (S).

STC(S) should send the recommendation form along with original HWB certificate and certificate of log book to Dy. Director (S) Ldr. Trg.

On the basis of recommendation form, Parchment will be issued along with Himalaya Wood Badge Beads (A necklace of

two wooden beads on black cord) signed by the Dy. Director (S) Ldr. Trg.

HWB Parchment & Beads are the property of Bharat Scouts & Guides and should be returned on demand by National Headquarters at any time.

Note

- (i) In Scout Wing, women are eligible to undergo courses in Cub and Scout Section. If there are women trainees in a course there should be a woman ALT/LT of Section concerned. If a woman Trainer of the Section concerned is not available, preferably a Lady Cub Master or Trainer of Guide wing or an experienced Guider should be included in the Course staff in order to help women trainees in their administrative and personal problems.
- (ii) If full time professional (field worker) of the Scout Movement and other Leaders of Adults of warranted or non-warranted ranks who are not attached to Units wish to undergo these courses (i.e. Basic/Advanced/HWB Courses as in the Scheme of Training of Adult Leaders), their names will have to be registered at the NTC well in advance on the recommendation of State Training Commissioner (S) in the case of the State and Dy. Director (S) Ldr. Trg. in the case of NHQ on merit basis.
- (iii) If full time professional (field worker) is a Leader Trainer in one section and having experience of at least 5 years as LT and dealing all the three sections can be permitted to attend HWB course in any other section directly, their admission will be treated as special case and conditions will be relaxed in each case by the Dy. Director (S) Ldr. Trg. with the approval of the Director on the recommendation of the Jt. Director (S) / State Training Commissioner (S).

(VI) COURSE FOR UNIT LEADERS

<i>Sl</i>	<i>Name of the Course</i>	<i>Who can attend</i>	<i>Who can conduct</i>	<i>Duration</i>	<i>Who can Authorise & Recognise</i>
1	Introductory Course common for all sections	Any Indian Citizen who desired to take up the job of Unit Leader or Leader of the Adult	LT/ALT of any section	8 hrs informal course	STC(S) on the recommendation of DTC(S)
2	Basic Course for Cub Masters	A person who has attended introductory course and desired to take up Unit Leadership in Cub section. Both men and women are eligible	LT or ALT of Cub Section	7 days	STC(S)
3	Basic Course for Scout Masters	A person who has attended Introductory course and desires to take up Unit Leadership in Scout Section. Both men and women are eligible.	LT or ALT of Scout Section	7 days	STC(S)
4	Basic Course for Rover Scout Leader	A person who has attended introductory course and desires to take up Unit Leadership in Rover section	LT or ALT or Rover Section	7 days	STC(S)
5	Advanced Course for Cub Masters	An active Cub Master having warranted service of atleast one year after successful completion of Basic Course	LT or ALT of Cub Section	7 days	STC(S)
6	Advanced Course for Scout Masters	An active Scout Master having warranted service of atleast one year after successful completion of Basic Course.	LT or ALT of Scout Section	7 days	STC(S)
7	Advanced Course for Rover Scout Leaders	An active Rover Scout Leader having warranted service of at least one year after successful completion of Basic course	LT or AL T of Rover section	7 days	STC(S)
8	Himalaya Wood Badge Course for Cub Masters	Should work at least for 12 months after the completion of advanced course and completed eligibility condition as per Scheme of Training (Scout wing)	LT (Cub) and assisted atleast 2 wood badge courses as full time staff.	8 days	DD(S)LT on the recommendation of STC(S)
9	Himalaya Wood Badge course for Scout Masters	Should work for atleast 12 months after the completion of advanced course and completed eligibility conditions as per Scheme of Training (Scout Wing).	L T (Scout) and assisted atleast 2 Wood Badge Course, as full time staff.	8 days	DD(S)LT on the recommendation of STC(S)

4. Syllabus of Courses (for Unit Leaders Training)

(i) Introductory Course – 8 hrs. duration

1. Scouting & its Fundamentals.
2. History & Growth of the Movement.
3. Different sections of the Movement and sectional methods.
4. Scheme of Advancement of the Boy.
5. Progressive Training of Unit Leaders.
6. Organisation of the Movement.
7. Scouting and Community.

(ii) Basic Course for Cub Masters – 7 days duration

1. Camp and Course Routine
2. Course Objectives and Methods
3. Smartness and good order, discipline in the Pack, Uniform and its care
4. Know the Cub characteristics, needs and interest of the boys of Cub age
5. How Cubbing was born and What is Cubbing.
6. Jungle atmosphere stories, Mowgli stories, Panchatantra stories and Jungle plays
7. Cub Law, Cub Promise, Motto, daily good turn, greeting, salute and left hand shake
8. Scout Law, Promise, Scout Sign, Salute, and Scout Motto
9. Good turn and community service.
10. Personal health and hygiene.
11. Play acting.

12. National Flag, BSG Flag, meaning and respect due to them.
13. Prayer, Cub Prayer Song and Flag Song, National Anthem.
14. Scheme of Advancement of a Cub knowledge and Skills involved upto Dwitiya Charan training and testing.
15. Making things.
16. Nature Study.
17. Games.
18. Sense Training.
19. Six System.
20. Pack and Pack Den, Pack records, Pack and its parents, Pack and Schools.
21. Programme Planning, Planning Pack Meeting, Demonstration of at least 3 types of pack meetings.
22. Knowledge of APRO, Wolf Cubs Handbook and other reference books.
23. Responsibilities of a Cub Master.
24. Cub Ceremonies, Demonstration of Investiture.
25. How to start and run a Pack.
26. The support Cub Master can get.
27. Evaluation.
28. Open Session.
29. Final Talk.

(iii) Advanced Course for Cub Masters – 7 days duration

1. Camp and Course routine.

2. Course objectives and methods.
3. Proficiency badge scheme; Training and testing.
4. Cub camps and Pack Holidays.
5. Handicrafts.
6. Revision of skills and knowledge involved in Pravesh, Pratham Charan & Dwitiya Charan tests.
7. International aspect of Scouting.
8. How to organise a Nature Expedition.
9. Types of Pack Meetings; Demonstration of 2 more types.
10. Cub ceremonies; demonstration of presentation of various badges and Going up ceremony.
11. Tiritiya Charan – Training and testing.
12. Safety Knowledge.
13. Revision of Jungle plays.
14. Retention of older Cubs in the Pack.
15. Scouting and Public Relations.
16. Planning advanced Pack programme and Pack service – methods and techniques in Cubbing.
17. Exploring; following a trail and observation.
18. Management of the Pack.
19. Scouting and Religion – Duty to God.
20. Open session.
21. Evaluation.
22. Final Talk.

(iv) Himalaya Wood Badge Course for Cub Masters – 8 days duration

1. Camp and Course routine.
2. Course objectives and methods.
3. Practical camp craft for Cub Masters.
4. How to organise a Pack expedition.
5. Cub camp and Pack holidays (project work).
6. Revision of skills and knowledge involved in Pravesh, Pratham Charan and Dwitiya Charan.
7. Pack and Community.
8. Programme system; Proficiency badge scheme.
9. Advanced techniques of Programme Planning – different types of Pack meetings (practical work).
10. Mid course evaluation.
11. Chaturtha Charan training and testing.
12. Fund raising.
13. Application of Law and Promise in Pack life.
14. Role of Cub Master in LA/DA.
15. Animated yarns, History of Wood Badge.
16. WOSM (World Organisation of the Scout Movement).
17. Modelling.
18. Wide games, trails and expedition.
19. Nature study.
20. Handicrafts utilising waste materials.
21. Conservation.
22. Extending Cubbing.

23. Overnight Pack camp.
24. Open session.
25. Evaluation.
26. Final talk.

(v) Basic Course for Scout Masters – 7 days duration

1. Camp and Course routine.
2. Course Objectives and Methods.
3. Smartness and Good order, flag procedure, formations, hand and whistle signals and drill.
4. Know the boy characteristics, needs and interests of the boys of Scout age.
5. How Scouting was born and spread.
6. Promise and Law.
7. Methods of Scout section, Patrol System.
8. Programme system and advancement scheme, knowledge and skills involved in Pravesh, Pratham Sopan and Dwitiya Sopan tests.
9. Knowledge of Scouting for boys, APRO and other books on Scouting.
10. Handicraft and making gadgets, demonstration.
11. Games for Scouts.
12. Discipline and Good Order in the Troop, Uniform, its care and how to wear.
13. Prayer & Flag song.

14. How to start and run a Troop – Troop Management. Troop Records & Club Room.
15. Programme Planning, Patrol and Troop Meeting, Demonstration of some types of Meetings.
16. Scout ceremonies-Investiture, Going-up, Camp fire, Leave taking etc.
17. Relationship with Parents, schools.
18. Group System, link with Pack and Crew.
19. Leadership qualification, duties and responsibilities of Scout Master.
20. Scouting and Community Service.
21. Camping and Hiking.
22. A day's hike, nature study by Patrols.
23. Open session.
24. Evaluation.
25. Final Talk.

(vi) Advanced Course for Scout Masters – 7 days duration

1. Camp and course routine.
2. Course objectives and methods.
3. Revision of Pravesh, Pratham Sopan and Dwitiya Sopan tests & skill involved in Tritiya Sopan and Rajya puraskar.
4. Observation, sense training, nature rambles, woodcraft expeditions.
5. Use and care of rope.
6. Patrol pioneering – advanced knowledge of pioneering.
7. Camp craft, tent pitching, simple camp tools.

8. Night Scouting – wide games.
9. Programme Planning; Planning Patrol and Troop Meetings, More ideas – including personal assignments to plan programmes.
10. Programme activities, scheme of proficiency badges.
11. Knowledge of Rules, APRO and other books on Scouting.
12. Spiritual dimension of training of Scouts.
13. Expeditions, outdoor activity and hiking and reporting.
14. Senior boy and the Scout Troop.
15. P.M. shield competition, CD projects.
16. Over night hike.
17. Open session.
18. Evaluation.
19. Final talk.

(vii) Himalaya Wood Badge Course for Scout Masters – 8 days duration.

1. Camp and Course routine.
2. Course objectives and methods.
3. Advanced camp craft.
4. Rope work, advanced knowledge of pioneering.
5. Conservation.
6. Community Development projects.
8. Observation and Deduction.
9. Pioneering – project building.
10. World Scouting.

11. Mid course evaluation.
12. Needs of the young people and personal development.
13. Training and Testing.
14. Leaders Role - (a) Support for the Troop (You and your Troop), (b) in LA/DA.
15. History of Wood badge.
16. Retention of older boy – adventure activities.
17. Advancement of the boy up to and beyond Rashtrapati Scout Award.
18. Human relationship.
19. Planning a CD project for one year.
20. Overnight hike.
21. Extension Scouting.
22. Open session.
23. Evaluation.
24. Final talk.

(viii) Basic Course for Rover Scout Leaders – 7 days duration

1. Camp and course routine.
2. Course objectives and methods.
3. Smartness and good order in a crew, uniform, flag procedure, formations, whistle signals, hand signals and Drill by commands.
4. Know the young man, characteristics, needs, and interests of young men of Rover age.

5. How Rovering was born and what is Rovering.
6. Scout Promise and Law-Promise and Law as applied to Rover.
7. Literature on Rovering.
8. Advancement of a Rover – Skills and knowledge of Pravesh and Praveen (Tritiya Sopan level).
9. Method of Rover section, Patrol system. Buddy work.
10. Programme Planning and Crew meeting.
11. Demonstration of typical Crews meeting.
12. Hobbies and handicraft and sessions.
13. Ceremonies, Vigial and Investiture.
14. Group System, link with Troop and Pack.
15. Leadership types–Qualifications Duties and responsibilities of RSL.
16. Camping, Hiking and other outdoor activities.
17. Scouting and Religion – Duty to God.
18. Group Discussion / T.A. Ego States.
19. Crew Management-Starting and running a Rover Crew.
20. Over Night Hike.
21. Service within the Movement, Community service as applicable to Rover and Upa-Rashtrapati Award.
22. Open Session.
23. Evaluation.
24. Final Talk.

(ix) Advanced Course for Rover Scout Leaders – 7 days duration

1. Camp and Course routine.
2. Course objectives and methods.
3. Revision and testing of Scout skills up to Nipun level (Tritiya Sopan).
4. Map Reading and Sketch map making.
5. Rope craft, pioneering projects.
6. Adventure activities, wide games, night games, expeditions.
7. Skills and knowledge for Nipun badge.
8. Life saving methods (first aid – advanced); fire fighting, rescue work, civil defence.
9. Community service, CD projects and Project Planning.
10. Programme, Crew programmes – varieties; individual and collective training, ideas for typical programmes.
11. Transactional Analysis – exercises.
12. Rover proficiency badges – Nipun and other badges.
13. World Affairs/Scouting.
14. Relationship with other youth and service organisations.
15. Planning an Action Plan for Community Development.
16. Hobbies and handicrafts (progress shown).

17. Upa Rashtrapati Award Competition.
18. Rovering to Success.
19. Overnight hike.
20. Open Session

21. Evaluation
22. Final talk.

(x) Himalaya Wood Badge Course for Rover Scout Leaders – 8 days duration

1. Camp and course routine.
2. Course objectives and methods.
3. Camp craft.
4. Pioneering project work – advanced pioneering.
5. Career Counselling – hobbies and handicrafts, vocational activities.
6. Night Scouting, History of Food Badge.
7. Observation and Deduction.
8. Ecology – Conservation.
9. Culture, heritage and national integration.
10. Skills and knowledge for Rashtrapati Rover award including revision.
11. Public Relations within and outside the Movement.
12. Leaders Role (a) Support for the Crew (b) in LA/DA.
13. More adventure activities and rallies.
14. Folk lore, folk arts and recreation.
15. Mid Course evaluation.

16. Community Development Projects - Project on National Priority-Leprosy Control, Sanitation Promotion etc.
17. Project Work.
18. Model Crew Meeting.

19. Advanced Techniques of Programme Planning.
20. Counselling.
21. TA practices (Transactional Analysis).
22. Rovering to Success.
23. Retention of the older adolescents.
24. Overnight hike.
25. Extension Rovering.
26. Service within the Movement.
27. Open session.
28. Evaluation.
29. Final Talk.

CHAPTER III

5. Training of Trainers

- (a) **Purpose:** The purpose of training is to help Trainers to increase their knowledge, develop their skills and modify their attitudes. It is a dynamic process of change leading to personal development and an increased job performance. Trainers will be active, playing the roles of stimulators, facilitators, solution givers and resource agents.
- (b) **Scheme:** A three stage progressive scheme is formulated for training of Trainers viz.,
- (1) Course for Pre-ALTS.
 - (2) Course for Assistant Leader Trainers.
 - (3) Course for Leader Trainers.

These courses are provided by the National headquarters and conducted preferably at the National Training Centre by the Jt. Director of Scouts / Dy. Director (Scouts) Leader Training for a duration fixed by NHQ. The syllabus is framed from time to time by the National headquarters. On successful completion of the courses, certificates signed by the Leader of the Course / Dy. Director (Scouts) Leader Training will be issued from the National Training Centre.

(c) Course for Pre-ALTS :

- (i) The purpose of the course for Pre-ALTS are to revise the skills of Scouting and methods to train Unit Leaders.

(ii) ***Eligibility for admission of course for Pre-ALTS :***

- (1) After issuing the HWB Parchment a Unit Leader should work for at least two years and run the Unit effectively and submit the progress report as per proforma duly verified by District Organising Commissioner (S) and District Training Commissioner(S). The Proforma is printed in SOT.
- (2) He/she should produce at least two Golden Arrow Cubs or Two Rashtrapati Scouts or Two Rashtrapati Rovers as the case may be. In case of Upper Primary/ Middle School Unit Leader has to produce 8 Tiritiya Sopan Scout or 6 Rajya Puraskar Scout.

(d) Course for Assistant Leader Trainers

- (i) The aims for the training of Assistant Leader Trainers are “to introduce the principles and methods of training and to identify the purposes of Leaders training and demonstrate the methods and techniques used, and their application in the interpretation of policies and procedures” of the Bharat Scouts and Guides.

(ii) ***Eligibility for admission to course for Assistant Leader Trainers :***

- (1) Should be a person of high moral standards and spiritual life.
- (2) Should be able to work in a team.
- (3) Should be physically fit to withstand the strain of training courses.
- (4) Have relevant background, education or professional skills or qualifications that equip him/her to manage a group of adults in a training situation.

- (5) Must have thorough understanding and competence of the principles, aims and methods of Scouting.
- (6) Should work atleast one year after the completion of Pre-ALT Course successfully and run the unit effectively. A certificate to this effect is to be given by the DTC(S) and DOC(S) countersigned by DC(S) and submit the progress report as per form duly verified by DOC(S) and DTC(S). In case of whole time workers in Scouting, these eligibility reduced by the Dy. Director (S) Ldr. Trg. with approval of Director.
- (7) He/She must have good ability as a practical Scouter and a good record as a warrant holder.
- (8) Should assist for the whole duration atleast one Basic/ Advanced Course after Pre-ALT Course.
- (9) Should complete the Pre-Course assignment provided by the National Training Centre time to time.
- (10) Should be prepared to develop his/her skills further, once appointed.

(e) Course for Leader Trainers

(i) **The aims for the training of Leader Trainers are**

- (a) “to provide an opportunity for the sharing of experiences in the consideration of advanced training methods, demonstration and development of new training methods and an examination of existing training methods and techniques with the objective of recommending improvement”.
- (b) To prepare a Trainer to run all types of Courses of the Section concerned.

(ii) **Eligibility for admission to Course for Leader Trainers.**

1. Have thorough understanding and acceptance of the principles, aims and methods of Scouting and Training.
2. Have given a period of at least two years of satisfactory service as an Assistant Leader Trainer.
3. Should have conducted two Basic/ Advanced Courses in the appropriate Section.
4. Should have assisted in a HWB Course of the appropriate section as a full time helper.
5. Should complete the Pre-Course Assignment provided by the National Training Centre time to time.
6. Should promote atleast two HWB Holders in his / her section in his / her area.
7. Should run the unit effectively. A certificate to this effect is to be given by DTC(S) countersigned by Dist. Commissioner (S).

Note :

- q A trainer can undergo ALT/LT training in other sections also, provided his/her performance is creditable and he/she, however, will follow the regular procedure as laid down in the Scheme of Training – subject to the need of the state.
- q Admission to Pre-ALT/ALT/LT Course is by invitation only and not by application. This is according to the need of the State.

TRAINING OF TRAINERS

<i>Sl</i>	<i>Name of the Course</i>	<i>Who can attend</i>	<i>Who can conduct</i>	<i>Duration</i>	<i>Who can Authorise & Recognise</i>
1	Pre-ALT Course common for all sections	HWB Holders who have completed 2 years and completed eligibility conditions as per SOT.	1. Dy.Dir.(S) L.T. 2. Asst.Dir who is LT	5 days	Dy.Dir(S) LT
2	Course for Assistant Leader Trainers	A Scouter who has completed 1 year after successful completion of Pre-ALT course and completed eligibility conditions as per SOT.	1. Jt. Director (S) 2. Dy.Dir.(S) L.T.	7 days Formal Course	1. Jt. Dir. (S) 2. Dy.Dir(S)LT
3	Course for Leader Trainers	An Asst. Leader Trainer who has completed 2 years service as ALT and completed eligibility conditions as per SOT	1. Jt. Director (S) 2. Dy.Dir.(S) L.T.	7 days Formal Course	1. Jt. Dir. (S) 2. Dy.Dir(S)LT

CHAPTER IV

6. The Training Team

The Dy. Director (S) Ldr. Trg. is the Leader of the Training Team in the country assisted by the State Training Commissioner (S) with their team of Trainer in the State. The Training Team shall consist of:

1. Leader Trainers
2. Assistant Leader Trainers.

7. Appointment of ALTs and LTs

After successful completion of Training courses, Assistant Leader Trainers and Leader Trainers are appointed by the National Commissioner on the recommendation of the Dy. Director (Scouts) Leader Training and the Chief Commissioner (S). If the appointment is for a State, it shall be on the recommendation of the State Commissioner(S) and State Training Commissioner (S).

Initiative for appointment of members of the Training Team (Leader Trainers and Assistant Leader Trainers) lies with the SHQ and NHQ based on the needs of the State. Since appointment is by invitation, no one should make an application for such an appointment on his own.

8. Honourable Charges

- (i) Leader Trainers and Assistant Leader Trainers receive their honourable charges signed by the National Commissioner and the Chief Commissioner(S) and the Dy. Director (Scouts) Leader Training.

- (ii) The Honourable Charges issued to Leader Trainers and Assistant Leader Trainers are valid for two years from the date of issue.

(iii) Conditions for Renewal

- a. ALT: assist or conduct for the whole period at least two Basic Courses or advanced Courses in the section once in two years.
- b. LT: Assist or conduct for the whole period one HWB Course once in two years in the section concerned. If not, conduct or assist two Advanced Courses in the section.
- c. ALT and LT should attend a Re-orientation Course once in four years,

9. The Insignia

1. The Dy. Director (Scouts) Leader Training and the Leader Trainers wear four beads (two beads in addition to Himalaya Wood Badge beads).
2. The Assistant Leader Trainers wear three beads (one bead in addition to Himalaya Wood Badge beads).
3. The Honourable Charge and the beads shall remain the property of the National head quarters and shall be returned to the Dy. Director (Scouts) Leader Training on ceasing to function or on request.

10. Exchange and Deputation of Trainers

1. Members of the Training Team can be deputed to other States for training purpose in consultation with the STC (S) and State Chief Commissioner of the State concerned under intimation to the Dy. Director (Scouts) Leader Training or he may be asked to help to get trainers, if there is a need.

2. Deputation of Trainers to countries outside India would be done with the permission of National Commissioner and Chief Commissioner (S) on the recommendation of the Dy. Director (Scouts) Leader Training and in consultation with the SCC and SC (S) and the STC (S) if the person is to be deputed from the State.

11. Sandhan

The Sandhan is a meet of the members of the Training Team in the country. It shall meet periodically to make recommendations in respect of the Scheme of Training of Adult Leaders, Leaders of Adults, Trainers and Youth Programme.

12. Annual Training Report

It is the duty of the State Training Commissioner(S) to send the Annual Training Report of the Scout Wing in the prescribed proforma after consolidating the training reports of all training courses conducted for the State during the financial year, to the Dy. Director (Scouts) Leader Training, so as to reach him before the end of June of the following year who in turn will send a consolidated report to NHQ before 31st July.

CHAPTER V

13. Conduct of Courses (Training Administration)

(a) Recognition of a Course and Authorisation of the Leader of the Course

- (i) Course for Adult Leaders / Leaders of Adults can be conducted only with proper Recognition and Authorisation certificates which should be displayed on the notice board in camp during the course days.
- (ii) The proposed Leader of the course will apply on proper form for recognition of the course and authorisation of the leader to the STC(S) or to the Dy. Director (Scouts) Ldr. Trg. as the case may be. The application should be made at least one month before the commencement of the course. The District level executive takes the initiative in case of Basic Course.

(b) Strength

For all course minimum and maximum number of candidates allowed should not be less than 12 or more than 32. This condition can be relaxed up to an extent of 25% on either side in exceptional conditions by the leader of the course provided their registration has been done as above.

For 32 participants staffing should be as under:

1. LOC	:	1
2. Trainers	:	2
3. Counsellors	:	4
4. Quarter Master	:	1

Staff ratio to be Maintained, based on the strength of candidates registered, but there should be minimum 3 staff members for minimum number of trainees.

(c) Preparation and Administration

(See Training Handbook).

(d) Residence in Camp

All the formal courses shall be conducted under appropriate camping conditions, preferably in established training centres. The Leader of the Course and his helpers should reside in the course continuously.

However, the special courses can be conducted on non-residential basis under unavoidable circumstances.

(e) Short Attendance

Late coming to attend courses should be discouraged. Under special circumstances, short attendance of not more than six hours after the commencement of the course may be allowed at the discretion of the Leader of the Course. No leave is permitted during the course. Failure to attend training for more than 12 hours on a course due to illness will disqualify a person for the certificate.

(f) Use of National Training Hand Books

Follow the instructions given in the National Training Hand books and the handouts therein be made available to candidates either in English or in regional language after getting them translated.

(g) Certificate

(As per annexure)

Certificates shall be issued to all participants who are successful. The decision of the Leader of the Course is

final in this respect. The details of the certificates (name, address, certificate number, date and place etc.) may be entered in the Training register of SHQ/State Training Centre/NTC as the case may be.

(h) Training Course Records

- (i) Register of trainees giving: (1) Name and address, (2) Date of birth and age, (3) Scout Rank, (4) Warrant no. and Date if obtained, (5) Scout experience and service as Cub, Scout and Rover and as Scouter, (6) Education, (7) Profession, (8) Certificate No. and Date, when issued.
- (ii) Work done on the course day by day- instructions given and all activities including games, rambles, expeditions etc., with names of the members of the staff responsible for instructions/ training.
- (iii) Notes of morning inspection in regard to smartness and turn out, orderliness, cleanliness of camping area, kitchen, latrines, useful gadgets improvised etc.
- (iv) Report on health of the campers made day to day by member of the staff.
- (v) Notes of observation of the trainees as regards their progress and achievements and as regards their development; separate notes by each member of the staff, individually in regard to each trainee, whether progress should be considered as satisfactory' for issue of certificates.
- (vi) Spare time activity, assignments and records of progress made by the campers, shown by entries, day-to-day.
- (vii) Record of hikes and other out door project.

- (viii) Sketch map of camp showing the layout and the disposition of tents accommodating the trainees and the staff.
- (ix) Statement of Accounts-receipts and expenditure.
- (x) Special events if any.
- (xi) Visitors.

(i) Report of the Course

It is the responsibility of the Leader of the Course to submit a report of the course he conducted, in duplicate, in the prescribed form and submit to the State Training Commissioner(S) if the course is recognised by him, within 30 days after the end of the course. The STC(S) will keep the original for further action and a duplicate to the Dy. Director (Scouts) Leader Training for recording at NTC.

If the course is recognised by the Dy. Director (Scouts) Leader Training the report is to be addressed to him. He will keep the duplicate copy with him and transmit the original to the STC(S) for further action.

(j) Training Administration

<i>Sl</i>	<i>Name of the course</i>	<i>Recognised by</i>	<i>Leader Authorised by</i>	<i>Leader of the Course</i>
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>
1	Introductory Course	STC(S) on the recommendation of DTC(S)	STC(S)	ALT / LT of any section.
2	Basic Course	STC(S)	STC(S)	LT / ALT of the appropriate section
3	Advanced Course	STC(S)	STC(S)	LT / ALT of the appropriate section
4	Himalaya Wood Badge Course	DDSLT	DDSLT	LT of appropriate section and assisted as per 2111V-3-11
	<i>Certificates signed by</i>	<i>Certificate Countersigned by</i>	<i>Report to be sent to</i>	<i>Record to be kept at</i>
	<i>6</i>	<i>7</i>	<i>8</i>	<i>9</i>
	Leader of the Course	STC(S)	DTC(S) / STC(S)	DHQ/SHQ
	Leader of the Course	STC(S)	STC(S)	SHQ/STC
	Leader of the Course	STC(S)	STC(S)	SHQ/STC
	Leader of the Course	DDSLT	STC(S) / DDSLT	STC/NTC

CHAPTER VI

14. Training of Leaders of Adults

- (a) Leaders of Adults are Adult Leaders with the exception of Unit Leaders. They are Commissioners, Secretaries, Organisers, Group Leaders, Training Counsellors, Chairmen, members of various committees etc. Though Trainers are a part of this group, their training is separately dealt with, in the previous chapter. In spite of their diverse functions as per Rules the one thing in common is that they all support the Unit Leaders to provide better Scouting to more young people. Thus a separate training scheme is designed for them.
- (b) In view of the need to make a Commissioner more effective, a two tier progressive training scheme is formulated viz., Basic Course for Commissioners and Advanced Course for Commissioners. On completion of the Advanced Course for Commissioners, an insignia consisting of a parchment will be issued along with a rope slide which may be worn on Scout Uniform around the neck.

*Any one who stops learning is old,
whether at twenty or eighty.
Any one who keeps learning
stays young
the greatest thing in life is
to keep your mind young*

Henry Ford

15. Special Courses for Leaders of Adults – Common for both wings

Sl	Name of the Course	Who can attend	Who can conduct	Duration	Who can Authorise & Recognise
1	Basic Course for Commissioners	Warranted Commissioner of District and Sate other than organizers and Trainers working in the field	STC's or Senior LT's	5 days	DD(S/G) LT
2	Advanced Course for Commissioners	Basic trained Commissioners having valid warrant and 1 year service after basic course and active in the field	STC or Senior LT's	5 days	DD (S/G) LT
3a	Organizers Course	Organisers appointed at LA/DA or State level who are not trainers	STC at State level or LT, DD(S/G)LT at National Level	5 days	STC's / DD (S/G) LT
3b	Secretaries Course	Secretaries appointed at LA/DA or State level who are not trainers	STC/DD (S/G) LT or Senior ALT/LT	5 days	STC's / DD (S/G) LT
4	District Level Officers Course	All District or Local Association level officers other than Commissioners	STC / DD (S/G) LT or Senior ALT/LT	5 days	STC's / DD (S/G) LT
5	Group Leaders Course	Warranted Group Leaders	STC or LT / ALT	5 days	STC's / DD (S/G)LT

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6	Warden cum Q.M. Course	Persons appointed as Wardens or Quartermasters at LA/DA/State level	STC / LT with the help of experts	5 days	STC's / DD (S/G)LT
7	First Aid Course	Minimum Basic trained Unit Leaders attached with the Units.	LT / ALT with the help of qualified instructors	5 days	STC,s/ DD (S/G)LT
8	Campfire Leaders Course	Minimum Basic trained Unit Leaders attached with the Units.	Senior LT/ALT/STC with the help of experts	5 days	STC's/DD (S/G)LT
9	Pioneering & Estimation Course	Minimum Basic trained Unit Leaders attached with the Units.	Senior LT/ALT/STC	5 days	STC's / DD (S/G)LT
10	Signalling Course	Minimum Basic trained Unit Leaders attached with the Units.	Senior LT/ALT/STC	5 days	STC / DD (S/G)LT
11.	Adventure Leaders Course (Common for Scout and Rover)	Any Indian Citizen who desire to take up Join as Venture Leader	Incharge of National Adventure Institute	7 days	JD (S/G)
12.	Grameen Scout/Rover Leader Sea Scout/Rover, Air Scout/Rover Leaders Training Course	Any Indian Citizen who desire to work as a Leader of Sea Scout/Rover Grameen Scout/Rover or Air Scout/Rover Unit as the case may be	ALT/LT having experience of Rural/ Sea Scouting/Air Scouting with the help of other agencies.	7 days	STCs DD (S/G) LT

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13.	Yoga Instructors Course	Minimum Basic Trained Unit Leaders attached with the Units	ALT/LT with the help of Qualified Yoga Instructors.	5 days	STCs/ DD (S/G) LT
14.	Training Counsellors Course	Himalaya Wood Badge Holders of any section	Senior LT/ALT STC	5 days	STCs/ DD (S/G) LT
15.	Badge Instructors and Examiners Course	Himalaya Wood Badge Holders of any section	Senior LT/ALT STC	5 days	STCs/DD (S/G) LT
16.	Patrol Leaders Trainers Training Course	Himalaya Wood Badge Holders of any section	Senior LT/ALT STC	5 days	STCs/DD (S/G) LT
17.	Mapping and Star Gazing course	Minimum Basic Trained Unit Leaders attached with the Units	Senior LT/ALT STC	5 days	STCs/DD (S/G) LT
18.	Management Course for Executives	District Level and State Level Executives	Jt. Director (S), Dy. Director (S/G) LT	7 days	Director

Note

1. All the specialized courses will be conducted at the Training centers which are well equipped for the courses.
2. Selection of staff members will be on the basic of specialization in the respective field/subject.
3. Resource persons may be invited form other agencies suitable for each course.
4. The syllabus of the courses will be framed by the National Training Centre with the help of technically qualified persons.
5. Any other specialized course can be designed at National level / State level as per the needs of the organisation. Like HAM course, Disaster Preparedness, Community singing & Vocational training. etc.

16. Syllabus for Course for Leader of Adults

(1) Basic Course for Commissioners

1. Camp and course routine.
2. Course objectives and methods.
3. Fundamentals of Scouting.
4. Law and Promise.
5. Duties and Responsibilities of a Commissioner.
6. Commissioner as a Leader of a Team.
7. History of the Movement.
8. Structure of the Movement.
9. Scouting/Guiding and Community.
10. Responsibilities of Leadership.
11. Different branches of the Movement.
12. Advancement of the Boy/Girl
13. Scheme of Adult Leader training.
14. Public Relations.
15. Visits to Units.
16. Scouts/Guides skill (Pravesh, Pratham Sopan requirements).
17. Rallies and Gatherings.
18. Management of LA/DA/SA.
19. (a) Ceremonies and Ceremonials – IPISE; (b) Awards and Decorations.
20. Management game.
21. Open session.

22. Evaluation.

23. Final talk.

(2) Advanced Course for Commissioners

1. Camp and Course routine.
2. Course Objectives and methods.
3. Revision of basic Scouting skills.
4. International Scouting/Guiding.
5. Finance and fund raising.
6. Long Term Short term planning – back dating – workshop – preparation of action plan.
7. National projects schemes and PM shield Competition/Upa-Rashtrapati Award Competition.
8. Rajya Puraskar and Rashtrapati Award.
9. Human Relations.
10. Communication techniques.
11. Leadership – advanced knowledge.
12. Development of Scouting/Guiding.
13. Extension Scouting/Guiding.
14. Management principles.
15. Identifying problems and problem solving.
16. Areas of Leader Training – Personal support.
17. Open session.
18. Evaluation.
19. Final talk.

(3) a. Organisers Course

1. Camp and Course Routine.
2. Course Objectives & Methods
3. Fundamentals of the Bharat Scouts & Guides.
4. What is Scouting.
5. Duties and Responsibilities of Organisers.
6. Enrolment of Scouters. Registration of Groups.
7. Visit to Groups.
8. Management of LA/DA.
9. Programme Training of Boys-Badge Committee.
10. Scheme of Training of Adult Leaders.
11. Proficiency Badges.
12. Award and Decoration.
13. Leadership- Team management.
14. Communication.
15. Fund Raising.
16. Planning- Organising-Camp-Events.
17. Scouting and Community-PMSC – Upa Rashtrapati Award.
18. Open Session.
19. Evaluation.
20. Final Talk.

(3) b. Secretaries Course

1. Camp and course Routine.
2. Course Objectives & Methods

3. How Scouting was born and what is Scouting.
4. Smartness and Good Order.
5. ‘Scouting for Boys’ and other books – Pratham Sopan tests.
6. A short talk on Campfires and sign song.
7. Fundamental of the Bharat Scouts & Guides, Structure of the Movement.
8. Duties and Responsibilities of Secretary.
9. Camp Rules and Camp permits.
10. Progressive Training of a Boys – Badge Committee.
11. Badge System – General and Proficiency Badge.
12. The Scout Promise and the Scout Law.
13. Annual General meeting and elections.
14. Management of LA/DA, Annual Census and Annual Report.
15. Different Branches of Scouting and Sectional methods.
16. Scheme of Training for Adult Leaders.
17. Principles of Communication.
18. Awards and Decorations.
19. Enrolment of Scouter. Registration of Groups, Issue of Charter, Warrants, Records and Badge Secretaries.
20. Fund Raising, Financial Policy of BS&G.
21. Public Relations and Publicity.
22. Responsibilities of Leadership.
23. Self Training, Personal Support and Informal Training of Adult Leaders-Commissioners Responsibility.

24. Holding Meetings-Committee System in Scouting.
25. Long Term and Short term planning back dating of events.
26. Scouting and Community, PMSC, Upa Rashtrpati Award.
27. Open Session.
28. Evaluation.
29. Final Talk.

4) Course for District Level Officers

1. Camp & Course Routine
2. Course Objectives and Methods
3. Fundamentals of the BS&G
4. What is Scouting
5. Principles of Organisation.
6. Levels of organisation.
7. Structure of Association
8. District Association.
9. Youth Programme
10. WARP / NARP.
11. Advancement of Scout/Guide.
12. Badge Instructor-, Badge Examiners.
13. Fund Raising.
14. Scouting/Guiding and Adventure Activities.
15. New Community Songs.
16. Personal Support.
17. A.P.R.O. Part I, II & III Rules and Memorandum.

18. Human Relation.
19. Role of T.C., DOC, DTC, ADC, and DC.
20. Public Relation.
21. Function of Local Association.
22. Preparation of Dist. Action plan.

(5) Group Leader's Course

1. Camp & Course Routine
2. Course Objectives & Methods
3. Scout Law and Promise, Cub Law and Promise.
4. Scout Salute-Sign-Handshake-Motto-Cub, Scout, Rover, Cub Salute, greeting.
5. Cub way-Pack-Six-Pack evenings.
6. The Scout method -Patrol System – Scout Troop-Troop Programme.
7. The Rover Crew-training, individual and collective, crew and its activity.
8. Group system-group as a family unit-group Council-Group Committee-Duties and responsibilities of a Group Leader.
9. Cub-Pratham Charan and test-what, and why.
10. Pravesh and Pratham Sopan tests for Scouts-what-how-why.
11. Proficiency Badge Scheme-aim-usefulness.
12. Methods of training and testing Cubs-Scouts and Rovers. Difference in planning and execution.
13. Cub ceremonies, Scout ceremonies, and Rover ceremonies.

14. Indoor and outdoor activities-Cubs, Scouts and Rovers.
15. Uniform-Badges-Smartness-Discipline.
16. Pack holidays -Troop Camps and hikes-Camps and hikes for Rovers.
17. Group records-Group finance -Group Meetings-place and purpose-Group Headquarters and its use.
18. Leakage in the group-care. Going up from Cub to Scout and from Scout to Rover section.
19. Organisation of the Movement at different levels -local-district, division-state-nation and world.
20. Parental co-operation-G.L.'s duties.
21. Relation of Group Leader and other Group Scouters.
22. How to start and register a Group of an additional sub-unit in Group.
23. How to run a Group.
24. History and growth of Scouting in India and the world.
25. Open Session
26. Evaluation
27. Final talk.

(6) Warden cum Quarter Masters Course

1. Camp and Course Routine.
2. Course Objectives and Methods.
3. Duties and Responsibilities of Warden / Quartermasters.
4. Course admission and Quartermasters / Warden.
5. Quartermaster / Warden in Troop, LA/DA, Camping Centre and Course.

6. Budgeting.
7. Backdating.
8. Planning.
9. Care of Training and camping material.
10. Advanced Knowledge of Camp Craft.
11. Preparation of Menu.
12. Backwoods Backwoodsman cooking.
13. Purchasing, storing, issuing provisions and preserving food-stuff.
14. Personal kit in a camp and bag packing.
15. Responsibility of Leadership.
16. Counselling.
17. Open Session.
18. Evaluation.
19. Final Talk.

7. First Aid Course

1. Camp and Course Routine
2. Course Objectives and Methods
3. First Aid Syllabus upto Dwitiya and Tertiya Sopan.
4. Deal with Bleeding major and minor.
5. Diagnose and bind a broken limb.
6. Deal with choking by Hemlich's manoeuvre.
7. Mouth to Mouth resuscitation.
8. Preparation of Stretcher and apply roller bandage.

9. Sending a correct message, verbal, written or by telephone.
10. Method of carrying casualties.
11. Duties and Responsibilities of a First Aider.
12. Open Session.
13. Evaluation.
14. Final Talk.

(8) Campfire Leaders Course

1. Camp and Course Routine.
2. Course Objectives and Methods.
3. What is Campfire, Origin and Significance.
4. Leadership Qualities of Campfire Leaders.
5. Different Types of Campfires.
6. Cub/Bulbul Campfire – Red Flower / Kalrav.
7. How to conduct a Campfire.
8. Types of Fire (Laying, lighting, putting off fire).
Arrangements of Firewood.
9. Opening and Closing Ceremony. Putting out fire.
10. Singing Songs and Yells.
11. Dress in Campfire Improvisation.
12. Games to be used.
13. Responsibilities of Patrol Q.M/Troop Q.M.
14. Preparation of Campfire, Programme.
15. Yells and appreciation in Campfire.
16. Closing of the Campfire.

17. Do's and Dont's in the Camp Fire.
18. Open Session.
19. Evaluation.
20. Final Talk.

(9) Pioneering & Estimation Course

1. Camp and Course Routine
2. Course objectives and method.
3. Fell a 9 inch tree or scaffolding a pole neatly and quickly.
4. Have a knowledge of various ropes, sizes, storing, laying and caring.
5. Tie eight kinds of knots quickly or blind folded. Bowline on bight, cats paw, double sheet bend, manharness knot, marline spike hitch, or lever hitch, draw hitch or highway-man's hitch, fisherman's bend or fisherman's hitch.
6. Lash spars properly together.
7. Build model bridge or Derrick and Ladders.
8. Make a camp kitchen
9. Build a hut/shelter of one kind or another suitable for three persons.
10. Measure length of the rope.
11. Be able to define safe working load of rope.
12. Be able to take proper care of the rope.
13. Be able to use blocks, tackles and pulleys in pioneering work.
14. Practice life-line throw.
15. Be able to use 3/2/1 hold fast and dead man log-

anchorages.

16. Know about Self Measurement.
17. Know the methods of height measurement, width measurement, depth measurement and weight measurement.
18. Open session.
19. Evaluation
20. Final talk.

(10) Signalling Course

1. Camp and Course Routine.
2. Course Objectives and Method.
3. Introduction of signalling.
4. Fundamentals and Methods of Signalling.
5. Introduction of Morse Code.
6. Signalling by Flag, Whistle, Light and Buzzer.
7. Numerical Signs.
8. Morse Code and Morse Key-use.
9. Introduction of Semaphore.
10. Communication of Message by Morse.
11. Communication of Message by Semaphore.
12. Open Session
13. Evaluation
14. Final Talk.

(11) Adventure Leaders Course

1. Camp and Course Routine.
2. Course Objectives and Method.
3. Fundamentals and Principles of the Bharat Scouts & Guides.
4. Organisation of the Movement.
5. Learn Scout / Guide Skills upto Dwitiya Sopan level.
6. Understand safety measures in Adventure Programme.
7. Understand and learn First Aid and rescue skills.
8. Nature ramble and nature study.
9. Needs and aspirations of youth.
10. Preparation / construction of obstacles.
11. Basic knowledge of Rock climbing, mountaineering.
12. Leadership qualities.
13. Knowledge of cooking, preparing camp menu and balanced diet while in Jungle.
14. Prepare, practice and participate in obstacles and other adventure based activities.
15. Duties and responsibilities of Adventure leaders.
16. Venture Clubs.
17. Uparashtrapati Award and PM Shield Competition.
18. Open Session.
19. Evaluation.
20. Final Talk

(12) Grameen Scout / Rover Leaders Course

1. Camp and Course Routine.
2. Course Objectives and Method.
3. Fundamentals of the Bharat Scouts & Guides.
4. What is Scouting / Guiding.
5. History of the Movement and the history of Grameen Scouting / Guiding.
6. Structure of the Movement.
7. Progressive Scheme of Boy / Girl Programme.
8. Basic skills upto Pratham Sopan.
9. Patrol System and how to start and run a Troop / Crew.
10. Typical indoor & outdoor activities, games etc. related with Grameen Scouting / Guiding.
11. Vocational Training for becoming self-employed.
12. Plantation & Forest Conservation.
13. Practical knowledge of Gardening & Agriculture.
14. Diseases of Animals, Crops and their Prevention.
15. Scheme of Gobar Gas Plant.
16. Insurance Scheme of Animals & Crops.
17. Knowledge of various schemes related to animals and agriculture.
18. Leadership qualities.
19. Open Session.
20. Evaluation.
21. Final Talk.

(13) Sea Scout / Rover Leaders Course

1. Camp and Course Routine.
2. Course Objectives and Method.
3. Fundamentals of the Bharat Scouts & Guides
4. Knowledge and skills upto Dwitiya Sopan level.
5. Further study of directions by day and by night -use of Compass -Stars -Constellations.
6. Signalling-methods-use and practice.
7. First Aid-special reference to accidents in water.
8. Water safety-Swimming. Rescuing and Knowledge of activity area.
9. Maps and charts.
10. Rules of the road in Seamanship.
11. Rope-work; knots; lashing and splices.
12. Estimation.
13. Flags in seamanship; Flag signals; light signals.
14. Laying and lighting a fire; Cooking on board a ship.
15. Boats and their use; care and repair, Boat Pulling, Boat Drill.
16. Sails on the boat and their uses.
17. Guard ship.
18. Rigging of vessels.
19. Weather wisdom-Tides-Weather records and their uses.
20. Camps, hikes, journeys and report.
21. Romance and experience of scouting in inland waters.

22. Aquatic activities and games.
23. Scouting and religion – Duty to God.
24. Application of Skills.
25. Sea Scout Discipline – methods – organisation orderly movement.
26. Starting and running a Sea Scout Troop.
27. Requirement – Equipment – Record – Finance.
28. Sea Scout Uniform and its care, smartness.
29. Sea Scout Badges, Proficiency Badges, Badge System.
30. Indian Navy and Merchant Navy.
31. Open Session.
32. Evaluation.
33. Final Talk.

(14) Air Scout / Rovers Leaders Course

1. Camp and Course Routine.
2. Course Objectives and Method.

(i) Air Scouting

- (1) What is Air Scouting.
- (2) History of Air Scouting.
- (3) Scouting Subject with a stress on Air Scouting.
 - a. Fundamentals of the Bharat Scouts and Guides.
 - b. Scout Law and Promise.
 - c. Uses of Scout Staff.
 - d. Knots and lashings.
 - e. Estimation.

- f. Signalling (Morse).
- g. Trees and Woods.
- h. Games and Competitions.

(ii) History and Insignia

- a. History of flying.
- b. The Indian Air Force – its history, rank badges, flag.
- c. National Marking and Insignia.
 1. Military.
 2. Civil.
 3. International Airlines.

(iii) The Aeroplane

- a. The parts of a plane, the control surfaces.
- b. Principles of flight.
- c. Handling and picketing, marshalling.
- d. Air Craft recognition.
 1. Principles.
 2. Log of Air-craft seen.

(iv) Rescue Work

- a. General rules and procedure.
- b. First Aid.
- c. Parachutes and ejection seats.
- d. International emergency Codes.

(v) Air Modelling

(vi) Air Field

- a. Rules for safety and good conduct of Air Field.

- b. Plan and layout of Air fields – what constitutes.
- c. Knowledge of
 - (i) Air-field used by IAC.
 - (ii) Full list of Air fields in the state.

(vii) Air Navigation

- a. Basic Geographic facts.
- b. Air Navigation.
- c. Maps and Map reading, Stars.

(viii) Air Traffic Control

- a. Air Traffic Control, Aerodrome procedure.
- b. The twenty four hours clock-longitude and time.
- c. The signals square. Vary and Aldis lamp signals.

(ix) Meteorology

- a. The science of Meteorology.
- b. The Meteorology organisation.
- c. How to keep a weather record.

- 4. Evaluation.
- 5. Open Session.
- 6. Final Talk.

(15) Desert Scout / Rover Leaders Course

- 1. Course Routine.
- 2. Course Objectives and Methods.
- 3. Fundamentals of The Bharat Scouts and Guides
- 4. How deserts formed and Geographical situation of desert region.

- 5. The vegetation climate, River of the desert region.
- 6. Costumes, Food, Lively hood of the desert.
- 7. Weather forecasting in Desert and finding wind velocity.
- 8. Common animals found in deserts and breeding them.
- 9. Irrigation in Desert–Methods
- 10. Handicrafts in the desert region.
- 11. Hike to study the special phenomenon of desert - mirrage, land slides etc.
- 12. Construction of shelters in deserts anmd safety rules
- 13. Direction finding with stars.
- 14. Journey on foot in desert-Precautions against sunstroke thirst.
- 15. Camel ride- with stay in the desert or an oasis.
- 16. Evaluation.
- 17. Open session.
- 18. Final Talk.

(16) Yoga Instructors Course

- 1. Course Routine.
- 2. Course Objectives and Methods.
- 3. Fundamentals of the Bharat Scouts & Guides.
- 4. The introduction of Yoga & its meaning, its origin, literature & utility.
- 5. Yogic prayers & Shanti Path.
- 6. Kinds of Yoga : Gyan Yoga, Bhakti Yoga, Karm Yoga, Raj Yoga & Hatha Yoga.
- 7. Ashtang Yoga :

- a. Antarang Yoga – Pratyahar, Dharna, Dhiyana, Samadhi.
 - b. Bahirang Yoga – Yam, Niyama, Asana, Pranayama.
8. Hatya Yoga :
 - Asana, Pranayama, Mudra, Bandh, Shath Karma.
 9. Some kind of Yoga practices :
 - i. Asanas - Inverted, balancing, sitting, laying, standing.
 - ii. Micro Yoga practices – Kriyas.
 - iii. Surya Namaskar.
 - iv. Suddhi Kriya (Cleansing process) – Neti, Nauli, Dhauti.
 - v. Pranayams : Retention, fast breathing & slow breathing. Bhramari.
 10. Techniques of concentration : Yoganidra, Tratak, Meditation.
 11. Evaluation.
 12. Open Session.
 13. Final Talk.

(17) Training Counsellors Course

1. Course Routine.
2. Course Objectives and Methods.
3. Understand and accept the Fundamentals of the Bharat Scouts and Guides.
4. How Adults learn and some Principles of learning.
5. Youth Programme of the Bharat Scouts & Guides.
6. Advancement Programme of Boy/Girl and 14 Programme Ideals.

7. Training and Testing.
8. Rajya Puraskar and Rashtrapati Award.
9. Badge Committees and Badge Examiners. Badge Instructor.
10. Scheme of Training for Unit Leaders.
11. What is Counselling.
12. Role of Counsellors as a member of the Team in the District, in the Unit.
13. Function of Training Counsellor.
14. Adults in Scouting.
15. Principles of Communication.
16. Public Relations.
17. Functions of DC's, DOC's, DTC's and Unit Leader's.
18. Knowledge and Functions of LA/DA.
19. Registration of Units -Issue of Charter, Warrants, Renewal of Warrants and Reporting, Census.
20. Personal Development of training Counsellor.
21. Demonstration of Counselling of Unit Leaders.
22. Evaluation.
23. Open Session.
24. Final Talk.

(18) Badge Instructors & Examiners Course

1. Course Routine.
2. Course Objectives and Methods.
3. Fundamental of the Bharat Scouts & Guides.
4. What is Scouting.
5. 14 Programme Ideals.
6. What is Badge and Types.

7. Advancement of Badge System.
8. Set backs in implementing Badge System.
9. Badge Committee Role, Structures and functions.
10. Youth Programme.
11. Role Function and Duties of Badge Instructor.
12. Effective Training & Proficiency Badges.
13. Badge System and Community
14. Duties and Responsibilities of Training Counsellors.
15. Role, Duty and Functions of Badge Examiners.
16. Rashtrapati Award.
17. Demonstration of Badge Work (Practical).
18. Public Relation.
19. Evaluation
20. Open Session
21. Final Talk.

(19) Patrol Leaders Trainers Training Course

1. Course Routine.
2. Course Objectives and Methods.
3. Fundamentals of the Bharat Scouts & Guides.
4. Accept and explain - Significance of Patrol System and Basic Principles underlying in it.
5. Explain Leadership skills, Essential skills for Team Building, Scout / Guide Spirit.
6. Advancement Scheme of Scout / Guide.
7. Demonstrate skills upto Tertiya Sopan Badge.

8. Tell about Proficiency Badges of Rajya Puraskar and Rashtrapati Award.
9. Demonstrate Visual aid required and different methods used in teaching skills and tests upto Tertiya Sopan.
10. What are the qualities and responsibilities of Patrol Leader.
11. Conduct Model Patrol Meeting, Patrol in Council Court of Honour.
12. Prepare a list of Patrol activities.
13. Design and prepare a Training Programme for a Patrol Leader Training Course.
14. Evaluation.
15. Open Session
16. Final Talk.

(20) Mapping and Star Gazing Course

1. Course Routine.
2. Course Objectives and Methods.
3. Fundamentals of the Bharat Scouts & Guides.
4. Define what is map and what are the uses of a map.
5. Read bearings using a magnetic compass and plot to scale on paper, any given location on ground.
6. Set a map and read a map.
7. Draw conventional signs used in Survey of India maps.
8. Identify locations through grid reference and describe the routes connecting them.
9. Workout a Radiant lying between two adjacent contour lines on a map.

10. Map making by a) Road Travers Method, b) Plain Table Survey.
11. Survey a given plot using the plane table method.
12. Say how mapping is useful in Scouting / Guiding.
13. Identification and study of toposheets.
14. Identify the important constilations.
15. Find out the North with the help of stars.
16. Evaluation.
17. Open Session.
18. Final Talk.

(21) Basic Management Course for the Scout Executives

1. Course Routine
2. Course Objectives & Methods.
3. Fundamentals of the Movement.
4. Principles of Organisation.
5. Functions of Organisation.
6. SWOT of the Organisation.
7. Definition and Relationship of Professional and a Volunteer.
8. Youth Programme.
9. How to Integrate a C.D. Activity into Youth Programme.
10. Public Speaking.
11. Adults in Scouting–Life Cycle of an Adult.
12. Adult Resource Policy.

13. Job Position Analysis.
14. Responsibilities of STCs, SOCs, DOCs, DTCs, TCs & Secretaries.
15. Leadership Competencies.
16. Scheme of Training.
17. Awards and Decorations.
18. Advancement of Scouts / Guides.
19. Evaluation
20. Open Session
21. Final Talk.

(22) Advanced Management Course for the Scout Executives

1. Course Routine.
2. Course Objectives & Methods.
3. Understand and accept the Fundamentals of the Movement.
4. Basic Principles of Management.
5. Techniques of Effective Management.
6. Planning to Win (Principles of Planning).
7. Organisation of Rallies, Jamboree, Seminars & Conferences.
8. Back Dating.
9. Workshop on Organising Rally, Jamboree.
10. Presentation of the Report of Workshop.
11. Reporting.
12. Leadership Competencies.

13. Communication.
14. Decision Making and Problem Solving.
15. Fund Raising.
16. Scheme of Training.
17. Awards and Decorations.
18. Human Relations.
19. Advancement of Youth.
20. Growth of the Movement, National Targets.
21. K.R.A. Objectives.
22. Action Plan.
23. Value Based Scouting.
24. Influencing People.
25. Evaluation
26. Open Session.
27. Final Talk.

(23) Disaster Preparedness Course

1. Course Routine.
2. Course Objectives and Methods.
3. Fundamentals of the Bharat Scouts & Guides.
4. Knowledge of various types of natural and manmade disasters.
5. Knowledge of accident prone areas at roads, bathing places, places of gatherings, meals, etc. in his/her locality.
6. Knowledge of civil Defence and Fire Services.
7. Knowledge of Ambulance Service.

8. Knowledge of HAM Services.
9. Knowledge of storm and distress signals.
10. Safety knowledge.
 - a. Traffic Safety.
 - b. Home Safety.
 - c. Industrial Safety.
11. Knowledge of establishing messenger service including sending messages by phone, telex, fax, email etc.
12. Reporting local situation in calamities, disasters and accidents.
13. Knowledge of rehabilitative methods and Governmental and non-Governmental agencies that can support.
14. Knowledge of anti social elements causing disasters by various means.
15. Knowledge of Blood Donation.
16. Practical Skills : (A combination to be made according to the needs of the area).
 - a. Pioneering and axemenhip.
 - b. Bridge building and improvisation of shelter.
 - c. First Aid.
 - d. Rescue from water and fire.
 - e. Fire fighting.
 - f. Traffic control and road safety.
 - g. Removal of victims from debris and carriage of casualties.
 - h. Methods of providing temporary sanitary arrangements and their upkeep.

- i. Purification of water.
- j. Signalling – semaphore.

- 17. Evaluation
- 18. Open Session
- 19. Final Talk.

24. Law and Promise Course

- 1. Course Routine
- 2. Course Objectives and Methods
- 3. Law and Promise.
- 4. A litany of Scout Law.
- 5. Prayer and Meditation.
- 6. Ten Recommendations of Success.
- 7. Service to God and the Community.
- 8. The Spiritual Dimension of Scouting and the Young People.
- 9. 14 Programme Ideals.
- 10. The programme of the section related to the Aim and Method of Association.
- 11. Indian Citizenship.
- 12. Fundamental Duties and Rights.
- 13. Implementation & Evaluation of Scout Promise and Law.
- 14. Evaluation
- 15. Open Session
- 16. Final Talk.

CHAPTER VII

Forms and Certificates

17. Forms

- 1. Application for Recognition and Authorisation of the Course.
- 2. Application for admission to Basic Course for Cub Master Scout Masters / Rover Scout Leaders.
- 3. Application for admission to Advanced Course for Cub Masters / Scout Masters / Rover Scout Leaders.
- 4. Information sheet (Training study before completion)
- 5. Recommendation to issue certificate for Training Study. (After completion)
- 6. Application for admission to HWB Course for Cub Masters / Scout Masters / Rover Scout Leaders.
- 7. Application for HWB Parchment.
- 8. Application for admission to course for Pre-ALT's.
- 9. Application for admission to Course for A.L.Ts.
- 10. Application for Admission to Course for L.Ts.
- 11. Application for admission to Basic / Advanced Course for Commissioners.
- 12. Specimen form used at N.T.C. for final selection intimation to candidates.
- 13. Registration of Training Study (After Advanced Course).

- 14. Spare Time Activity Card (Specimen).
- 15. Biennial Report of Course conducted / assisted by Trainers.
- 16. Report for Basic / Advanced / HWB Course.
- 17. Progress Report of Unit.

18. Certificates

- 1. Certificates of Recognition and Authorisation of Courses.
- 2. Certificate of participation.
- 3. Certificate to be issued after successful completion of Basic / Advanced courses.
- 4. Certificate of Training Study.

FORM 1

Application to Recognise and Authorise Course

..... STATE BHARAT SCOUTS & GUIDES

To,

The State Training Commissioner (S),

_____ State.

Dear Sir,

I intend to run a _____ Course for Cub Masters / Scout Masters / Rover Scout Leaders from _____ to _____ at _____. I can conduct the Course as per the provisions given in the Scheme of Training and as per your suggestion, if any. The following is the information regarding the said Course. My Hon'ble Charge No. Date valid till

- 1. Area for which the Course is organised :
- 2. Place where the Course is to be held (Give Postal address)

_____ Phone No. _____
- 3. Nature of the Course : _____
- 4. Duration of the Course: from _____ to _____.
- 5. I shall be the Leader of the Course and the following L.Ts., A.L.Ts. and HWB Holders have agreed to help me.

1.	3.
2.	4.

6. Expected number of participants :

7. Nature of accommodation :

For Participants _____

For Staff _____

8. Facilities available at the proposed camp site:

9. Course Fee _____

I can submit the report of the Course to you with a copy to the Dy. Director (Scouts) Leader Training after the Course is over. I request that the course may be recognised and the undersigned authorised to conduct the Course.

Date :

Yours sincerely,

Signature of the L.T. / A.L.T.

Name and Address :

Mob. No.

FORM 2

..... STATE BHARAT SCOUTS & GUIDES

(Address of SHQ / STC)

Application for admission to The Basic Course for Masters / Scout Masters / Rover Scout Leaders.

To,

The Leader of the Course

Basic Course for Cub Masters / Scout Masters / Rover Scout Leaders to be held at _____ from _____ to _____.

Sir,

I hereby apply for admission to the above Course. I furnish the following information about me.

- (1) Full name (In block letters).
- (2) Full home address :
- (3) Occupation :
- (4) Date of birth and age :
- (5) Educational qualification :
- (6) Experience in Scouting, if any (Cub/ Scout/ Rover)
- (7) Introductory course certificate No..... dated

I am willing to start and run a Unit after my successful completion of this Course. I can spare enough time for this.

Date : Signature of the Applicant

.....

Recommendation of the Sponsoring authority or the Group Leaders (S) in the case of Open Units.

I recommend that Shri / Ms. _____ be given admission to the above Course. The School/ Institution/ Group will give all facilities to run a Unit.

Signature of the Head of the Institution / Group Leader.

Seal

Date :

Recommended for admission
District Commissioner (S)
District

FORM 3

..... STATE BHARAT SCOUTS & GUIDES

(Address of SHQ / STC)

Application for admission to the Advanced Course for Cub Masters / Scout Masters / Rover Scout Leaders.

To,

The Leader of the Course

Advanced Course for Cub Masters / Scout Masters / Rover Scout Leaders to be held at _____ from _____ to _____.

Sir,

I hereby apply for admission to the above Course. I furnish the following information about me:-

- (1) Full name (Block Capital) : _____
- (2) Full Home Address : _____
- (3) Occupation : _____
- (4) Date of birth and age : _____
- (5) Rank in the Movement : _____
- (6) Warrant No. _____ Date _____
Valid Upto _____.
- (7) Name of the Unit _____
Charter No _____.
- (8) Certificate No. and date of Basic Course : _____

I shall abide by the rules and the discipline of the Bharat Scouts & Guides and of the Training Course. I shall make use of the Training for the Scout Group with which I am working.

I am sending herewith the Training Course Fees Rs. _____ as desired, by Demand Draft / Cheque No.....

Date : _____ Signature of Applicant

Recommendation of the Sponsoring authority / Group Leader and the District Commissioner (Scouts).

I recommend that Shri / Ms. _____ should be given admission to the Course. He/she is _____ (Position) in the _____ (Name of the Group). The School / Institution / Group will give him all facilities to run the Cub / Scout / Rover Unit efficiently.

Date : _____ Signature of the Head of the Institution / Group Leader

I have seen the work of Shri / Ms. _____ who is _____ (Rank) in _____ (Group). The training will help him/her to run his/her unit efficiently. I recommend him/her for a admission to the Course. I have seen and checked the information given above.

Dist Commissioner (S) Dist Trg. Commissioner (S)
..... District

If the application is sent for course run at the National Training Centre, Pachmarhi, the recommendation of the S.T.C.(S) and the State Commissioner(S) is necessary.

FORM 6

..... STATE BHARAT SCOUTS & GUIDES
(Address of SHQ / STC)

Application for admission to the Himalaya Wood Badge Course for Cub Masters / Scout Masters / Rover Scout Leaders.

To,
The Leader of the Course

HWB Course for Cub Masters / Scout Masters / Rover Scout Leaders to be held at _____ from _____ to _____.

Sir,

I hereby apply for admission to the above Course. I furnish the following information about me:-

1. Name of State : _____
2. Full Name (In block letters) : _____
3. Full Home Address : _____
Pin Code _____ Phone No. (If any) _____
(Code) _____.
4. Occupation : _____
5. Date of Birth : Age : _____ (____ Year, _____ Month, _____ Day)
6. Rank in the Movement : _____
7. Warrant No. & Date & Valid Upto : _____

8. Name of the Unit & Charter No. : _____

9. Certificate No. and date of Advanced Course (Enclose photocopy) : _____
10. Certificate No. and date of Training Study completed after Advanced Course with NTC Reg. No. (Enclose photocopy) : _____

11. Service in the Movement as an adult (Rank and number of years) : _____
12. Enclose certificate from DOC & DTC & countersigned by DC(S) for registering the Unit for PMSC / Upa Rashtrapati Award :
13. Enclose certificate from DOC & DTC for produce **four** Tiritiya Charan Cubs / **four** Tiritiya Sopan Scouts / **two** Nipun Rovers as the case may be :
14. Enclosed progress report of the unit on the prescribed proforma duly verified by DOC & DTC. :

I shall abide by the rules and the discipline of the Bharat Scouts & Guides and of the Training Course. I shall make use of Training for the Scout groups with which I am working.

I am sending herewith the Training Course Fees Rs. _____ as desired, by Demand Draft / Cheque No. _____

Date : _____ Signature of the applicant

Recommendation of the sponsoring authority / Group Leader and the Dist. Commissioner (Scouts).

I recommend that Shri/Ms. _____ should be given admission to the Course. He/she is _____ (Position) in the _____ (Name of the Institution/ Group). The information given above is seen and checked by me. The School / Institution Group will give him/her all facilities to run the Cub / Scout / Rover Unit efficiently.

Date : _____ Signature of the Head of the Institution / Group Leader

I have seen the work of Shri/Ms. who is (Rank) in(Group). The training will help him/her to run his/her unit efficiently. I recommend him/her for admission to the Course. I have seen and checked the information above.

Dist. Commissioner (Scouts)

Dist. Training Commissioner (Scouts)

FORM 4

Information Sheet to be sent along with the completion report of Training Study (before completion).

- (1) Name (In Block Letters) :
- (2) Date of birth and age :
- (3) Address :
- (4) Educational Qualification :
- (5) Profession :
- (6) Name of the Group to which attached :
- (7) Present Rank in the Movement :
- (8) Section in which Training Study is to be completed.
- (9) Warrant No. and Date
- (10) Certificate No. and date of Advanced Course
- (11) Are you a HWB holder in any other Section. If so give details.

Date :

Place : Signature of the Scouter

Recommendation of the District Commissioner (S)

I have checked the information given. He is an active Scouter.

District Training Commission(s) District Commissioner (S)

FORM 5

Recommendation to issue certificate for Training Study (After completion)

- (1) Name (In Block Letters) :
- (2) Date of birth and age :
- (3) Address :
- (4) Educational Qualification :
- (5) Profession :
- (6) Section in which Training Study is completed :
- (7) Present Rank in the Movement :
- (8) Warrant No. and Date :
- (9) Certificate No. and date of Advanced Course :
- (10) Date of issue of Training Study :
- (11) Date of completion of the Training Study :

I recommend that Shri / Ms. _____ has satisfactorily completed the Training Study.

Place :

Date : Name and Signature of Reader / Evaluator

To

The State Training Commissioner (S)

For use in the S.H.Q. / S.T.C.

Certificate Issued : No.

Certified in the Training Register :

Vide Serial No. Page

Vide Serial No. S.T.C. (S)

Certificate dispatched on. _____

FORM 11

..... STATE BHARAT SCOUTS & GUIDES

(Address of SHQ / STC)

Application for admission to the Basic / Advanced Course for Commissioners.

To,

The State Training Commissioner (Scouts)

Sir,

I hereby apply for admission to the Basic / Advanced Course for Commissioners to be held at _____ from _____ to _____

- (1) Full Name (In Block Letters) : _____
- (2) Full Address : _____
- (3) Occupation : _____
- (4) Date of birth and age : _____
- (5) Scouting Experience as a Cub / Scout / Rover : _____
- (6) Scouting Experience as an adult : _____
- (7) Have you undergone any Scouters' Course; if so give details. _____
- (8) Present rank in the Movement, Warrant No. and date : _____
- (9) How much time do you / can spare for the Movement per week. _____
- (10) List of Books on Scouting you have read : _____
- (11) Special hobbies and any other information : _____
- (12) Any bodily ailment of which care must be taken.

For Advanced Commissioners Course:

(13) Basic Course for Commissioners attended by you:

Certificate No. _____ Date _____

Dates from _____ to _____ Place _____

Name of the LOC _____

I shall abide by the rules and discipline of the Bharat Scouts & Guides and of the Training Course. I am sending the Training Course fee of Rs. _____ by M.O. / Cheque / DD No. _____ as desired.

Date: _____ Signature of applicant

I recommend Shri/Ms. _____ for the Basic / Advanced Course for Commissioners. He/She has been nominated as a _____ Commissioner for _____

Date: _____ State Commissioner (Scouts)

FORM 8

APPLICATION FOR ADMISSION TO THE COURSE
FOR PRE-ALT (SCOUT WING)

To

The Dy. Director (S) Ldr. Trg.

Bharat Scouts & Guides,

National Training Centre,

Pachmarhi, M.P. 461881.

Sir,

I hereby apply for admission to Pre-ALT Course to be held at _____ from _____ to _____ :

1. Name of State : _____

2. Full Name (In Block Letters) : _____

3. Full Home Address : _____

Pincode : _____

Phone No. (If any) _____ (Code) _____

4. Occupation / Employment : _____

5. Where employed / How long : _____

6. Date of Birth : (Age) _____
(.....Year,Month,Day)

7. Educational Qualification & :
experience, if any

8. Whether you have been a :
Cub / Scout / Rover, if so give details, Place, Years etc.

9. Service in the Movement as an
Adult. Give details. Rank, Years, Warrant Nos.

10. List of books on Scouting you have studied.

11. Scout subject in which you are well versed.

12. I now hold warrant for rank : _____

Warrant No. _____ Date _____

13. Name of the Unit Charter
No. & Date

14. Any disability (physical) you may have and any other
information you desire to give : Kindly produce a medical
certificate of fitness and nature of disabilities for
exemptions.

15. I am a HWB holder in Cub / Scout / Rover Section :
Parchment No. _____
Date _____ (Photocopy enclosed).

16. I have produced at least two Golden Arrow Cubs or two
Rashtrapati Scouts or two Rashtrapati Rovers as the case
may be. In case of upper primary / middle school
produced eight Tritiya Sopan Scouts / Six Rajya Puruskar
Scouts. Photocopy of certificate is enclosed from
D.O.C.(S) countersigned by the Dist. Commissioner (S).

16. I am running Unit effectively. Progress report as per proforma duly verified by DOC(S) & DTC(S) is enclosed herewith.

I will abide by the Rules, Scheme of Training and discipline of the Bharat Scouts & Guides and of the Training Course.

Signature of DC (S) Signature of applicant.

OR S.C. (S) in case of Professional / State Level officers

Date : _____ Date : _____

Signature of STC (S) Signature of State Secretary

Date : _____ Date : _____

Enclosures :

- 1.
- 2.
- 3.
- 4.
- 5.

USE FOR THE NTC OFFICE

Admitted in the Course from to
..... (Provisionally)

Observations if any :

DY. DIRECTOR (S) LDR. TRG.

FORM 9

APPLICATION FOR ADMISSION TO ASST.
LEADER TRAINER COURSE

To

The Dy. Director (S) Ldr. Trg.

Bharat Scouts & Guides,

National Training Centre,

Pachmarhi, M.P. 461881.

Sir,

I hereby apply for admission to the Course for Asst. Leader Trainers to be held at NTC Pachmarhi from..... to..... :

1. Name of State : _____
2. Full Name (In Block Letters) : _____

3. Full Home Address : _____

- Pincode : _____
- Phone No. (If any) _____
(Code) _____
- E-mail _____
4. Occupation / Employment : _____

5. Where employed / How long : _____

6. Date of Birth: (Age) _____
(.....Year,.....Month,.....Day)
7. Educational Qualification & : _____
experience, if any
8. Whether you have been a _____ :
Cub / Scout / Rover, if so give details, Place, Years etc.
9. Service in the Movement as an Adult. Give details. Rank,
Years, Warrant Nos.
10. List of books on Scouting you have studied.
11. Scout subject in which you are well versed.
12. Section (Cub / Scout / Rover) with which you desire to
work after Training.
13. How many days in a year will you be able to spare for
Training.
14. Any disability (physical) you may have and any other
information you desire to give.
15. I now hold warrant for rank _____
Warrant No. _____ Date _____
(Enclosed Photocopy of the Warrant)
16. Name of the Unit Charter
No. & Date
17. I am a HWB Holder in Cub/Scout/Rover Section. My
HWB Parchment No. is date
18. I am a Pre-ALT in Cub/Scout/Rover Section. Certificate
No..... Date (Enclosed
Photocopy of the Certificate)
19. I have assisted as a full time helper after Pre-ALT in the
following Training Courses (At least one after completing
Pre-ALT Course).

<i>Sl No</i>	<i>Place</i>	<i>Date From</i>	<i>Section To</i>	<i>Leader of C/S/R</i>	<i>The Course</i>
1.					
2.					
3.					

20. I am running Unit effectively. A certificate to this effect
is to be given by DTC & DOC countersigned by DC(S)
is enclosed herewith.
21. Progress report of unit as per proforma duly verified by
DOC(S) & DTC(S) is enclosed herewith.

I will keep myself posted upto date as regards methods
and techniques followed in the field of Training.

I am prepared to spare time for the work of Training of
Scouters and to give preference to the work of Training. I will
abide by Rules, Scheme of Training and discipline of the Bharat
Scouts & Guides and of the Training Courses.

Signature of DC (S)

Signature of Applicant

OR S.C. (S) in case of Professional / State Level officers.

Date : _____

Date: _____

Signature of STC (S)

Signature of State Secretary

Date : _____

Date : _____

Encl : 1.

2.

3.

4.

5.

FORM 10

APPLICATION FOR ADMISSION TO LEADER
TRAINER COURSE

To

The Dy. Director (S) Ldr. Trg.
Bharat Scouts & Guides,
National Training Centre,
Pachmarhi, M.P. 461881.

Sir,

I hereby apply for the Course for Leader Trainers to be held at NTC Pachmarhi from..... to..... :

1. State :
2. Full Name of participant (In Block Letters):
.....
3. Full Home Address :
-
.....
..... Pincode :.....
- Phone No. (If any)
(Code)
- E-Mail:
4. Occupation / Employment :
5. Where employed / How long :
6. Date of Birth : (Age)
(.....Day,..... Month,Year)
7. Educational Qualification :
& experience, if any

8. Whether you have been a Cub / Scout / Rover, if so Give details, Place, Years etc.
9. Service in the Movement as an Adult. Give details. Rank, Years, Warrant Nos.
10. List of books on Scouting you have studied.
11. Scout subject in which you are well versed.
12. Section (Cub / Scout / Rover) with which you desire to work after Training.
13. How many days in a year will you be able to spare for Training.
14. Any disability (physical) you may have and any other information you desire to give :

(Candidates with medical fitness certificate only will be admitted in case of exemptions requested on medical ground).

15. I have attended the Course for A.L.Ts. held at
From
To
Honourable Charge No : Date
Section Valid till :
(Photocopy enclosed).
16. I have conducted Nos. of Basic Courses and
..... Nos. of Advanced Courses.
Place :
Dates : From to
(Certificate from STC (S) is enclosed).
17. I have assisted H.W.B. Course as details shown below :
Place : From :
..... To :
Leader of the Course :

Type of Work done :

(Certificate from LOC/STC is enclosed).

- 18. I have promoted (at least) two HWB Holders in my section in my work area. (Certificate from D.C.(S) is enclosed).

Name of the Scouter HWB Parchment No.

Date :

1.

2.

- 19. I am running unit effectively. A certificate given by DTC(S), countersigned by Dist. Commissioner (S) is enclosed herewith.

I will keep myself posted upto date as regards methods and techniques followed in the field of Training. I am physically fit and in good spirit to undergo the training. I am prepared to undergo further Training Courses as required for my continuity as a Trainer.

I am prepared to spare time for the Training of Scouters and to give preference to the work of Training. I will abide by Rules, Scheme of Training and discipline of the Bharat Scouts and Guides.

Signature of DC (S) Signature of Applicant

or S.C. (S) in case of Date :

Professional/State Level Officers.

Date :

Signature of STC (S)

Date :

Signature of State Secretary

Date :

Encl. :

- 1. 2.
- 3. 4.
- 5.

FORM 12

BHARAT SCOUTS & GUIDES
NATIONAL TRAINING CENTRE, PACHMARHI

To, _____ Date :

The State Secretary,
Bharat Scouts & Guides,
_____ State.

Dear Sir,

Sub : Training Course at N.T.C. Final Information

This is to inform you that _____ Courses from _____ to _____ has been finally fixed up and the names of the following candidates of your State are included in the list of selected participants.

This Course will be held in _____ Camping area and will start at 2.30 P.M. on first day. Candidates should be able to report for registration on the same day before lunch in correct and complete uniform. The Course will close after lunch on the last day. Railway reservations may have to be arranged by Scouters in view of the above timings. Candidates arriving earlier than the Opening day of the course will have to pay for their food.

Scouters on arrival at Pachmarhi Bus stand, they can hire taxi / jeep upto National Training Centre, Bharat Scouts & Guides. Each participants on arrival at NTC will have to register his name by paying the camp fee, the development fee and special fee etc. if not already paid.

Usual camping kit includes two sets of correct and complete uniform and night bedding, toilet gear, pen and pencil, torch marker, chart paper, scale, etc. and each participants is to bring atleast these things without fail.

Let them come prepared to avail the following :

1. We have Geet Bharti, Gitanjali, Scout / Guide song cassette and CD's on sale.
2. All kinds of badges, books and Scout equipment will be on sale.
3. Services of a Washerman and Cobbler can be made available during appointed hours.
4. Though Patrol / Six libraries can be put to use during the course days participants who want to be benefited by reading of Padolina library can stay on after the course duration in Nagazia Park.
5. We have enough number of blankets and participants can use if required. They are supplied free for careful use.

Selected participants of your State for the above event / Course :

- 1.
- 2.
- 3.
- 4.
- 5.

Let them come prepared. A hearty welcome awaits for them.

Yours sincerely,

Thanking You

Dy. Director (S) Ldr. Trg.

REGISTRATION OF TRAINING STUDY at NTC, PACHMARRLU
(AFTER ADVANCED COURSE)

NAME OF THE STATE : _____

Sl. No	Name of the Candidate (In Block Letter)	District	Sec.	Date of issue of Trg. Study	Date of Completion	Name of the Reader / Evaluator	SHQ. Cert. No. Date	NTC Reg. No. Date

STATE TRAINING COMMISSIONER (S)

APPLICATION FOR HWB PARCHMENT

Bharat Scouts & Guides state

1. Name (In block letter) :
2. Address :
3. Date of Birth Age :
4. Educational Qualification :
5. Section in which Parchment is to be issued :
6. Present Rank in the Movement :
7. Warrant No. Date : Valid Up to
8. Name & Address of Unit to which attached :
.....
.....
9. Charter No. Date :
10. Service in the Movement :
- (Rank and Number of Years)
11. Details of Course attended:

<i>Sl</i>	<i>Particulars</i>	<i>Certificate No</i>	<i>Date</i>
1.	Introductory Course		
2.	Basic Course		
3.	Advanced Course		
4.	HWB Course		
5.	Training Study (NTC Registration No.)		

12. I have submitted the Prime Minister Shield Competition/ Upa-Rashtrapati Award Log Book to District Association. Enclosed certificate from DOC & DTC & countersigned

by DC(S) for Submitted the Log Book of PMSC / Upa
Rashtrapati Award (For Scout/Rover Section).

Date : Signature of the Applicant

Shri/Ms. is an active Scouter. The
Parchment and Beads may please be issued to him/her.

Dist. Commissioner (S) [Dist. Trg. Commr. (S) /
HQ Commr. for Trg. (S)]

Date State Training Commissioner (S).

For use at STC

Recommendation received on :
forwarded to the Dy. Director (S) Ldr. Trg. on

For use at NTC

Parchment Issued No. Date :

Dy. Director(s) Ldr. Trg.

FORM 14

SPARE TIME ACTIVITY CARD (Specimen)

Name of the Trainee :

Patrol / Six / Group :

Training Course Place :

<i>Sl No.</i>	<i>Name of the Activity</i>	<i>Date</i>	<i>Initial of Staff</i>	<i>Signature of Staff</i>

CERTIFICATES

FORMAT - 1

..... STATE BHARAT SCOUTS & GUIDES

[Address of SHQ / NTC]

Certificate of Recognition and Authorisation :

(To be exhibited on the notice board during Course)

This Basic/Advanced/H.W.B. Course for Cub Masters/
Scout Masters/Rover Scout LEaders being held at _____
from _____ to _____ has been recognised by
_____ State Bharat Scouts & Guides.

and

Shri _____ L.T./A.L.T. is authorised to
conduct the Course.

No. _____

Date _____ State Trg. Commissioner(S)

Copy communicated to the Dy. Director (Scouts) Leader Training
for registration at the National Training Centre.

FORMAT - 2

..... STATE BHARAT SCOUTS & GUIDES

Place : _____

Date : _____

Participation Certificate

This is to certify that Shri _____
of _____ has participated in the (Name of
the Course) _____ held
at _____ from
_____ to _____.

Leader of the Course

FORMAT - 3

(Form of Certificate to be issued after successful completion of Basic / Advanced Course)

..... **STATE BHARAT SCOUTS & GUIDES**

No. Place : _____

Date : _____

This is to certify that Shri _____ of _____ has successfully undergone Basic/Advanced Course for Masters / Scout Masters / Rover Scout Leaders conducted at _____ from _____ to _____.

S.T.C.(S) Leader of the Course.

FORMAT - 4

..... **STATE BHARAT SCOUTS & GUIDES**

No. Place : _____

Date : _____

Training Study Certificate

This is to certify that Shri _____ of _____ has successfully completed Training Study after completion of the Advanced Course of Cub Masters / Scout Masters / Rover Scout Leaders.

State Training Commissioner (S)
