SCHEME OF TRAINING
GUIDE WING

The latest amendments have been unanimously approved in the 64th meeting of the National Council held on 30th November, 2014 at the Bharat Scouts & Guides, National Headquarters, New Delhi.

THE BHARAT SCOUTS & GUIDES
NATIONAL HEADQUARTERS

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The words and sentences printed in “bold letters” are the amendments unanimously approved in the 64th meeting of the National Council held on 30th November, 2014 at the Bharat Scouts & Guides, National Headquarters, New Delhi.
FOREWORD

The Bharat Scouts & Guides is a pioneer in Training of Leaders of the Scout/Guide Movement since its inception. This Organisation has always played a key role in formulating Training Policies at the National level. With this background of the Bharat Scouts & Guides the Boy /Girl Programme presently in force and has been continued for the last 35 years was decided to be revised looking to the needs of the young people of this Country.

In order to achieve whatever has been said in the foregoing para, suggestions were invited by me as National Commissioner vide my letter dated 17th December, 2013 from the following working in various corners of the Country.

1. Members of the National Council.
2. Members of the National Training Team i. e. all LTs and ALTs.
3. Participants of State Level Executives Meet held at National Headquarters, New Delhi from 26th to 28th February, 2014.
4. Members participated in the APR Strategic Workshop held at the National Headquarters, New Delhi from 4th to 8th March, 2014.
5. Participants of SANDHAN held at National Training Centre, Pachmarhi, Madhya Pradesh from 7th to 11th May, 2014.

There were as many as six to seven hundred suggestions received from all the above mentioned volunteers, professionals and youths. These suggestions were scrutinized for amendments to be taken before various Committees of the Bharat Scouts & Guides.

A Special Study group of veteran leaders and professionals of different State Associations to sharpen the recommendations on Boy/Girl Programme was constituted and the same met in Bengaluru from 26th June to 30th June, 2014.

A group of NHQ Professionals headed by me as the National Commissioner further thoroughly examined and discussed the necessity and feasibility of the proposed amendments to Rules, APRO Part-I, II, III and SOT (S)/(G). This continued for not less than 9 days from 21st July to 29th July, 2014 spread over approximately 150 clock hours.

The amendments so refined were taken to Rules Committee held on 28th August, 2014, National Executive Committee on 29th August,
2014 and finally National Council held on 30th November, 2014 which unanimously approved all the proposed amendments. The amendments unanimously approved by the National Council as stated above will help all the trainers to facilitate their work. The amendments are also intended to make the Scout Guide Movement more enjoyable by making the teaching-learning process a tool of happiness. Scouting is a game and it has to be necessarily enjoyable. All the amendments are in consonance with the aims and objectives expressed in the VISION 2024 of the Bharat Scouts & Guides which will help us to achieve the strategic priorities contained in the VISION 2024. These amendments are the product of collective wisdom of the Volunteers, Professionals and Youths.

The Adult Leaders and the Trainers will feel happy and comfortable to know that many of the hindrances for their professional advancements and personal growth have been removed and made simpler. Even the forms and procedures have been simplified. The place of Trainers in the Movement is of a paramount importance. It is rightly said “as is the Trainer so is the Training”. Hence from quality and all points of view the trainer has always be a role model not only for her trainees but also for all other Adult Leaders of the Organisation. The amendments brought about, I am sure, will definitely help the movement to grow both qualitatively and quantitatively.

The professionals of the Bharat Scouts & Guides along with me continuously did the most challenging, important and tiresome work of proof reading of this book along with other five books from 17th to 27th March, 2015 repeatedly for about 165 clock hours to ensure correctness and quality of the contents of books.

I have no words to express my thanks and appreciation for them for their day and night hard work for the completion of this book with utmost sincerity and dedication.

I, therefore, feel extremely happy to present this book with lot of long awaited desirable amendments to the Adult Leader Training in the Movement. I wish all the best and a bright future to everybody concerned.

With best wishes,

NHQ, New Delhi
14th April, 2015

B.I Nagarale, IAS (Retd.)
Chief National Commissioner

14th April, 2015 Chief National Commissioner
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The words and sentences printed in “bold letters” are the amendments unanimously approved in the 64th meeting of the National Council held on 30th November, 2014 at the Bharat Scouts & Guides, National Headquarters, New Delhi.
Details of the states in the BSG Regions

North Western Region
1. Chandigarh - U.T
2. Delhi
3. Haryana
4. Himachal Pradesh
5. Jammu & Kashmir
6. Kendriya Vidyalaya Sangathan
7. Navodaya Vidyalaya Samiti
8. North Eastern Railway
9. Northern Railway
10. Punjab
11. Uttar Pradesh
12. Uttarakhand

North East Region
1. Arunachal Pradesh
2. Assam
3. Manipur
4. Meghalaya
5. Mizoram
6. Nagaland
7. North Frontier Railway
8. Sikkim
9. Tripura

Eastern Region
1. Bihar
2. Eastern Railway
3. Jharkhand
4. Odisha
5. South Eastern Railway
6. West Bengal
7. Jharkhand
8. Madhya Pradesh
9. Rajasthan

Western Region
1. Central Railway
2. Chhattisgarh
3. Goa
4. Gujarat
5. Madhya Pradesh
6. Maharashtra
7. Rajasthan
8. Western Railway

Southern Region
1. Andaman & Nicobar Island
2. Andhra Pradesh
3. Karnataka
4. Kerala
5. Pondicherry
6. South Central Railway
7. Southern Railway
8. Tamilnadu
World Organization of the Scout Movement (WOSM)

WOSM - Central Office
World Scout Bureau - Kuala Lumpur Office
World Organization of the Scout Movement
Suite 3, Level 17, Menara Sentral Vista
150 Jalan Sultan Abdul Samad
Brickfields, 50470 Kuala Lumpur
Malaysia

GOVERNANCE

The World Organization of the Scout Movement (WOSM)
The World Scout Conference
The World Scout Committee
(12 Elected members)

Scouting not allowed
Other Situations

WOSM with 40 million* members from 162 countries across the world.

6 Regions around the world
- Africa Regional office at Nairobi, Kenya
- Arab Regional office at Cairo, Egypt
- Asia-Pacific Regional office at Manila, Philippines
- Eurasia Regional office at Kiev, Ukraine
- Europe Regional office at Geneva, Switzerland
  & Brussels, Belgium
- Interamerica Regional office at City of Panama, Republic of Panama

Source: scout.org
Scouting and Guiding at a glance in India

**Cub Promise**
I promise to do my best
to do my duty to *God and my country,
to keep the Cub law and
to do Good Turn everyday.

**Bulbul Promise**
I promise to do my best
to do my duty to *God and my country,
to keep the Bulbul law and
to do Good Turn everyday.

**Cub / Bulbul Law**
1. The Cub / Bulbul is obedient.
2. The Cub / Bulbul is clean and polite.

**Scout Promise**
On my honour, I promise that I will do my best
to do my duty to *God and my country,
to help other people and
to obey the Scout law.

**Guide Promise**
On my honour, I promise that I will do my best
to do my duty to *God and my country,
to help other people and
to obey the Guide law.

*Note:* The word 'Dharma', may be substituted for the word 'God' if so desired.

**Scout / Guide Law**
1. A Scout / Guide is trustworthy.
2. A Scout / Guide is loyal.
3. A Scout / Guide is a friend to all and a brother / sister to every other Scout / Guide.
5. A Scout / Guide is a friend to animals and loves nature.
6. A Scout / Guide is disciplined and helps protect public property.
7. A Scout / Guide is courageous.
8. A Scout / Guide is thrifty.
9. A Scout / Guide is pure in thought, word and deed.
CHAPTER I

1. Introduction:
Guiding is a voluntary, educational, youth movement which contributes to the development of physical, intellectual, emotional, social and spiritual potentials of girls as individuals and responsible citizens. The fundamentals of the movement can be achieved through the vibrant young leadership by adopting various methods laid down in the Scheme of Training.

2. Training Policy
WAGGGS actively promotes training, based on Girl Guiding/Girl Scouting method as a means of enabling adults to gain the necessary knowledge, skills, attitude and values so that they can carry out their responsibilities effectively thus strengthening the quality of Girl Guiding/Girl Scouting.

WAGGGS actively promotes training, learning and development of adult members to fulfill their roles and achieve the Mission of WAGGGS.

This policy endorses the Girl Guiding and Girl Scouting Method as a means of enabling adult members to gain the necessary knowledge, skills, values and attitudes to ensure the delivery of high quality Girl Guiding and Girl Scouting educational programmes.

3. WAGGGS Training Guidelines
Policy and Guidelines: Need for adult training, learning and development
- increase the quality of the youth programme experience in order to retain and recruit more members
- increase satisfaction of volunteers, encouraging them to stay motivated and involved
- experience isn’t lost, but is shared with others
- creates opportunities for new leaders to take on more responsibility and bring new ideas to the organisation
- builds an individual’s skills and experience that are of value in their lives beyond Guiding and Scouting.
What does World Association of Girl Guides and Girl Scouts (WAGGGS) recommend?

• Connecting Adult Training, Learning and Development into Member Organisation strategy

• The development and implementation of an Adult Training, Learning and Development Framework

• The creation of extra tools to support leader development, in addition to existing formal training opportunities

What is new?

• How to apply our non-formal educational method specifically with adults

• New focus on Learning and Development

• For purpose of accreditation, the Adult Training, Learning and Development Framework replaces the Training Scheme.

How do adults learn best?

• Adults bring their life experience to any development opportunity. By making connections between the learning goal and their life experience we can enable adults to learn more effectively

Learner-Centred approach

The new policy and guidelines emphasise the importance of taking a learner-centred approach. Adults are still learners. They need to self-direct their learning, taking responsibility for what they need to learn to:

• do better in their current role

• empower them to take on new roles

• satisfy their personal development goals

However, Trainers and Training Teams still have a vital role to play. In a learner centered approach, trainings are designed flexibly to enable trainers facilitate learning that meets an individual’s needs and learning style. When & what we learn feels really relevant to our lives, we connect our experiences with the way a trainer introduces ideas to us, and we are more likely to learn it well.
Three forms of adult development....

1) Development on how to facilitate learning
   • Enabling a trainer to facilitate learning for adults
     OR
   • Enabling a leader to facilitate learning for girls and young women.
   • How to use our method, how to empower people to self-direct their learning.

2) Development to use content or develop a skill
   • Directly training a leader to use a programme
   • Directly training a leader in a new skill

3) Development on how to train others to use content or develop a skill
   • Enabling a trainer to show leaders how to use a programme
   • Enabling a trainer to show leaders how to develop a new skill

Note : For more and exhaustive details please see Appendix III

4. Training of Adult Leaders:
The Training of adults in the Guide Wing of the Bharat Scouts & Guides will be under the general guidance of the Chief National Commissioner and under the direction of the National Commissioner of Guides. The Dy. Director of Guides (Leader Training) will be responsible for the training of Adult Leaders of Guide Wing throughout the Indian Union. The State Chief Commissioner, State Commissioner of Guides and the State Training Commissioner (G) will be responsible for the adult training in their respective States.
CHAPTER II

TRAINING OF UNIT LEADERS

Women who voluntarily accept the Fundamentals and follow the Methods of the movement to train young girls may become the Unit Leaders. Women can serve as Unit Leaders in Guide Wing. The Formal Training Courses for Bunny Aunties, Flock Leaders, Guide Captains and Ranger Leaders will be conducted separately.

5. 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 Guiding.

(iii) Unit Leader Training, therefore, aims to develop in the Unit Leader.

• an understanding of the background, principles, structure and spirit of Guiding.

• 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 Guiding 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.

(b) Scheme of Training

Scheme of Training for Unit Leaders

Himalaya Wood Badge Course

Training Study
- Self Training
- Personal Support
- Informal Training

12 months

Advanced Course

6 months

Basic Course
6.(a) **Modular Training:**

Training conducted in the movement are skill based and subject based. In order to emphasis more on enhancing the skills of the leader, Modular training is introduced in the Guiding which is a very common method of training in the modern world.

There are two major Modules which are classified as:

(i) **Self Learning Modules (SLM) and**

(ii) **Residential Training Modules (RM)**

1. **Self Learning Modules** – As the name suggests it can be studied at their own pace. District and States can take an initiative and conduct workshops to complete this modules for individuals. In order to suit the convenience of a District/State Training, common Modules as well as Basic Modules could be organised together.

2. **Residential Modules** – This modules is the skill based modules and will be completed by the individual during the formal residential training of the individual.

3. Each modules is an autonomous entity.

4. The whole syllabus for all the formal training is segregated on the basis of the above Modules.

5. Modules that are common for training Unit Leaders and Commissioners at the Basic level have been identified. Similarly Modules for each function have been identified.

6. A candidate should be able to complete all the topics of Self Learning Modules as well as the Residential Modules.

**Procedures to be followed for Modular Training**

(i). A person who desires to undergo Basic/ Advanced/ HWB Training, has to apply for the specific Course, in the prescribed proforma to the DTC (G). In the absence of DTC (G) the application form may be submitted to STC (G).

(ii). The DTC (G) & STC (G) will maintain a separate Training Register which will contain the following details about participants, course and section wise;
(a) Serial No. (b) Name and Communication Address  
(c) Educational Qualification (d) Date of Birth & Age (e) Unit/District (f) Date of Application (g) Date of Completing Self learning Modules (h) Date of Completing Residential Modules (i) Certificate No. & Date (j) Date and charter No. of Unit (k) Date and warrant No. of Unit leader (l) Next training due (m) Remarks.  

(iii). The District/State will organise from time to time self learning Modules workshops for the Unit Leaders and Commissioners. These could also be organised during weekends. 

(iv). The Individual will then attend the formal residential training as prescribed in the table.  

(v). During the residential training, the skill based training will be imparted whereas, Assessment will also be conducted for the topics of self learning modules. 

(vi). On completion of the Residential course a course completion certificate will be given.  

(b) **Scheme of Training for Unit Leaders:** 

i) **Self Learning Modules** before attending Basic Course for Flock Leaders/Guide Captains/Ranger Leaders -  

i) Guiding & its Fundamentals,  

ii) Knowledge of Guiding Literature,  

iii) History & Growth of the movement,  

iv) Different sections of the Movement and sectional methods,  

v) Scheme of Advancement of the Girls,  

vi) Progressive Training of Unit Leaders,  

vii) Organisation of the Movement,  

viii) Guiding and Community - sent **as a SLM to the candidates along with a selection letter for the Basic Course.**
ii) **Basic Course for Unit Leaders:**

The Basic Training Course is the first stage in the continuous Training of the Unit Leaders upto Himalaya Wood Badge Course. This provides the foundation to work successfully as Unit Leaders, through which the Guide spirit and enthusiasm is inculcated in the Unit Leaders. On completing the Basic Course successfully, she can take the responsibility as a Unit Leader of the particular section in the Guide Group.

This is a formal Residential Course with **two Modules** i.e. SLM (Self Learning Modules) & RM (Residential Modules) for seven days continuously and separate for each section. The Basic Courses can also be conducted as Day Courses or Weekend Courses for seven days with compulsory three nights stay. **Weekend Courses preferably consecutively and to be spread over a maximum period of two months.** The Course is intended to train willing participant in her job as a Unit Leader. After successful completion of this Course, a person can work as a warranted Guider in a Group of the Section concerned. The Course must be skill oriented and practical subjects should be more emphasized. Handouts must to be provided well in advance before the Course commences. Assessment during the Course should be effective in order to maintain standard. Course recognition and authorisation certificates are to be issued by the State Training Commissioner (Guides). District level executives take initiative to organise this course. The minimum age for attending Basic Flock Leaders and Guide Captains will be 18 years and 21 years for Ranger Leaders. For further detail, refer APRO Part III, Chapter II, Rule No. 4(i) Page no. 21.

**For Bunny Aunties:** A woman must possess **Matriculation or equivalent** qualification

**Flock Leaders/Assistant Flock Leaders:** A woman must possess **Matriculation or equivalent** qualification.

**Guide Captains/Assistant Guide Captains:** A woman must possess **Intermediate (10+2) or equivalent** qualification.
Ranger Leaders/Assistant Ranger Leaders: She should preferably possess the degree in any discipline or equivalent qualification.

Note:- In exceptional cases, exemption from educational qualification may be granted by the State Chief Commissioner on the recommendation of concerned Assistant District Commissioner, District Commissioner and District Chief Commissioner.

iii) Advanced Course for Unit Leaders:

The aim of the course is:

• to help the Unit Leaders to gain further in-sight into the how and why of the running of the respective Unit.

• to provide opportunities to acquire better technical skills essential for the effective running of a unit.

• to develop right aptitude and approach for Guiding.

This is a formal Residential course with two modules i.e. SLM & RM for 7 days separate for each section.

To undergo Advanced Course, a candidate should

1. register her unit & hold valid warrant for atleast 3 months.

2. have completed six months after the Basic Course.

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 Bulbul, Guide and Ranger Section. The Training Study will be revised every four years by DDGLT and sent to STC(G). The STC(G) shall arrange to send them to the concerned Guider directly under intimation to the DTC (G). The STC(G) of the state will prepare a panel of readers for evaluating the study of candidate, who has completed Advanced Course. All the LTs who have an experience of at least three years and ALTs with five years are
eligible to be included in the panel, where the **validity of Hon’ble Charge is not compulsory**. The STC(G) is authorised to have their panel of readers in their respective states. When the study book is received after completion, the STC(G) will send it for evaluation to one of the Readers in the panel. The Reader will carefully read the answers and give her remarks or comments. Even if she disagrees, will offer helpful constructive comments and suggestions to the candidates for further improvement. The Reader will not disclose her identity to the candidate in her remarks or comments. After the evaluation, the study will be sent back to the candidate through STC(G) with the remarks if improvement is needed. If reader is satisfied with the answers, will send the Training Study with the recommendations to that effect to the STC(G). **After completion of all the formalities, the STC(G) will issue a certificate to the candidate under intimation to DDGLT and DTC(G).** The details in regards to the issue of Training Study certificate will be recorded in the Training Study Register by STC(G). The name of the readers on the panel shall be confidential and shall not be disclosed.

**Himalaya Wood Badge Course:**

This is a formal Residential course with **two modules i.e. SLM & RM** for **7 days continuously** separate for each section. 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, Guiding 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:
a) should work at least for 12 months after the completion of the Advanced course successfully.

b) she should successfully complete the Training Study issued by the NTC through STC(G).

c) a Guider should have at least two Swarna Pankh Bulbuls/ Four Tritiya Sopan Guides/ Two Rajya Puraskar Rangers as the case may be to her credit and submit a certificate from District Organising Commissioner (G)/District Training Commissioner (G).

**Himalaya Wood Badge Parchment:**

On successful completion of HWB Course the HWB Parchment signed by the Dy. Director Guides (Ldr. Trg.) and Pin should be issued directly to the participants along with the Course Certificate under intimation to STC (G). A declaration in a prescribed form issued by the NTC should be obtained from the candidates before the Course concludes.

HWB Parchment and Pin shall remain with the individual as long as she continues to be a member of the Organisation.

**Note:**

If a full time Professionals (Field Worker) or Leaders of Adult who is not attached to unit, desire to undergo these Courses i.e. Basic or Advanced or HWB Course in any other section, their admission will be treated as special case and condition will be relaxed by the STC(G) and for HWB Course by the DDGLT. For National Headquarters Professionals, Director/Jt. Director (G) shall be the competent authority to relax the conditions.
<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of the Course</th>
<th>Who can attend</th>
<th>Who can conduct</th>
<th>Duration</th>
<th>Who can Authorise &amp; Recognise</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Course for Bunny Aunties</td>
<td>A Woman who are of 18 years of age involved with the children three to five years of age (lower and upper Kinder Garten) are eligible</td>
<td>LT or ALT expert in Child Psychology</td>
<td>3 days</td>
<td>STC(G)</td>
</tr>
<tr>
<td>2</td>
<td>Basic Course for Flock Leaders</td>
<td>A person who desires to take up Unit Leadership in Bulbul Section is eligible</td>
<td>LT or ALT of Bulbul Section</td>
<td>7 days</td>
<td>STC (G)</td>
</tr>
<tr>
<td>3</td>
<td>Basic Course for Guide Captain</td>
<td>A person who desires to take up Unit Leadership in Guide Section is eligible</td>
<td>LT or ALT of Guide Section</td>
<td>7 days</td>
<td>STC (G)</td>
</tr>
<tr>
<td>4</td>
<td>Basic Course for Ranger Leaders</td>
<td>A person who desires to take up Unit Leadership in Ranger section</td>
<td>LT or ALT of Ranger Section</td>
<td>7 days</td>
<td>STC (G)</td>
</tr>
<tr>
<td>5</td>
<td>Advanced Course for Flock Leaders</td>
<td>An active Flock Leader having warranted service of at least three months and have completed six months after the Basic Course</td>
<td>LT or ALT of Bulbul Section</td>
<td>7 days</td>
<td>STC(G)</td>
</tr>
<tr>
<td>6</td>
<td>Advanced Course for Guide Captains</td>
<td>An active Guide Captain having warranted service of at least three months and have completed six months after the Basic Course</td>
<td>LT or ALT of Guide Section</td>
<td>7 days</td>
<td>STC(G)</td>
</tr>
<tr>
<td>Sr. No.</td>
<td>Name of the Course</td>
<td>Who can attend</td>
<td>Who can conduct</td>
<td>Duration</td>
<td>Who can Authorise &amp; Recognise</td>
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<td>-------------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>7</td>
<td>Advanced Course for Ranger Leaders</td>
<td>An active Ranger Leader having warranted service of at least three months and have completed six months after the Basic Course</td>
<td>LT or AL T of Ranger section</td>
<td>7 days</td>
<td>STC(G)</td>
</tr>
<tr>
<td>8</td>
<td>Himalaya Wood Badge Course for Flock Leaders</td>
<td>Should work at least for 12 months after the completion of advanced course and completed eligibility condition as per Scheme of Training (Guide wing)</td>
<td>Must have assisted atleast one HWB Course as full time staff after completing LT of appropriate Section.</td>
<td>7 days</td>
<td>DDG(LT) on the recommendation of STC(G)</td>
</tr>
<tr>
<td>9</td>
<td>Himalaya Wood Badge course for Guide Captains</td>
<td>Should work at least for 12 months after the completion of advanced course and completed eligibility condition as per Scheme of Training (Guide wing)</td>
<td>Must have assisted atleast one HWB Course as full time staff after completing LT of appropriate Section.</td>
<td>7 days</td>
<td>DDG(LT) on the recommendation of STC(G)</td>
</tr>
<tr>
<td>10</td>
<td>Himalaya Wood Badge course for Ranger Leaders</td>
<td>Should work at least for 12 months after the completion of advanced course and completed eligibility condition as per Scheme of Training (Guide wing)</td>
<td>Must have assisted atleast one HWB Course as full time staff after completing LT of appropriate Section.</td>
<td>7 days</td>
<td>DDG(LT) on the recommendation of STC(G)</td>
</tr>
</tbody>
</table>

Note:
1. All the courses from S.No. 2 to 10 will be organized in well equipped and established Training Centres.
2. The minimum age for attending basic course for Flock Leaders and Guide Captains will be 18 years and 21 years for Ranger Leaders for further detail, refer APRO Part III Chapter II, Rule No. 4 (i) page no. 21.
7. Syllabus of Courses for Unit Leaders Training

(i) Basic Course for Bunny Aunties.

Self Learning Modules
1). Fundamentals.
2). History of the Movement.
3). Life Story of Lord and Lady Baden Powell
4). Personal Cleanliness.
5). Bunny Law, Motto, Salute & Song.
6). Nervous System.
7). Personality Development.
8). Different Branches in Guiding.
9). Bunny Aunty’s qualities & Responsibilities.

Residential Modules
1). Bunny Law, Motto, Salute & Song.
2). Uniform - Bunny & Bunny Aunty.
3). Sense and their Functions.
4). Motor Development Characteristic.
5). Incentive Growth of speech.
6). Personality Development.
7). Aesthetic Development.
8). Four Sign Posts.
10). Values of Play
11). Parents Meeting.
12). Bunny Aunty’s qualities & Responsibilities.
13). Equipment for Tamtola and Bunny Aunty’s.
14). Play Action & Story Telling.
15). How to Start and Run a Tamtola & Records.
16). Ideas to try - Tamtola Programme.
(ii) **Basic Course for Flock Leaders.**

**Self Learning Modules**

1. Origin, Aim and Methods of the Movement.
2. Fundamental Principles of the Bharat Scouts & Guides.
3. Story of Tara.
4. Bulbul Promise, Law, Motto, Salute, Left hand shake, Bulbul Greetings and Good Turn.
5. Guide Promise and Law.
7. Organisation LA/DA.
8. Characteristics of Bulbul Age.
10. Free Being Me - How to earn the badge.
11. **Child Psychology.**

**Residential Modules**

1. Uniform and its importance- smartness and good order and discipline in the Flock.
2. Story of Tara.
3. Bulbul Promise, Law, Motto, Salute, Left hand shake, Bulbul Greetings and Good Turn.
5. Health Rules.
7. Nature study what to observe, collect How to preserve.
8. Course routine and objectives.
10. Flag Procedure.
11. **Have knowledge and skills up to Rajat Pankh.**
12. Games for Bulbuls - Different types.
13. Ceremonies Bulbul Ring, Ring Song, Bulbul Prayer,
Songs of sixes, Grand salute, Pow Wow, Bulbul Tree, Enrolment Ceremony, Kalarav, Opening and closing ceremonies for Flock Meetings.

15). How to start and run a Bulbul Flock - its management - records, registration, warrant and charter.

16). Two specimen Flock Meeting - Regular & Special (Investiture).

17). Basic Knowledge of First Aid.

18). Flock Leader and her responsibilities.

19). Cooperation from parents and public - personal support a Flock Leader can get.

20). Progressive Training of a Bulbul and Flock Leader.

21). **Free Being Me - How to earn the badge.**

22). Open session - evaluation - Final Talk - closing.

23). Six system, sixer, second and six corner.

(iii) **Advanced Course for Flock Leaders.**

**Self Learning Modules**

1). Organisation - State and National level.

2). International Guiding.
   a. Bulbul Stories of other countries.
   b. World Brownie Badge.

3). Planning and implementation - Day Camps Flock Holidays.

4). Knowledge of advanced First Aid.

5). Knowledge of locality -Traditional songs and dances.

**Residential Modules**

1). Revision of Basic Course.

2). Further understanding of Bulbul Promise and Law.

3). **Have a knowledge and skills up to Heerak Pankh.**


5). Play acting and Storytelling.

6). Handicrafts - practical work with different materials.

8). Ceremonies -Aim -Purpose -Presentation of Badges -Flock Birthday -Flying up -Going up ceremony and Bulbul Nad -All Faiths Prayer Meetings - Grand Salute
9). Eight points of compass.
10). Knowledge of locality -Traditional songs and dances.
11). Course Routine and Objectives.
12). Games - different types of Indoor and Outdoor Sense training etc.
13). Flock Meetings - outdoor and indoor demonstration and one specific meeting.
14). Planning and implementation - Day Camps Flock Holidays.
17). Knowledge of advanced First Aid.
18). Open session - Evaluation - Final Talk - Closing.

(iv) Himalaya Wood Badge Course for Flock Leaders.

Self Learning Modules
1). B.P.’s life and sayings.
2). Revision of Knowledge and skills up to Heerak Pankh.
3). Festivals -Decoration.
5). Make believe in Bulbul programme.
7). Knowledge of important landmarks in the locality.

Residential Modules
1). Revision of Advanced Course.
2). Practical value of Bulbul Promise and Law.
3). B.P.’s life and sayings.
4). Flock Good Turn (community)
5). Revision of Knowledge and skills up to Heerak Pankh.
6). **Knowledge of Golden Arrow.**
7). Improvised shelter.
8). Charts and Models -importance.
9). Festivals -Decoration.
10). Bulbul gatherings-Utsav.
11). Flock Expedition- Plan and implement.
12). Communication techniques.
13). Plan and conduct one Flock Meeting-Indoor/ outdoor.
14). Plan and conduct one Bulbul ceremony.
15). Demonstration of games (Testing)
16). Course routine and objectives.
17). Make believe in Bulbul programme.
19). First Aid -Advanced knowledge upto transportation of patients and managing emergencies.
20). Plan and take a session on one topic from Heerak Pankh.
21). Open session -Evaluation Final Talk -Closing.

*(v)* **Basic Course for Guide Captains.**

**Self Learning Modules**

1). General information -Origin -Growth -Aim
2). Methods and Fundamentals of the Movement.
5). Organisation DA/LA, Who is who upto State Level.
6). Basic knowledge of First Aid upto Dwitiya Sopan.
7). Guide Captain and her responsibilities.
Residential Modules

1). Course Routine and objectives
2). Methods and Fundamentals of the Movement.
3). Uniform and smartness.
5). Guide Promise -Law salute- Sign-Left hand shake and Motto-Good Turn.
6). Woodcraft signs-following trail-Nature ramble.
7). Whipping Knots -Lashings-Square- Sheer and Diagonal.
8). Hand signals & whistle signals.
9). Direction sense -use of compass.
10). Health Rules.
11). Have knowledge and skills up to Dwitiya Sopan.
12). Patrol System- its importance -C.O.H, Patrol in council-
Patrol Emblem-Patrol Flag-Patrol Corner-Petrol Yell/ Song.
13). Hikes- why and how?
15). Organisation DA/LA, Who is who upto State Level.
17). Cooperation from Public and Parents, and personal support the Guider can get.
18). Handicrafts. - why and how?
20). Games -Different types of sense training games.

23). Basic knowledge of First Aid upto Dwitiya Sopan.

24). Guide Captain and her responsibilities.


26). Camping -Camp-craft-Gadgets.


29). Open session-Evaluation-Final Talk-Closing.

(vi) **Advanced Course for Guide Captains.**

**Self Learning Modules**

1. Knowledge of our heritage and culture.

2. Organisation- State & National Level


4. Knowledge of Rules, APRO & other useful books on Guiding.

5. CD Project (PM Shield Competition).

6. Specific plan-Quarterly -half yearly and yearly.

7. First Aid upto Tritiya Sopan level.

8. Introduction of WAGGGS and World centres.

**Residential Modules**

1. Course routine and objectives


4. Morse & Modern Communication technology.


6. Lay and light a fire in the open-Fire precautions.

7. Direction by Sun and Stars.

8. Hikes & Trekking Company Hikes -Expeditions -Undertake half day hike.
11. CD Project (PM Shield Competition).
13. Map Reading - knowledge of paces, bearings conventional signs - Contours.
14. Games -Wide Games -Night Games.
15. Specific plan-Quarterly -half yearly and yearly.
16. **Have knowledge and skills up to Rajya puraskar.**
17. **Knowledge of Rashtrapati Award.**
18. Ceremonies-March Past-Marching with colours- Saluting -Wheeling etc.
20. First Aid upto Tritiya Sopan level.
21. **Introduction of WAGGGS and World centres.**
22. Open Session -Evaluation-Final Talk Closing

(vii) **Himalaya Wood Badge Course for Guide Captains.**

**Self Learning Modules**
1). B.P.’s Life and sayings.
2). Charts and Models.
4). Inter Company visits and activities.
5). Planning and taking a session on one of the topics from Tritiya Sopan chosen by the Leader of the Course.
6). Planning and conducting one ceremony chosen by the Leader of the Course.
8). Organisation -National- International Guiding World Conference -World Committee- Membership-A.P. Region - Role of young women in WAGGGS.
Residential Modules

1). Course routine and objectives.
2). Revision of Advanced Course.
4). B.P.’s Life and sayings.
5). Charts and Models.
6). Proficiency Badges upto and beyond Rashtrapati Award
7). Inter Company visits and activities.
8). Conduct a Company Meeting.
9). Planning and taking a session on one of the topics from Tritiya Sopan chosen by the Leader of the Course.
10). Demonstration of a game.
11). Overnight hikes-planning and organising.
12). Planning and conducting one ceremony chosen by the Leader of the Course.
14). Personal Support from G.L., D.C. (G), DTC (i) D.O.C. (G) and Trg. Counsellors.
15). Planning and Organising of Rallies and Gatherings.
16). Service at Epidemics-National Calamities and Melas-Planning and Organising.
17). Revision of knowledge and skills up to Rashtrapati Award.
19). Estimation-Height-weight-Depth and the corresponding methods.
20). Map Making-sketch of a route and area. Triangulation and Plane Table Survey or Road traverse method.
21). Rope Craft Whipping, Different types of splicing.
25). Modern First Aid-Artificial Respiration.
26). A step ahead to Rangering.
27). Open Session-Evaluation-Final Talk -Closing.

(viii) Basic Course for Ranger Leaders:

Self Learning Modules

1). General Information -Aim -Purpose -Methods and Fundamentals of the Movement.
2). History and Growth of Guiding in India and Abroad.
3). Guide Promise and Law -Ranger Point of View.
4). Handicrafts -knowledge of foliage -Hobbies and vocational crafts and centres -planning and organising. Prepare atleas 5 types of vocational crafts.
5). Knowledge of how Rangering started -purpose and programme of Rangering.
6). Need of the community and Community Services Projects-Service Campaign in the Locality.
7). Planning and organising of Games for Children.
8). Conservation, Pollution, Population problems.
10). Knowledge of Cultural Heritage of your own State & neighbouring States.
11). Family life Education and Happy Family.
12). Characteristics of Ranger Age.

Residential Modules

1). Camp Routine and Objectives.
2). Guide Promise and Law -Ranger Point of View.
3). Handicrafts - knowledge of foliage - Hobbies and vocational crafts and centres - planning and organising. Prepare at least 5 types of vocational crafts.

4). Direction Sense - Compass - bearings, constellation.

5). Guiding and Religion - All Faiths Prayer Meeting.

6). Lay and light a fire in the open - Fire precautions.

7). Knowledge in pioneering - lashing and camping activities.

8). Hikes - why and how - outing, Wood craft signs.

9). Need of the community and Community Services Projects - Service Campaign in the Locality.

10). Planning and organising of Games for Children.


13). Family life Education and Happy Family.

14). First Aid for sprains - Foreign Body in the eye - wounds - Burns - choking, shocks, simple fractures of arm, collar bone and head.

15). Uniform and Smartness - Discipline in the Team.


17). Needs and aspirations of young people.

18). Transportation of patients - improvised stretcher.

19). How to start and run a Ranger Team - its Management - Patrol System and Records, Registration - Warrants and Group Charter.

20). How to plan and conduct team meetings - Demonstration of 2 specimen Team meetings Formal/ Informal, Indoor/ Outdoor.

22). Responsibilities of a Ranger Leader, Cooperation from Public and Parents.

23). **Have knowledge and skills up to Nipun.**


(ix) **Advanced Course for Ranger Leaders:**

**Self Learning Modules**

1). Badge system - General and Proficiency.

2). Knowledge of cultural heritage of our country.

3). Hobbies-crafts and Vocational skills-ways and means to progress.

4). Knowledge of other Religions - Religious Tolerance.

5). Projects on helping children/differently abled, sick Persons.

6). Rights and responsibilities of a citizen - Duty and loyalty to the country.


8). **Have knowledge and skills upto Rajya Puraskar.**

9). Organisation - National level & International level in general.

10). **Have knowledge of Rashtrapati Award.**

**Residential Modules**

1). Course Routine and Objectives

2). Guide Promise and Law further understanding.


4). Flag Etiquette - Flag carrying, colours, slow march.

5). Badge system - General and Proficiency.


7). Knowledge of cultural heritage of our country.

8). Mapping - Map Reading - Knowledge of Scale- Conventional Signs- Readings- Grid References, Reading a Tourist Map.
9). Hobbies-crafts and Vocational skills-ways and means to progress.
10). Knowledge of other Religions-Religious Tolerance.
12). Projects to enrich the life of village women, planning and finding resources for finance.
13). Transactional Analysis.
16). Sense Training Games-Advanced -Wide Games and Night Games.
17). Advanced knowledge in First Aid -Methods of rescuing and carrying patients from fire and drowning.
19). Estimation -Height -Width and Weight.
21). **Have knowledge and skills upto Rajya Puraskar.**
23). Open session-Evaluation-Final talk-closing.

(x) **Himalaya Wood Badge Course for Ranger Leaders:**

**Self Learning Modules**

1). **B.P’s & Lady B.-P.’s life and their sayings.**

2). Knowledge of other youth and voluntary organisations having similar aims and objectives like WHO, UNICEF, YOUTH HOSTELS. Association, GMLF-LIONS- ROTARY- JAYCEES-RED CROSS ROUND TABLE Promotion and participation of Joint Projects undertaken with the above voluntary and youth organisations.
3). General Knowledge of National and World affairs - World Organisations - different foundations World Bank and World Service organisation.


5). **Prepare and demonstrate a new game of your own.**

6). Planning and taking a session for Rangers on one of the Nipun Tests chosen by the Leader of the Course.

7). National priorities and projects - services at State and National events.

**Residential Modules**

1). Course Routine and Objectives.

2). Map making, sketching and following a map - Road Traverse Triangulation & plane table survey methods.

3). Knowledge of other youth and voluntary organisations having similar aims and objectives like WHO, UNICEF, YOUTH HOSTELS. Association, GMLF-LIONS- ROTARY- JAYCEES-RED CROSS ROUND TABLE Promotion and participation of Joint Projects undertaken with the above voluntary and youth organisations.


6). Career counselling and encouragement of personal development.

7). Human relations.

8). Planning and organising - Trekking - Rock Climbing and Adventure activities.

9). Plan and conduct a Flag Ceremony and a Camp fire Ceremony.
10). Prepare and demonstrate a new game of your own
11). Planning and taking a session for Rangers on one of the Nipun Tests chosen by the Leader of the Course.
12). National priorities and projects -services at State and National events.
13). Planning and implementing sustained service projects, individual or group. Maintenance of records-services to the community outside the movement-Service at Melas-Epidemics-National Calamities.
14). Signalling - Semaphore.
15). Pioneering - selection and preparation of a project using lashings and knots.
16). **Revision of knowledge and skills upto Rajya Puraskar.**
17). **Have knowledge and skills of Rashtrapati Award.**
18). Open Session- Evaluation -Final Talk - Closing.

The words and sentences printed in “**bold letters**” are the **amendments** unanimously approved in the 64th meeting of the National Council held on 30th November, 2014 at the Bharat Scouts & Guides, National Headquarters, New Delhi.
CHAPTER III

TRAINING OF TRAINERS

8A. (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-ALT.
2. Course for Assistant Leader Trainers.
3. Course for Leader Trainers.

These Courses are conducted by the National Headquarters preferably at the National Training Centre by the Jt. Director of Guides / Dy. Director Guides (Leader Training). 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 Guides (Leader Training) will be issued from the National Training Centre immediately after completing all the required formalities.

(c) **Course for Pre-ALTs :**

(i) The purpose of the course for Pre-ALT is to revise the skills of Guiding and methods to train Unit Leaders.

(ii) This is a formal residential course for 5 days.

(iii) **Eligibility of the Candidates:**

   A Guider must:
   1) be a HWB Parchment holder.
   2) be running the unit of her section.
   3) have completed at least six months after receiving the HWB Parchment.
4) have assisted at least one Basic/Advanced Course in the appropriate section after receiving the HWB Parchment.

5) have at least two Swarna Pankh Bulbuls/four Tritiya Sopan Guides/Two Rajya Puraskar Rangers to her credit.

NB.: a) Sl. no. (2) and (5) are not applicable in case of full time professionals at all levels.

b) After successful completion of this Course she will be issued a qualifying certificate within a week.

(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) This is a formal residential course for five days.

(iii) 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. Must have relevant background, educational or professional skills or qualifications that equip 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 Guiding.
6. Must have the experience of at least one year after the completion of Pre-ALT Course successfully and run the unit
effectively. A certificate to this effect is to be submitted along with application for the Course.

**NB.:** Condition in Sl. No. (6) is not applicable in case of full time professionals at all levels.

(7) She must have good ability as a practical Guider and a good record as a warrant holder.

(8) **Should assist for the whole duration at least one Basic/Advanced course after Pre ALT Course.**

(9) Should complete the pre course assignments provided by the National Training Centre

(10) Should be prepared to develop her skills further, once appointed.

(11) i) **Asst. Leader Trainer of one section holding HWB in any other section need not undergo ALT Course once again.**

   ii) **She will be eligible to conduct the Basic/Advanced Courses in the section in which she holds HWB Parchment provided she fulfills all the conditions as laid down for attending ALT Course.**

   iii) **After fulfilling all the requirements as cited, Hon’ble Charge may be issued in the respective section on the recommendation in the prescribed Proforma.**

**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) This is a formal residential course for five days.

(iii) Eligibility for admission to Course for Leader Trainers.

A Guider must:

1) have thorough understanding and acceptance of the principles, aims and methods of Guiding and Training.

2) have given a period of at least two years of satisfactory service as an Assistant Leader Trainer.

NB.: Condition at Sl. No. 2 can be relaxed up to one year in case of full time professionals at all levels

3) should have conducted two Basic Courses or two Advanced Courses or one Basic and one Advanced Courses in the appropriate section after ALT.

4) should have assisted in a HWB Course of the appropriate section as a full time staff or should have at least two Golden Arrow Bulbuls/Rashtrapati Guides/Rangers as the case may be to her credit. Submit a certificate to this effect from DOC/DTC.

5) Should complete the Pre-Course Assignment provided by the National Training Centre.

6) (i) Leader Trainer of one section holding HWB in any other section need not undergo LT Course once again.

(ii) She will be eligible to conduct the Basic/Advanced/HWB Courses in the section, in which she holds HWB Parchment provided that she fulfills all the conditions as laid down for attending LT Course.

(iii) After fulfilling all the requirements as cited, Hon’ble Charge may be issued in the respective section on the recommendations in the prescribed Proforma.

(iv) For the conduct of HWB Course, trainer must have assisted at least One HWB
Courses in her section after completing LT of appropriate section.

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

(f). Re-orientation course for Trainers:
This course is for all ALTs and LTs for three days. Attending this course is a condition for renewal of Hon’ble Charge of Trainers. The purpose of the course is to update the knowledge of Trainers. This is not a qualifying course.

The words and sentences printed in “bold letters” are the amendments unanimously approved in the 64th meeting of the National Council held on 30th November, 2014 at the Bharat Scouts & Guides, National Headquarters, New Delhi.
8B. Scheme of Training

**Advancement of Trainers**

- **Leader Trainer**
  - 24 Months

- **Assistant Leader Trainer**
  - 12 Months

- **Pre Assistant Leader Trainer**
  - 06 Months

- **Himalaya Wood Badge Parchment Holder**
### TRAINING OF TRAINERS

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of the Course</th>
<th>Who can attend</th>
<th>Who can conduct</th>
<th>Duration</th>
<th>Who can Authorise &amp; Recognise</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Pre-ALT Course -common for all sections</td>
<td>Who have completed at least six months after receiving the HWB Parchment and completed eligibility conditions as per SOT</td>
<td>1. Deputy Director Guide (Leader Training) 2. Assistant Director who is LT</td>
<td>5 days Formal Course</td>
<td>Deputy Director Guide (Leader Training)</td>
</tr>
<tr>
<td>2.</td>
<td>Course for Assistant Leader Trainers common for all sections</td>
<td>A Guider who has completed One year after successful completion of Pre-ALT course and completed eligibility conditions as per SOT</td>
<td>1. Joint Director (Guide) 2. Deputy Director Guide (Leader Training)</td>
<td>5 days Formal Course</td>
<td>1. Joint Director (Guide) 2. Deputy Director Guide (Leader Training)</td>
</tr>
<tr>
<td>3.</td>
<td>Course for Leader Trainers-common for all sections</td>
<td>An Asst. Leader Trainer who has completed Two years service as ALT and completed eligibility conditions as per SOT</td>
<td>1. Joint Director (Guide) 2. Deputy Director Guide (Leader Training)</td>
<td>5 days Formal Course</td>
<td>1. Joint Director (Guide) 2. Deputy Director Guide (Leader Training)</td>
</tr>
<tr>
<td>4.</td>
<td>Re-orientation course for Trainers</td>
<td>1. Assistant Leader Trainers 2. Leader Trainers.</td>
<td>1. Joint Director (Guide) 2. Deputy Director Guide (Leader Training) 3. Assistant Director who is LT</td>
<td>3 days Formal Course</td>
<td>1. Joint Director (Guide) 2. Deputy Director Guide (Leader Training)</td>
</tr>
</tbody>
</table>

Note: Reorientation Course is not a qualifying course.
8. C. (i) Syllabus of Course for Pre-ALT (Guide Wing)

- **Self Learning Modules**
  1. Fundamentals of Scouting & Guiding
  2. 14 Programme Ideal
  3. Youth Programme
  4. Helping the course leader
  5. How Adults learn
  6. Golden Arrow / PMSC/UPRAC
  7. WAGGGS & WOSM

- **Residential Modules**
  1. Teaching Method & Learning process (OPTRA)
  2. Explain how to prepare & take a session (Micro Teaching & Objectives)
  3. Training & Testing
  4. Counseling
  5. Free Being Me
  6. Unit Meeting
  7. COH / POW – WOW
  8. Skill upto Tritiya Sopan
  9. Roll Call Drill
8. C. (ii) Syllabus of Course for Assistant Leader Trainers (Guide Wing)

- **Self Learning Modules**
  1. What is Scouting / Guiding.
  2. Golden Arrow / Prime Minister Shield Competition / Uparashtrapati Award Competition.
  3. Group Dynamics.
  4. Importance of Games and Courses.
  5. Creating Learning Experiences.
  6. Use of A.V. Aids.
  7. Micro Teaching.
  8. Selection of Course Staff.
  9. Obtaining and Using Resources.
  10. Designing a Course Programme.
  11. Roll Call Drill.
  12. Community Development Projects.

- **Residential Modules**
  1. Camp and Course Routine.
  2. Course Objective.
  4. What is Scouting / Guiding.
  6. Golden Arrow Prime Minister Shield Competition / Uparashtrapati Award Competition.
  7. Training Needs of Unit Leader.
  8. Formulating Objectives – Course Objectives.
  10. Importance of Games on Courses.
  11. A Systematic Approach to Training.
  13. Different Areas of Training.
15. Use of A.V. Aids.
16. How to Teach Micro Teaching.
17. Games Demonstration.
18. Designing A Course Programme.
22. Selection of Course Staff.
23. Mid Course Evaluation.
25. Obtaining and Using Resources.
26. Reading of Training Study.
27. Role, Function and Skills of a Trainer.
28. Lesson Demonstration in Groups (Micro Teaching).
29. Human Relations.
30. Community Development Project.
31. Planning and Back Dating.
32. Written Test.
33. Roll Call Drill.
34. Free Being Me.
35. Quiz.
36. Closing Inspection.
(iii) Syllabus of Course for Leader Trainers (Guide Wing)

- **Self Learning Modules**
  1. Different Areas of Training.
  2. Personal Support.
  4. How to Read the Training Study Assignment
  5. Youth Programme – Strategy Towards Youth Programme.
  6. Role, Function and Skills of a Trainer.
  8. Communication.
  10. Community Development.
  12. Problem Solving.
  13. Free Being Me
  14. Roll Call Drill.

- **Residential Modules**
  1. Camp and Course Routine
  2. Course Objective
  3. Fundamentals
  4. Different Areas of Training
  5. Role, Skill and Function of Trainer.
  7. Personal Support
  8. Self Training
  9. Planning and Drawing up a sequential order of work related to Training Courses.
  10. How to Read the Training Study Assignment
  11. Youth Programme – Strategy Towards Youth Programme
12. Leadership Competencies.
15. Obtaining and using Human Resources.
16. Learning Opportunities.
17. Designing a Course Programme (HWB).
20. Games Assessment.
22. Course Administration and Report.
23. Transfer of Training.
24. Lesson Demonstration - Assessment.
25. Human Relations.
27. Thinking Techniques and Decision Making.
28. Problem Solving.
29. Public Relation & Administration.
30. Community Development.
31. Motivation.
32. Personal Project (Post Course).
33. Free Being Me
34. Demonstration of Roll Call Drill / COH / Team Council / Investiture / Flock Meeting / POW - WOW.
35. Closing Inspection.
(iv) Syllabus for Re-Orientation Course for Trainers (Guide Wing)

• **Self Learning Modules**
  1. Formulating Objectives.
  4. Influencing People.
  5. Training Study and Training Assignment.
  6. Role, Function and Skills of a Trainer.
  7. Principles of Management
  9. Training Administration
  10. Youth Programme related to Adult Training.

• **Residential Modules**
  1. Camp and Course Routine
  2. Course Objectives.
  3. Fundamentals.
  4. Recent Changes in Scheme of Training.
  5. Leadership Competencies.
  6. Different Areas of Training.
  7. Partnership work in Qualitative & Quantitative Aspects.
  12. Workshop on Duty Change.
  13. Workshop on Inspection.
  15. Demonstration of Flag Procedure / Bulbul Ring.
16. Free Being Me.
17. Influencing People.
18. Training Study and Training Assignment.
19. Role, Function and Skills of a Trainer.
22. Evaluation.
23. Training Administration.
26. Youth Programme related to Adult Training.
27. Open Session - Evaluation, Final Talk Closing.

The words and sentences printed in “bold letters” are the amendments unanimously approved in the 64th meeting of the National Council held on 30th November, 2014 at the Bharat Scouts & Guides, National Headquarters, New Delhi.
CHAPTER IV

THE TRAINING TEAM

9. The Training Team
All the Leader Trainers and Assistant Leader Trainers are the members of the Training Team. The Dy. Director Guides (Ldr. Trg.) is the Leader of the Training Team in the country assisted by the State Training Commissioners (G) with their team of Trainers in the State. The Training Team shall consist of:
1. Leader Trainers
2. Assistant Leader Trainers.

10. Appointment of ALTs and LTs
   a) After successful completion of this course and post course assignment if any, Deputy Director Guides (Leader Training) will recommend to the Chief National Commissioner through the National Commissioner (G) for issue of Hon’ble charge of the ALT/LT under intimation to the State Chief Commissioner and STC (G).

      Appointment is by invitation; no one should make an application for such an appointment on her own.

   b) Withdrawal of Hon’ble charge :
      (i) Withdrawal of Hon’ble charge by NTC will be done only after a proper enquiry is instituted by the Chief National Commissioner.

      (ii) If any trainer is involved in any illegal activities against the Bharat Scouts & Guides, her honourable charge will be withdrawn by the Chief National Commissioner after following the due procedure.

11. Honourable Charges
   (i) Leader Trainers and Assistant Leader Trainers receive their Honourable charges signed by the Chief National Commissioner and the National Commissioner of Guides and the Dy. Director Guides (Leader Training).
(ii) The Honourable Charges issued to Leader Trainers and Assistant Leader Trainers are **valid for four years** from the date of issue.

(iii) **Condition for Renewal:**

1. **ALT:** A trainer must have attended ROT course once in four years and complete any one of the following within **four years**:
   
a) Assist or Conduct for the whole period at least two Basic Courses and one Advanced Course in **four year**.
   
b) Produce 2 Golden Arrow Bulbuls / 2 Rashtrapati Guides/ 2 Rashtrapati Rangers as the case may be.
   
c) Assist one HWB Course.
   
d) Assist or Conduct two Regional / National Level Specialised Courses.

2. **LT:** A trainer must have attended ROT course once in four years and complete any one of the following within **four years**:
   
a) Assist or conduct for the whole period at least Two Advanced Courses in the Concerned section.
   
b) Assist or conduct for the whole period one HWB / Pre-ALT Course in the concerned section.
   
c) Conduct 2 Basic Courses.
   
d) Conduct one Basic and one Advanced course.
   
e) Produce Two Golden Arrow Bulbuls / Two Rashtrapati Guides/ Two Rashtrapati Rangers as the case may be.
   
f) Assist or Conduct two **State**/ Regional / National Level Specialised Courses.

3. **The Hon’ble charge is to be renewed once in four years on submission of quadrennial report** duly recommended by the State Training Commissioner (G) to Deputy Director Guides (Leader Training).

4. **A trainer has a liberty to attend ROT any time after completion of three years from the date of previous ROT or during the last year of validity of Hon’ble Charge.**
12. **The Insignia:**
   a) 1. The Assistant Leader Trainer shall wear a Bar of ALT. The Bar for A.L.T. is with the letters A.L.T. inscribed on blue background.
   
b) The Leader Trainer shall wear a Bar of LT. The Bar for L. T. is with the letters L. T. inscribed on maroon background.
   
c) The Honourable charge and the Pin shall **remain with the individual as long as she continues to be a member of the organisation.** Withdrawal of Hon’ble charge by National Training Centre shall be done only after a proper enquiry instituted by the Chief National Commissioner.

13. **Exchange and Deputation of Trainers:**
   (a) For training purpose, exchange and deputation of trainers between the states shall be done in **consultation with the Dy. Director Guides (Leader Training) under intimation to Asst. Director of the concerned Region & Jt. Director (G)**
   
   (b) As far as possible, a leader holding valid ALT/LT Hon’ble charge shall conduct one training course in a Year.
   
   (c) Deputation to other countries will be done with the permission of the **Chief National Commissioner** on recommendation from the **National Commissioner of Guides** and the Jt. Director (G). Such a proposal should come from the Dy. Director of Guides (Leader Training) under intimation to the International Commissioner of Guides.

14. **Sandhan:**
The Sandhan is a meet of the members of the Training Team in the country. It shall meet once in four years or as and when required for:
   
a) Updating the Scheme of Training with the changing needs of adults in the Movement.
   
b) Correlating the Scheme of Training with the Girl Programme.
c) Bringing in modern trends and techniques of education.
d) Exchanging ideas and experiences.
e) To incorporate the latest schemes of WAGGGS in the Scheme of Training.
f) Updating the Youth Programme with the changing needs of the youth.
g) The Director who is necessarily possessing LT(S) or (G), as the case may be, will be the Leader of the Sandhan. In the absence of such a Director, the senior most Jt. Director of Scouts or Guides, as the case may be, will be the Leader of the Sandhan.

15. Annual Training Report
All members of the Training Team are expected to prepare an annual report of all training courses conducted by them along with the list of assisting staff or in which they have served as the staff of the course.
These reports are to be made as per proforma given in Appendix. The period of the reporting year is from 1st April to 31st March of next year.
The State Training Commissioner (G) collects and consolidates these reports and send it to the Dy. Director Guides (Leader Training) by 25th of May.
The Dy. Director Guides (Leader Training) consolidates these reports and send it to the NHQ by 30th June in the form of Annual Training Report of Training Courses conducted for Guiders and Adults in the country. A list of assisting staff to be attached along with the report.
Note: A member of the training team who could not conduct or assist in any training course for Unit Leaders should present a ‘NIL’ report.
CHAPTER V

TRAINING ADMINISTRATION

16. Conduct of Courses:

(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(G) or to the Dy. Director Guides (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 Bulbul and Ranger Section STC(G) is empowered to authorise the Course when the candidates are minimum six in number.

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 her helpers should reside in the campus continuously where the course is being conducted.

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. No trainee will be disqualified if she falls sick. However the trainee absenting from sessions for more than half a period of the course due to her illness will be treated as absent from the course and no course certificate will be issued to her.

(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 successfully qualified. The LOC should consult all staff members in finalising the result and accordingly arrange for presentation of certificates. Except qualifying Courses, certificate should be **presented at the end of the Course** or within one week after submission of a report to SHQ/ N.H.Q. / RHQ/ NTC.

(h) **Training Course Records**

(i) Register of trainees giving: (1) Name and address, (2) Date of birth and age, (3) Rank in Guiding, (4) Warrant
no. and Date if obtained, (5) Guide experience and service as Bulbul, Guide and Ranger and as Guider, (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 of sick person(S) to be maintained daily.**

(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 outdoor project.

(viii) Statement of Accounts-receipts and expenditure.

(ix) Special events if any.

(x) Visitors.

(i) **Report of the Course**

It is the responsibility of the Leader of the Course to submit a report of the course she conducted, in duplicate, in the prescribed form and submit to the State Training Commissioner(G) if the course is recognised by her, within **one week** after the end of the course. The STC(G) will keep the original for further action and pass on the duplicate to the Dy. Director Guides (Leader Training) for recording at NTC.

If the course is recognised by the Dy. Director Guides (Leader Training) the report is to be addressed to her. She will keep the duplicate copy with her and transmit the original to the STC(G) for further action.

For HWB Course- DDG(LT) should authorise the LOC in consultation with STC(G)
## TRAINING ADMINISTRATION, COURSE RECOGNITION, AUTHORISATION CERTIFICATION & RECORD KEEPING.

<table>
<thead>
<tr>
<th>S1</th>
<th>Name of the course</th>
<th>Recognised by</th>
<th>Leader of the Course Authorised by</th>
<th>Leader of the Course</th>
<th>Certificates signed by</th>
<th>Certificate Counter-signed by</th>
<th>Record to be sent to</th>
<th>Report to be kept at</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Basic Course</td>
<td>STC(G)</td>
<td>STC(G)</td>
<td>LT / ALT of the appropriate section</td>
<td>Leader of the Course</td>
<td>STC(G)</td>
<td>STC(G)</td>
<td>SHQ/STC</td>
</tr>
<tr>
<td>2</td>
<td>Advanced Course</td>
<td>STC(G)</td>
<td>STC(G)</td>
<td>LT / ALT of the appropriate section</td>
<td>Leader of the Course</td>
<td>STC(G)</td>
<td>STC(G)</td>
<td>SHQ/STC</td>
</tr>
<tr>
<td>3</td>
<td>Himalaya Wood Badge Course</td>
<td>DDG(LT)</td>
<td>DDG(LT)</td>
<td>Must have assisted atleast one HWB Course as full time staff after completing LT of appropriate Section.</td>
<td>Leader of the Course</td>
<td>DDG(LT)</td>
<td>STC(G) / DDG(LT)</td>
<td>STC/NTC</td>
</tr>
</tbody>
</table>
CHAPTER VI

TRAINING OF LEADERS OF ADULTS

17.  (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 Guiding 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 Guide 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
### 18. SPECIAL COURSES FOR LEADERS OF ADULTS - COMMON FOR BOTH WINGS

<table>
<thead>
<tr>
<th>SI</th>
<th>Name of the Course</th>
<th>Who can attend</th>
<th>Who can conduct</th>
<th>Duration</th>
<th>Who can Authorise and Recognise</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Basic Course for Commissioners</td>
<td>Warranted Commissioner of District or State level</td>
<td>STC’s or Senior LTs</td>
<td>3 days</td>
<td>DD S/G (Ldr.Trg)</td>
</tr>
<tr>
<td>2</td>
<td>Advanced Course for Commissioners</td>
<td>Basic trained Commissioners having valid warrant and 1 year service after basic course and active in the field</td>
<td>STC or Senior LTs</td>
<td>3 days</td>
<td>DD S/G (Ldr.Trg)</td>
</tr>
<tr>
<td>3</td>
<td>Organisers Course</td>
<td>Organisers appointed at LA/DA or State level.</td>
<td>STC at State level or LT, DDS/G (LT) at National Level</td>
<td>3 days</td>
<td>STC’s / DDS / G (Ldr. Trg)</td>
</tr>
<tr>
<td>4</td>
<td>Secretaries Course</td>
<td>Secretaries appointed at LA/DA or State level.</td>
<td>STC / DDS/G (LT) or Senior ALT/LT</td>
<td>3 days</td>
<td>STC’s / DDS / G (Ldr. Trg)</td>
</tr>
<tr>
<td>5</td>
<td>Group Leaders Course</td>
<td>Warranted Group Leaders</td>
<td>STC or LT / ALT</td>
<td>3 days</td>
<td>STC’s / DDS / G (Ldr. Trg)</td>
</tr>
<tr>
<td>6</td>
<td>Warden cum Q.M. Course</td>
<td>Minimum Basic trained Unit Leaders attached with the Units.</td>
<td>STC / LT with the help of experts</td>
<td>3 days</td>
<td>STC’s / DDS / G (Ldr. Trg)</td>
</tr>
<tr>
<td>7</td>
<td>First Aid Course</td>
<td>Minimum Basic trained Unit Leaders attached with the Units.</td>
<td>LT / ALT with help of qualified instructors</td>
<td>3 days</td>
<td>STC’s / DDS / G (Ldr. Trg)</td>
</tr>
<tr>
<td>8</td>
<td>Campfire Leaders Course</td>
<td>Minimum Basic trained Unit Leaders attached with the Units.</td>
<td>Senior LT / ALT / STC with the help of experts</td>
<td>3 days</td>
<td>STC’s / DDS / G (Ldr. Trg)</td>
</tr>
<tr>
<td>9</td>
<td>Pioneering &amp; Estimation Course</td>
<td>Minimum Basic trained Unit Leaders attached with the Units.</td>
<td>Senior LT / ALT / STC</td>
<td>3 days</td>
<td>STC’s / DDS / G (Ldr. Trg)</td>
</tr>
<tr>
<td>No.</td>
<td>Course</td>
<td>Eligibility</td>
<td>Conducting Officer</td>
<td>Duration</td>
<td>Trainer Type</td>
</tr>
<tr>
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</tr>
<tr>
<td>10</td>
<td>Signalling Course</td>
<td>Minimum Basic trained Unit Leaders attached with the Units</td>
<td>Senior LT / ALT / STC</td>
<td>3 days</td>
<td>STC’s / DD S/G (Ldr.Trg)</td>
</tr>
<tr>
<td>11</td>
<td>Basic Course for Venture Leaders</td>
<td>Any Indian citizen who desire to take up as Venture Leader</td>
<td>Dy. Director (Adventure Programme or Adventure Programme Officer of NAI)</td>
<td>7 days</td>
<td>JD($/G)</td>
</tr>
<tr>
<td>12</td>
<td>Basic Course for Grameen Rover Leaders</td>
<td>Any Indian citizen who desires to work as Leader of Grameen or rural.</td>
<td>ALT / LT having experience of Rural / Grameen</td>
<td>7 days</td>
<td>STC’s / DD S/G (Ldr.Trg)</td>
</tr>
<tr>
<td>13</td>
<td>Sea Scout/ Guide, Rover / Ranger Leaders Training Course</td>
<td>Any Indian citizen who desire to work as Leader of Sea Activity.</td>
<td>ALT / LT having experience of Sea Scouting with help of experts.</td>
<td>7 days</td>
<td>STC’s / DD S/G (Ldr.Trg)</td>
</tr>
<tr>
<td>14</td>
<td>Air Scout/Guide, Rover / Ranger Leaders Training Course</td>
<td>Any Indian citizen who desire to work as Leader of Air Activity.</td>
<td>ALT/LT having experience of Air Scouting with help of experts.</td>
<td>7 days</td>
<td>STC’s / DD S/G (Ldr.Trg)</td>
</tr>
<tr>
<td>15</td>
<td>Desert Scout/ Guide, Rover/ Ranger Leaders Training Course</td>
<td>Any Indian citizen who desire to work as Leader of Desert Activity.</td>
<td>ALT/LT having experience of Desert area with help of experts.</td>
<td>7 days</td>
<td>STC’s / DD S/G (Ldr.Trg)</td>
</tr>
<tr>
<td>16</td>
<td>Yoga Instructors Course</td>
<td>Minimum Basic trained Unit Leaders attached with the Units</td>
<td>ALT / LT with the help of qualified Yoga Instructors</td>
<td>3 days</td>
<td>STC’s / DD S/G (Ldr.Trg)</td>
</tr>
<tr>
<td>17</td>
<td>Training Counsellors Course</td>
<td>Himalaya Wood Badge holders of any section</td>
<td>Senior LT/ ALT/ STC</td>
<td>5 days</td>
<td>STC’s / DD S/G (Ldr.Trg)</td>
</tr>
<tr>
<td>18</td>
<td>Badge Instructors &amp; Examiners Course</td>
<td>Himalaya Wood Badge holders of any section</td>
<td>Senior LT/ ALT/STC</td>
<td>5 days</td>
<td>STC’s / DD S/G (Ldr.Trg)</td>
</tr>
<tr>
<td>19</td>
<td>Patrol Leaders Trainers Training Course</td>
<td>Himalaya Wood Badge holders of any section</td>
<td>Senior LT/ ALT/STC</td>
<td>5 days</td>
<td>STC’s / DD S/G (Ldr.Trg)</td>
</tr>
<tr>
<td>Course Number</td>
<td>Course Name</td>
<td>Target Audience</td>
<td>Course Duration</td>
<td>Facilitator</td>
<td></td>
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<td>---------------</td>
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</tr>
<tr>
<td>20</td>
<td>Mapping &amp; Star Gazing Course</td>
<td>Minimum Basic trained Unit Leaders attached with the Units</td>
<td>Senior LT/ALT/STC</td>
<td>5 days</td>
<td>STC’s / DD S/G (Ldr.Trg)</td>
</tr>
<tr>
<td>21</td>
<td>Basic Management Course for Scout/ Guide Executives</td>
<td>District level and State level Executives</td>
<td>Jt. Director (S), Dy. Director (S/ G) LT</td>
<td>7 days</td>
<td>Director</td>
</tr>
<tr>
<td>22</td>
<td>Advanced Course for Venture Leaders</td>
<td>After Basic Course for Venture Leader who has run a Venture Club atleast for one year</td>
<td>Dy. Director (Adventure Programme) or Adventure Programme Officer of NAI</td>
<td>7 days</td>
<td>JD(S/G)</td>
</tr>
<tr>
<td>23</td>
<td>Disaster Preparedness &amp; Management Course</td>
<td>Minimum Basic trained Unit Leaders attached with the Units</td>
<td>Senior LT/ ALT/STC</td>
<td>5 days</td>
<td>STC’s / DD S/G (Ldr.Trg)</td>
</tr>
<tr>
<td>24</td>
<td>Law &amp; Promise Course</td>
<td>Minimum Basic trained Unit Leaders attached with the Units</td>
<td>Senior LT/ ALT/STC</td>
<td>3 days</td>
<td>STC’s / DD S/G (Ldr.Trg)</td>
</tr>
<tr>
<td>25</td>
<td>Course on Computer</td>
<td>Minimum Basic trained Unit Leaders attached with the Units</td>
<td>Senior LT/ ALT who are Expert in Computer</td>
<td>5 days</td>
<td>STC’s / DD S/G (Ldr.Trg)</td>
</tr>
<tr>
<td>26</td>
<td>Course on Ecology &amp; Environment</td>
<td>Minimum Basic trained Unit Leaders attached with the Units</td>
<td>Senior LT/ ALT who are Expert in the Subject</td>
<td>3 days</td>
<td>STC’s / DD S/G (Ldr.Trg)</td>
</tr>
<tr>
<td>27</td>
<td>Leadership &amp; Personality Development Course</td>
<td>Minimum Basic trained Unit Leaders attached with the Units</td>
<td>Senior LT/ ALT/STC</td>
<td>5 days</td>
<td>STC’s / DD S/G (Ldr.Trg)</td>
</tr>
<tr>
<td>28</td>
<td>Conservation &amp; Rain Water Harvesting Course</td>
<td>Minimum Basic trained Unit Leaders attached with the Units</td>
<td>Senior LT/ ALT who are Expert in the Subject</td>
<td>5 days</td>
<td>STC’s / DD S/G (Ldr.Trg)</td>
</tr>
<tr>
<td>29</td>
<td>Project Management Course</td>
<td>Minimum Basic trained Unit Leaders attached with the Units</td>
<td>Senior LT/ ALT who are Expert in the Subject</td>
<td>5 days</td>
<td>STC’s / DD S/G (Ldr.Trg)</td>
</tr>
<tr>
<td>30</td>
<td>Camping &amp; Hiking Course</td>
<td>Minimum Basic trained Unit Leaders attached with the Units</td>
<td>Senior LT/ ALT/STC</td>
<td>5 days</td>
<td>STC’s / DD S/G (Ldr.Trg)</td>
</tr>
</tbody>
</table>
Special Courses for Unit Leaders may be conducted for any special subject or topic of Scout craft training such as Camp Craft, Mapping, Star Gazing, Pioneering, Games, Handicraft, Computer Awareness, HAM Courses, Environment Study and Conservation, Computer Application, AIDS Awareness, Adolescent Education, Child Right, Women Empowerment, Disaster Management etc. Courses will be arranged to fulfill the needs of the Adults. The duration of the courses will depend on the subject chosen. Care should be taken to lay emphasis on the practical aspect of training.

Enough handouts, proper equipments and material should be made available for the trainees. The number of trainees to be kept proportionate to number of trainers. These courses are run by Leader Trainers or specialists / experienced Guiders who are proficient in the subject chosen with the help of other instructors if necessary.

**Duration:**

The Specialized Courses will be for 3 days of duration, provided, the course can be conducted for 4 or 5 days at the National/State level if the syllabus of the course so demands or desires.

A certificate to this effect that a participant has completed a special course should be **directly presented to her at the end of the course** under intimation to the DD S/G (LT)/STC(S/G) /DTC (S/G) as the case may be.

**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 basis of specialization in the respective field/subject.
3. Resource person may be invited from other agencies suitable for each course. The syllabus of the courses will be framed by the National Training Centre with the help of technically qualified experts.
4. Other specialized course can be designed at National level or State level as per the needs of the organisation.

5. Depending upon the needs, the Dy. Director Guides (Ldr. Trg)/ STC (G) in consultation with her senior colleagues can design any specialized course for adults and conduct with the help of experts.

6. **After completion of Basic Course for Venture Leader and running a Venture Club atleast for one year she may attend Advanced Course for Venture Leader.**
19. Syllabus for Course for Leaders of Adults

• Basic Course for Commissioners

Self Learning Modules
1) Fundamentals of Scouting / Guiding.
2) Promise and Law.
3) History of the Movement.
4) Structure of the Movement.
5) Scouting / Guiding and Community.
6) Different Branches of the Movement.
7) Advancement of the Boy / Girl Programme.
8) Scheme of Adult Leader Training.
9) Public Relations.
10) Rallies and Gatherings

Residential Modules
1) Camp Rules, course objectives and routine..
2) Duties, Responsibilities and Role of a Commissioner.
3) Commissioner as a leader of a team.
4) Responsibilities of Leadership.
5) Visit of Units.
6) Marketing and Promotion of Scouting & Guiding
7) Finance and Fund Raising
8) Management of LA/DA/SA.
   a) Ceremonies and Ceremonials.
   b) Awards and Decorations
9) Management Game.
10) Open Session- Evaluation -Final Talk -Closing.
• **Advanced Course for Commissioners**

**Self Learning Modules**
1) Revision of Basic Scouting / Guiding Skills.
2) Finance and Fund raising.
3) Long term and short term planning - Back dating.
   - Preparation of action plan.
4) National projects and schemes P.M. Shield Competition and Upa-Rashtrapati Award Competition.
5) Rajya Puraskar and Rashtrapati Award.
6) Development of Scouting / Guiding.
7) Extension Scouting / Guiding.
8) Human relations

**Residential Modules**
1) Camp Rules, course objectives and routine.
2) International Scouting/Guiding.
3) Communication Techniques
4) Leadership - Advanced skills and technique.
5) Management Principles.
6) **Identifying problems and problems solving techniques.**
7) Areas of Leader Training - Personal Support.
8) Open Session- Evaluation - Final Talk - Closing.

• **Secretaries Course**

**Self Learning Modules**
1) How Scouting / Guiding was born and what is Scouting / Guiding.
2) Smartness and Good Order.
3) ‘Scouting for Boys’ / ‘Girl Guiding in India’ and, other books - Pratham Sopan tests.
4) A short talk on Campfires and sing song.
5) Fundamentals of the Bharat Scouts & Guides, Structure of the Movement.
6) Duties and Responsibilities of a Secretary.
7) Camp Rules and Camp permits.
8) Progressive Training of a Boy/Girl.
9) Badge Committee, Badge System --General and Proficiency Badge.
10) The Law and the Promise.
11) Annual General Meeting and elections.
13) Different Branches of Scouting/Guiding and Sectional Methods.
14) Scheme of Training for Adult Leaders
15) Principles of Communication.
16) Awards and Decorations.

Residential Modules
1) Camp Rules, course objectives and routine.
2) Fund Raising -Financial Policy of BSG.
3) Public Relations and Publicity.
4) Responsibilities for Leadership.
5) Self Training, Personal Support and Informal Training of Adult Leaders-Commissioners Responsibilities
6) Holding Meetings -Committee System in Scouting/Guiding.
7) Long term and short term planning back-dating for events.
8) Scouting/Guiding and Community, PMSC & Upa -Rashtrapati Award.
9) Open Session- Evaluation -Final Talk -Closing.
• **Group Leaders’ Course:**

**Self Learning Modules**

1) Fundamentals of the Bharat Scouts and Guides.

2) Guide Law and Promise, Bulbul Law and Promise


4) Bulbul way -Flock -Six


6) The Ranger Team training - individual and collective, Team and its activity.

7) Group system -Group as a family Unit -Group Council-Group committee -Duties and Responsibilities of a Group Leader.


10) Ranger - Pravesh & Nipun Badge Test - What - Who and Why

11) Proficiency Badge Scheme -aim -usefulness.


13) Bulbul ceremonies, Guide ceremonies, and Ranger ceremonies.

14) Flock holidays -Company Camps and hikes - Camps and hikes for Rangers.

15) Group records -Group finance- Group meetings -place and purpose-Group Headquarters and its uses.

16) Organisation of the Movement at different levels -Local -District-Division -State - Nation and World.

17) Parental co-operation -Group Leader’s duties.

18) Relation of Group leader and other Group Guiders.
19) How to start and register a Group of an additional sub-unit in a Group.
20) How to run a Group.
21) History and Growth of Scouting/Guiding in India and the world.

**Residential Modules**

1) Course Routine and Objectives.
2) Guide Salute - Sign - Handshake; Motto - Bulbul, Guide, Ranger; Bulbul Salute & Greeting.
3) Bulbul way - Flock - Six
5) The Ranger Team training - individual and collective, Team and its activity.
8) Ranger - Pravesh & Nipun Badge Test - What - Who and Why
10) Bulbul ceremonies, Guide ceremonies, and Ranger ceremonies.
11) Indoor and outdoor activities - Bulbul, Guide and Ranger, Difference in Planning and execution.
12) Uniform - Badges - Smartness - Discipline.
13) Linkage in the group - care, Going up from Bulbul to Guide and from Guide to Ranger section.
14) How to run a Group.
15) Open Session - Evaluation - Final Talk - Closing.
• **Training Counsellors Course**

**Self Learning Modules**

1) Fundamentals of the Bharat Scouts and Guides.
2) How Adults learn and some Principles of learning.
3) Youth Programme of the Bharat Scouts and Guides.
4) Advancement Programme of Boy / Girl.
5) Badge Committees and Badge Examiners, Badge Instructor.
6) Scheme of Training for Unit Leaders.
7) What is Counselling.
8) Role of Counsellors as a member of the Team in the District, in the unit.
9) Function of Training Counsellor.
10) Adults in Guiding.
11) Principles of Communication.
12) Public Relations.
13) Functions of DC’s, DOC’s, DTC’s.
14) Knowledge and Functions of LA/DA.
15) Registration of units - Issue of Charters, Warrants, Renewal of Warrants and Reporting, Census.

**Residential Modules**

1) Course Routine and Objectives.
2) Training and Testing.
3) Rajya Puraskar and Rashtrapati Award.
4) What is Counselling.
5) Role of Counsellors as a member of the Team in the District, in the unit.
6) Function of Training Counsellor.
7) Public Relations.
8) Registration of units - Issue of Charters, Warrants, Renewal of Warrants and Reporting, Census.
9) Personal Development of Training Counsellors.
10) Demonstration of Counselling of Unit Leaders.
11) Open Session - Evaluation - Final Talk - Closing.
• **Organisers Course**

**Self Learning Modules**

1) Fundamentals of the Bharat Scouts & Guides.
2) What is Scouting / Guiding.
3) Duties and Responsibilities of Organisers.
4) Enrolment of Guiders, Registration of Groups.
5) Management of LA / DA.
6) Advancement Programme of Girls - Badge Committee.
7) Scheme of Training for Adult Leaders.
8) Proficiency Badges.
9) Awards and Decorations.
10) Scouting / Guiding and Community - PMSC - Uprashtrapati Award.

**Residential Modules**

1) Course Routine and Objectives.
2) Enrolment of Guiders, Registration of Groups.
3) Visit to Groups.
4) Management of LA / DA.
5) Leadership - Team Management.
6) Communication.
7) Fund Raising.
8) Planning- Organising - Camp Events.
9) Open Session- Evaluation - Final Talk - Closing.

• **Basic Management Course for Guide Executives**

**Self Learning Modules**

1) Fundamentals of the Bharat Scouts and Guides.
2) Our Vision, Strategic Plan & Action Plan
3) Principles of Organisation.
4) Functions of Organisation.
5) Definition and Relationship of Professional and a Volunteer.
6) Youth Programme.
7) How to Integrate a C.D. Activity into Youth Programme.
8) Adults in Scouting/Guiding - Life Cycle of an Adult.
9) Adult Resource Policy.
10) Responsibilities of STC’s, SOC’s, DOC’s, DTC’s, TC’s, & Secretaries.
11) Basic Principles of Management.
12) Techniques of Effective Management.
13) Planning to Win (Principles of Planning).
14) Organisation of Rallies, Jamboree, Seminars and Conferences.
15) Communication.
16) Scheme of Training.
17) Awards and Decorations.
18) Human Relations.
19) Advancement Programme of Guides.
20) Value Based Scouting / Guiding.

Residential Modules
1) Course Routine and Objectives.
2) Our Vision, Strategic Plan & Action Plan
3) Strength and Weakness of the Organisation.
4) Youth Programme.
5) How to Integrate a C.D. Activity into Youth Programme.
6) Public Speaking.
7) Job Position Analysis.
8) Basic Principles of Management.
9) Techniques of Effective Management.
10) Planning to Win (Principles of Planning).
11) Organisation of Rallies, Jamboree, Seminars and Conferences.
12) Back Dating.
13) Workshop on organising Rally, Jamboree.
14) Presentation of the Report of Workshop.
15) Reporting.
16) Leadership Competencies.
17) Communication.
18) Decision Making and Problem Solving.
19) Human Relations.
20) Growth of the Movement, National Targets.
21) KRA Objectives.
22) Influencing People.
23) Marketing and Promotion of Scouting and Guiding
24) Finance and Fund raising
Syllabus for other Special Courses.

- **Sea Guide/Ranger Leaders Course**

  **Self Learning Modules**
  1) Fundamentals of the Bharat Scouts and Guides.
  2) Guide Law and Promise.
  3) Rules of the road in seamanship.
  4) Scouting and religion -Duty to God.
  5) Scouting discipline - methods - organisation, orderly movement.
  6) Starting and running a Sea Guide Company.
  8) Indian Navy, and Merchant Navy.

  **Residential Modules**
  1) Course Routine and Objectives.
  2) Guide Pravesh and Pratham Sopan tests, Review testing of trainees.
  3) Further study of directions by a Day and by night - use of compass stars - constellations.
  4) Signalling - methods - use and practice.
  5) First Aid - special reference to accidents in water.
  6) Water safety - swimming Rescuing & Knowledge of activity areas.
  7) Maps and Charts.
  8) Rope-work, knots, lashing and splicing.
  9) Estimation.
  10) Flags in seamanship, Flag signals, light signals.
  11) Laying and lighting a fire, Cooking on board a ship.
  13) Sails on the boats and their uses.
  14) Guard ship.
15) Rigging of vessels
17) Camps, hikes, journeys and reports.
18) Romance and experience of sea Guiding in inland waters.
19) Aquatics activities and games.
20) Application of Skills
22) Requirement - Equipment - Record - Finance.
23) Sea Guide Uniform, its Care - smartness.
24) Indian Navy, and Merchant Navy.

• **Air Guide/Ranger Leaders Course:**

**Self Learning Modules**
1) Air Guiding.
2) What is Air Guiding.
3) History of Air Guiding.
4) Fundamental of the Bharat Scouts & Guides.
5) Guide Law and Promise.
6) History & Insignia.
   i. History of flying.
   ii. The Indian Air Force - its history, ranks, badges, flags.

**Residential Modules**
1) Course Routine and Objectives
2) Air Guiding.
3) What is Air Guiding.
4) Scouting subjects with a stress on Air Guiding.
   a. Uses of staff
b. Knots and Lashings
c. Estimation
d. Signalling (Morse)
e. Trees and woods.
f. Games & competitions

5) History & Insignia.
   i. History of flying.
   ii. National Markings and Insignia.
      a. Military.
      b. Civil.
      c. International Airlines.

6) The Aeroplane:
   (i) The parts of the plane be controlled surface.
   (ii) Principles of flight.
   (iii) Handling and picketing and marshalling.
   (iv) Air Craft recognition.
      b. Logo air craft seen.

7) Rescue Work:
   (i) General rule and procedures.
   (ii) First Aid.
   (iii) Parachutes and ejection seats.

8) Air Modelling.

9) Air Field.
   (i) Rules for safety and good conduct on Air Field.
   (ii) Plan and layout of Air Fields. What constitutes a reasonable landing ground.
   (iii) Knowledge of:
      a. Air Fields used by I.A.C.
      b. Full list of Air Field in the state.
10) Air Navigation:
   (i) Basic Geographic facts.
   (ii) Air Navigation.
   (iii) Maps and Map reading Starts.

11) Air Traffic Control:
   (i) Air Traffic control, Aerodrome procedure.
   (ii) The twenty four hour clock longitude and time.
   (iii) The signals square. Very and Aldis lamp signals.

12) Meteorology:
   (i) The Science of Meteorology.
   (ii) The Meteorology organisation.
   (iii) How to keep a weather record.
   (iv) Open Session- Evaluation - Final Talk - Closing.

- **Desert Guide/Ranger Leaders Course**:

  **Self Learning Modules**
  1) Fundamentals of the Bharat Scouts and Guides.
  2) How deserts are formed - Geographical situation of desert region.
  3) The vegetation climate, River of the desert region.
  4) Costumes, Foods, Lively hood of the deserts.
  5) Common animals found in deserts -and breeding them.

  **Residential Modules**
  1) Course Routine and Objectives
  2) Weather forecasting in Desert and finding wind velocity.
  3) Common animals found in deserts -and breeding them.
  4) Irrigation in Desert - Methods
  5) Handicrafts in the desert region.
  6) Hike to study the special phenomenon of desert - mirage, land slides etc.
  7) Construction of shelters in deserts & Safety Rules.
8) Direction finding with stars.
9) Journey on foot in desert - Precautions against sunstroke thrust.
10) Camel ride- with stay in the desert or an oasis.
11) Open Session - Evaluation - Final Talk - Closing.

- **Basic Course for Grameen Ranger Leaders:**

  **Self Learning Modules**
  1) Fundamentals of the Bharat Scouts and Guides.
  2) What is Scouting / Guiding.
  3) History of the Movement and history of Grameen Scouting / Guiding.
  4) Structure of the Movement.
  5) Progressive Scheme of Boy / Girl Programme.
  6) Patrol System and how to start and run a Team and Company.
  7) Scheme of Gobar Gas Plant.
  8) Insurance Scheme of Animals and Crops.
  9) Knowledge of various schemes related to animals and agriculture.
  10) Smartness and Good order in a Team
  11) Leadership qualities

  **Residential Modules**
  1) Course Routine and Objectives
  2) Basic Skills upto Pratham Sopan.
  3) Patrol System and how to start and run a Team and Company.
  4) Typical indoor & outdoor activities, games etc, related with Grameen Scouting / Guiding.
  5) Vocational Training for becoming self-employed.
  6) Plantation & forest conservation.
  7) Practical knowledge of Gardening & Agriculture.
9) Scheme of Gobar Gas Plant.
10) Skills upto Rajya Puraskar Ranger
11) Investiture Ceremony
12) Smartness and Good order in a Team
13) Leadership qualities
14) Open Session- Evaluation - Final Talk - Closing.

Note: This course is equivalent to Basic Course for Ranger Leaders.

• **Warden cum Quarter Master Course:**

**Self Learning Modules**
1) Fundamentals of the Bharat Scouts and Guides.
2) Duties and Responsibilities of Quartermaster & warden.
3) Course admission and Quartermaster.
4) Responsibility of Leadership.
5) Counselling.

**Residential Modules**
1) Course Routine and Objectives
2) Quartermaster in Company, LA/DA, Camping Centre and Course.
3) Budget, Backdating and Planning.
4) Care of Training and camping material.
5) Advanced Knowledge of Camp Craft.
6) Preparation of Menu.
7) Backwoodsman cooking.
8) Purchase, store, issue of provisions and preserve food Stuff.
9) Personal kit in a camp and back packing.
10) Responsibility of Leadership.
11) Counselling.
12) Open Session - Evaluation - Final Talk - Closing.
• **Patrol Leaders Trainers Training Course:**

**Self Learning Modules**

1) Fundamentals of the Bharat Scouts and Guides.
2) Significance of Patrol System and Basic Principles underlying in it.
3) Explain Leadership skills, essential skills for Team Building, Guide Spirit.
4) Advancement Scheme of Scout / Guide.
5) What are the qualities and responsibilities of Patrol Leader.

**Residential Modules**

1) Course Routine and Objectives
2) Significance of Patrol System and Basic Principles underlying in it.
3) Explain Leadership skills, essential skills for Team Building, Guide Spirit.
4) Demonstrate skills upto Tritiya Sopan Badge.
5) Proficiency Badges of Rajya Puraskar and Rashtrapati Award.
6) Demonstrate Visual aid required and different methods used in teaching skills and tests upto Tritiya Sopan.
7) Conduct Model Patrol Meeting, Patrol in Council, Court of Honour.
8) Prepare a list of Patrol activities.
9) Design and prepare a Training Programme for a Patrol Leader Training Course.
10) Open Session - Evaluation - Final Talk - Closing.

• **Badge Instructors’ and Examiners’ Course**

**Self Learning Modules**

1) Fundamentals of the Bharat Scouts & Guides.
2) What is Scouting / Guiding.
3) 14 Programme Ideals.
4) What is Badge and Types of Badges.
5) Advancement of Badge System.
6) Set backs in implementing Badge System.
7) Youth Programme.
8) Badge System and Community
9) Duties and Responsibilities of Training Counsellors.
10) Role, Duty and Functions of Badge Examiners.
11) Public Relation.

**Residential Modules**

1) Course Routine and Objectives
2) Set backs in implementing Badge System.
3) Badge-Committee Role, Structures and functions.
4) Role Function and Duties of Badge Instructor.
5) Effective Training & Proficiency Badge.
6) Rashtrapati Award.
7) Demonstration of Badge Work (Practical).
8) Public Relation.
9) Open Session- Evaluation - Final Talk - Closing.
Suggested Syllabus for Special Courses Based on the Need of States

- **Pioneering and Estimation Course**

**Self Learning Modules**
1) Fundamentals of the Bharat Scouts & Guides.
2) Be able to define safe working load of rope.
3) Be able to take proper care of the rope.
4) Know about self measurement.

**Residential Modules**
1) Course Routine and Objectives
2) Fell a 9 inch tree or scaffolding a pole neatly and quickly.
3) Have a knowledge of various ropes, sizes, storing laying and caring.
4) Tie eight kinds of knots quickly or blind folded. Bowline on bight, cats paw, double sheet bend, manhamess knot, marline spike hitch, or lever hitch, draw hitch or highwayman’s hitch, fisherman’s bend or fisherman’s hitch.
5) Lash spars properly together.
6) Build model bridge or Derrick and Ladders.
7) Make a camp kitchen.
8) Build a Hut/Shelter of one kind or another suitable for three person.
9) Measure length of the rope.
10) Be able to define safe working load of rope.
11) Be able to take proper care of the rope.
12) Be able to use blocks, tackles and pulleys in pioneering work.
13) Practical life-line throwing.
14) Be able to use 3 / 2 / 1 hold fast and dead man’s anchorage.
15) Know about self measurement.
16) Know the method of heights, width, depth weight measurement.
17) Open Session - Evaluation - Final Talk - Closing.

- **Disaster Preparedness & Management Course**

  **Self Learning Modules**
  1) Fundamentals of the Bharat Scouts & Guides.
  2) Knowledge of various types of natural and man-made Disasters.
  3) Knowledge of accident prone areas at roads, bathing places, places of gatherings, meals, etc. in her locality.
  4) Knowledge of civil defence and Fire Services.
  5) Knowledge of Ambulance Service.
  6) Knowledge of HAM Service.
  7) Knowledge of storm and distress signals.
  8) Safety Knowledge:
     a. Traffic Safety
     b. Home Safety
     c. Industrial safety
  9) Knowledge of rehabilitative methods and Governmental and Non-Governmental agencies that can support.
  10) Knowledge of anti-social elements causing disasters by various means.
  11) Knowledge of Blood donation.

- **Residential Modules**
  1) Course Routine and Objectives
  2) Knowledge of establishing messenger service including sending messages by phone, telex and fax.
  3) Reporting local situation in calamities, disasters and accidents.
  4) Practical Skills: (A combination to be made according to the needs of the area).
a. Pioneering and axemenship.
b. Bridge building and improvisation of shelters.
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 up keep.
i. Purification of water.
j. Signalling - Semaphore.

5) Open Session - Evaluation - Final Talk - Closing.

• Campfire Leaders Course:

Self Learning Modules
1) Fundamentals of the Bharat Scouts & Guides.
2) What is Campfire Origin and Significance.
3) Leadership Qualities & Campfire Leaders.
4) Different types of Campfires.
5) Cub / Bulbul Campfire - Red Flower / Kalrav.
6) How to Conduct a Campfire.
7) Opening and Closing Ceremony.
8) Responsibilities of Patrol Q.M. / Company Q.M.
9) Preparation of campfire Programme.
10) Do’s & Don’t’s in the Campfire.

Residential Modules
1) Course Routine and Objectives
2) Types of fire (Laying, lighting, putting out fire). Arrangement of Firewood.
3) Opening and Closing Ceremony.
4) Singing Songs and Yells.
5) Dress in Campfire, Improvisation.
6) Games to be used.
7) Preparation of campfire Programme.
8) Yells and appreciation in Campfire.
9) Open Session - Evaluation - Final Talk - Closing.

• Signalling Course:

Self Learning Modules
1) Fundamentals of the Bharat Scouts & Guides.
2) Introduction of Signalling.
3) Introduction of Morse Code.
4) Numerical Signs.
5) Introduction of Semaphore.

Residential Modules
1) Course Routine and Objectives
2) Fundamentals and Methods of Signalling.
3) Introduction of Morse Code.
4) Signalling by Flag, Whistle, Light and Buzzer.
5) Numerical Signs.
6) Morse Code and Morse Key use.
7) Communication of Message by Morse.
8) Communication of Message by Semaphore.
9) Open Session - Evaluation - Final Talk - Closing.

• Law and Promise Course:

Self Learning Modules
1) Fundamentals of the Bharat Scouts & Guides.
2) Law and Promise
3) Ten Recommendations of Success.
4) Service to God and the Community.
5) The Spiritual Dimension of Guiding and the Young People.
6) 14 Programme Ideals.
7) Indian Citizenship.
8) Fundamental Duties.
9) Fundamental Rights.

**Residential Modules**
1) Course Routine and Objectives.
2) A Literary of Guide Law.
3) Prayer and Meditation.
4) The Programme of the section related to the Aim and Method of Association.
5) Indian Citizenship.
6) Fundamental Duties.
7) Fundamental Rights.
9) Open Session - Evaluation - Final Talk - Closing.

- **Course on Mapping:**

**Self Learning Modules**
1) Fundamentals of the Bharat Scouts & Guides.
2) Define what is Map and what are the uses of a map.
3) Draw conventional signs used in Survey of India maps.

**Residential Modules**
1) Course Routine and Objectives.
2) Read bearings using a magnetic compass and plot to scale on paper, any given location on ground.
3) Set a map and read a map.
4) Draw conventional signs used in Survey of India maps.
5) Identify locations through and reference and describe the routes connecting them.
6) Workout a Radiant laying between two adjacent contours lines on a map.
7) Map making by a) Road Travers Method; B) Plain Table Survey.
8) Survey a given plot using the plane table method.
9) Say how mapping is useful in Guiding.
10) Identification and study of toposheets.
11) Identifying the importance of constellation.
12) Find out the North with the help of Stars.
13) Open Session - Evaluation - Final Talk - Closing.

• **First Aid Course :**

**Self Learning Modules**
1) Course Routine and Objectives.
2) Fundamentals of the Bharat Scouts & Guides.
3) First Aid Syllabus upto Dwitiya and Tritiya Sopan.
4) Duties and Responsibilities of First aider

**Residential Modules**
1) Course Routine and Objectives.
2) First Aid Syllabus upto Dwitiya and Tritiya Sopan.
3) Deal with Bleeding - major and minor.
4) Diagnose and blind a broken limb.
5) Deal with choking by Heimlich’s maneuver.
6) Mouth to Mouth resuscitation.
7) Preparation of a Stretcher and apply a roller bandage.
8) Sending a correct message, verbal, written or by telephone.
9) Methods of carrying causalities.
10) Open Session - Evaluation - Final Talk - Closing.

• **Yoga Instructor Course:**

**Self Learning Modules**
1) Fundamentals of the Bharat Scouts & Guides.
2) The introduction of Yoga & its meaning, its origin, literature & utility.
Residential Modules

1) Course Routine and Objectives.
2) Yoga Prayers & Shanti Path.
3) Kinds of Yoga, Gyan of Yoga, Bhakti Yoga, Karam Yoga, Raj Yoga & Hatya Yoga.
4) Ashtang Yoga:
   a. Anatarang Yoga - Pratyahar, Dharma, Dhiyana, Samadhi
   b. Bahirang Yoga - Yam, Niyama, Asana, Pranayama.
5) Hatya Yoga: Asana, Pranayama, Mudra, Bandh, Shath Karma.
6) Some kind of Yoga practices
   a. Asanas, Inverted balancing, sitting, laying, standing.
   b. Micro Yoga practices - Kriyas.
   c. Surya Namaskar
   d. Suddhi Kriya (Cleaning process) - Neti, Nauli, Dhauti.
   e. Pranayams: Retention, fast breathing & slow breathing, Bhramari.
   f. Techniques of concentration Yoganidra, Tratak, Meditation.
7) Open Session - Evaluation - Final Talk - Closing.

• Basic Course for Venture Leaders:

Self Learning Modules

1) Fundamentals of the Bharat Scouts & Guides.
2) Organisation of the Movement
3) Needs and aspirations of youth.
4) Leadership qualities.
5) Duties and responsibilities of Adventure leaders
6) Venture clubs.
7) Upa Rashtrapati Award and Prime Minister Shield Competitions
Residential Modules
1) Course Routine and Objectives.
2) Learn Guide Skills upto Dwitiya Sopan level.
3) Understand safety measures in Adventure Programme.
4) Understand and learn First and Rescue Skills.
5) Nature ramble and nature study.
6) Preparation / construction of obstacles.
7) Basic Knowledge of Rock climbing, mountaineering.
8) Knowledge of cooking, preparing camp menu and balanced diet while in Jungle.
9) Prepare, practice and participate in obstacles and adventure based activities.
10) Open Session- Evaluation - Final Talk - Closing.

• Course on Computer:

Self Learning Modules
1) Fundamentals of the Bharat Scouts & Guides.
2) Basic computer terminology.
3) What is a computer?

Residential Modules
1) Course Routine and Objectives.
2) What is an operating system?
3) What are the major physical components of the computer?
4) What is the desktop?
5) What are the major components of a window?
6) Navigating a web page
7) Web browsing (Chrome, Netscape, Mozilla)
8) File Management
9) Power Point Presentation
10) Social Networking
11) Open Session - Evaluation - Final Talk - Closing.
• **Course on Ecology and Environment:**

**Self Learning Modules**
1) Fundamentals of the Bharat Scouts & Guides.
2) Define the Environment
3) What is Nature, What is Ecology and Environment?
4) Knowledge of the Ecological Balance
5) Knowledge about
   a) Reasons of Soil Erosion and its protection
   b) Tree cutting - Tree Plantation
   c) Conservation of wild Animals
   d) Stop Water pollution and Wastage of Water
   e) Stop Air Pollution
   f) Littering
6) Educate the people about the pollution problems-Cause by a Human being
7) Global Warming

**Residential Modules**
1) Course Routine and Objectives.
2) How to educate people about balancing the Ecology and Environment
3) Knowledge about
   a) Reasons of Soil Erosion and its protection
   b) Tree cutting - Tree Plantation
   c) Conservation of wild Animals
   d) Stop Water pollution and Wastage of Water
   e) Stop Air Pollution
   f) Littering
4) Educate the people about the pollution problems-Cause by a Human being
5) Consumption of Energy
6) Know about the Government, Non - Government and other International organisations working on Environment and Ecology
7) Open Session - Evaluation - Final Talk - Closing.
• **Leadership and Personality Development Course**

**Self Learning Modules**

1) Fundamentals of the Bharat Scouts & Guides.

2) Leadership - Introduction to Leadership, Leadership Power, Leadership Styles, Leadership in Administration.

3) Interpersonal Relations - Introduction to Interpersonal Relations, Analysis of different ego states, Analysis of Transactions, Analysis of Strokes, Analysis of Life position

4) Communication - Introduction to Communication, Flow of Communication, Listening, Barriers of Communication, How to overcome barriers of communication

5) Stress Management - Introduction to Stress, Causes of Stress, Impact Stress, Managing Stress

6) Group Dynamics and Team Building - Importance of groups in organization, Interactions in group, Group Decision Taking, Team Building, Interaction with the Team, How to build a good team?

7) Conflict Management - Introduction to Conflict, Causes of Conflict, Managing Conflict

8) Time Management - Time as a Resource, Identify Important Time Wasters, Individual Time Management Styles and Techniques for better Time Management.

9) Motivation - Introduction to Motivation, Relevance and types of Motivation, Motivating the subordinates, Analysis of Motivation

**Residential Modules**

1) Course Routine and Objectives.

2) Interpersonal Relations - Introduction to Interpersonal Relations, Analysis of different ego states, Analysis of Transactions, Analysis of Strokes, Analysis of Life position
3) Communication - Introduction to Communication, Flow of Communication, Listening, Barriers of Communication, How to overcome barriers of communication

4) Stress Management - Introduction to Stress, Causes of Stress, Impact Stress, Managing Stress

5) Group Dynamics and Team Building - Importance of groups in organization, Interactions in group, Group Decision Taking, Team Building, Interaction with the Team, How to build a good team?

6) Conflict Management - Introduction to Conflict, Causes of Conflict, Managing Conflict

7) Time Management - Time as a Resource, Identify Important Time Wasters, Individual Time Management Styles and Techniques for better Time Management.

8) Motivation - Introduction to Motivation, Relevance and types of Motivation, Motivating the subordinates, Analysis of Motivation

9) Table Manners

10) Open Session- Evaluation -Final Talk -Closing.

**Conservation and Rain Water Harvesting Course:**

**Self Learning Modules**

1) Fundamentals of the Bharat Scouts & Guides.

2) Understanding basics of groundwater, hydrogeology and hydrometeorology

3) Introduction to water conservation and assessment, Severity of water crisis, importance of conservation Soil, Plant, Atmosphere Continuum (SPAC); Water use efficiency

4) Water resources conservation and management, Water conservation measures

5) Water policy and legislation; Fiscal incentives and disincentives
Residential Modules

1) Course Routine and Objectives.
2) Introduction to water conservation and assessment, Severity of water crisis, importance of conservation Soil, Plant, Atmosphere Continuum (SPAC); Water use efficiency
3) Water resources conservation and management, Water conservation measures
4) Traditional systems and man-made structures (ponds, tanks, reservoirs), Minimizing evaporation loses, Rainwater harvesting and groundwater recharging, Irrigation: types, scheduling, efficiency and designing
5) Planning, designing, construction process, maintenance and monitoring mechanisms; Components like filters, costing, water quality issues, treatment options, etc
6) Models of rainwater harvesting from residential and institutional buildings, colonies, industries, training centers, public areas like parks, airports, forested areas, etc
7) Strategies for catalysing rain harvesting; Experiences & examples
8) Open Session- Evaluation -Final Talk -Closing.

•  Project Management Course:

Self Learning Modules

1) Fundamentals of the Bharat Scouts & Guides
2) Identification of a Project and Analyse it parts
3) Critical Path Method (CPM) and how it’s used in project management
4) Time Management

Residential Modules

1) Course Routine.
2) Course Objectives & Methods
3) Planning
4) Resource mobilization
5) Budgeting
6) Time Management
7) Project Monitoring
8) Project Evaluation
9) Preparation of Project Report
10) 3 different projects case study and practical project preparation.
11) Open Session - Evaluation - Final Talk - Closing.

- **Camping and Hiking Course:**

  **Self Learning Modules**
  1) Fundamentals of the Bharat Scouts & Guides
  2) Make a layout plan of a typical campsite. Show the position of the camp kitchen, the fireplace, dining, latrine and tentage for at least Four Patrols.
  3) Explain how and why weather, season, wind, fuel, and water supply are taken into consideration when choosing a site. Explain what care to take with regard to safe water, sanitary facilities, and emergencies.
  4) Prepare a checklist detailing:
     a) the personal kit that you will need for a Unit camp for a week;
     b) the personal kit that you will need for a weekend hike;
        i. in summer
        ii. in winter;
     c) all the camping equipment needed for a week camp.

  **Residential Modules**
  1) Course Routine.
  2) Course Objectives & Methods
  3) Make a layout plan of a typical campsite. Show the position of the camp kitchen, the fireplace, dining, latrine and tentage for at least Four Patrols.
4) Explain how and why weather, season, wind, fuel, and water supply are taken into consideration when choosing a site. Explain what care to take with regard to safe water, sanitary facilities, and emergencies.

5) Demonstrate how to pack correctly your personal kit in a rucksack for an overnight Patrol camp.

6) Prepare a camp menu for an overnight Patrol camp of at least eight Scouts covering breakfast, lunch and Dinner.

List the materials required for your menu that you can get from your local store.

7) At a Week Patrol camp (Seven days):
   a) Assist in the preparation of the camp programme.
   b) Lay out the campsite according to the principles in (1) above.
   c) With another Scouter/Guider, pitch a Tent, or build a shelter, taking into consideration the weather. Strike and pack the tent, or dismantle the shelter. Know how to take care of tents, including the correct storage of tents between camps.
   d) While camping, cook all meals for yourself for twenty-four hours. Raw ingredients must be used in cooking the meals.
   e) Make a comfortable bed on the ground and sleep in it.
   f) While in camp show the right way to
      i. store your food and gear against heat, animals, insects, and wet in bad weather;
      ii. dispose of refuse and maintain correct hygiene standards.
      iii. take precautions against the spread of fires.
   g) Make five camp gadgets in camp and use them.

8) Open Session - Evaluation - Final Talk - Closing.
CHAPTER VII

I. Forms and Certificates

1. Application for admission to the Basic/Advanced Training Course for Guiders.
2. Application for Admission to the Himalaya Wood Badge Course (Guide Wing).
4. Application for Admission to Pre-ALT Course.
5. Application for Admission to ALT/LT Course.
6. Recommendation for appointment as ALT/LT (Guide Wing)
7. Application for Reorientation Course.
11. Spare Time Activity Card (Specimen).
12. Records to be maintained at the Training Courses.
15. Template Participation Certificates.
16. Completion certificate for Basic/Advanced Course.
17. Progress Report of Unit.
18. Training Study Certificate
19. Application for Hon’ble Charge in other Section - LT (Guide Wing)
20. Application for Hon’ble Charge in other Section - ALT (Guide Wing)

II. Individual kit for camper

III. Adult Training, Learning, Development Policy of WAGGGS.

88 Scheme of Training - Guide Wing
Appendix-I

Application for admission to the Basic /Advanced Course for Flock Leaders/Guide Captains /Ranger Leaders

To,

The Leader of the Course

___________ Course for Flock Leaders/Guide Captains/Ranger Leaders to be held at ________________ from _______________ to ________________.

Madam,

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. Mail ID ___________________ Phone No. ____________
4. Occupation: _____________________________________
5. Date of birth and age: ______________________________
6. Educational qualification: _____________________________
7. Experience in Guiding, if any (Bulbul/ Guide/ Ranger)  ______________

For Advanced Course

Basic Course Certificate No. ______________ date __________
Warrant No ____________ date ____________ valid upto ____________

Name of the Unit ______________ Charter No ________________.

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 my Unit and can spare enough time for the movement.

Signature of the Applicant

Date ____________:

Chapter - VII, Forms and Certificates 89
**Recommendation of the Sponsoring authority or the Group Leader (G) in the case of Open Units**

I recommend that Ms./Mrs./Smt. ___________________________ 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 (G)
District stamp

If the application is sent for course run at the National Training Centre, Pachmarhi, the recommendation of the S.T.C.(G) and State Secretary/Jt. State Secretary is necessary.
**Application for Admission to the Himalaya Wood Badge Course**

**H.W.B. Courses (Guide Wing) _____________ Section**

<table>
<thead>
<tr>
<th>Course Dates</th>
<th>Place</th>
</tr>
</thead>
<tbody>
<tr>
<td>From ___________ to ________</td>
<td>___________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of the State</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>___________</td>
<td></td>
</tr>
</tbody>
</table>

1. **Full Name (In Block Letters):**

2. **Full Postal Address:**

<table>
<thead>
<tr>
<th>State Pin code</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>___________</td>
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</tbody>
</table>

3. **Date of Birth and Age:**

4. **Name of the Unit:**

<table>
<thead>
<tr>
<th>Charter No.</th>
<th>Date</th>
<th>Warrant No.</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>___________</td>
<td>___________</td>
<td>___________</td>
<td>___________</td>
</tr>
</tbody>
</table>

5. **Educational Qualification:**

6. **Guiding Qualification:**

(Training Details):

<table>
<thead>
<tr>
<th>Sl No.</th>
<th>Name of the Course</th>
<th>Dates</th>
<th>Place</th>
<th>Certificate No.</th>
<th>Leader of the Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Basic Course</td>
<td>From</td>
<td>to</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Advanced Course</td>
<td>From</td>
<td>to</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Training Study completed on：

<table>
<thead>
<tr>
<th>Certificate No.</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>___________</td>
<td>___________</td>
</tr>
</tbody>
</table>
7. Any Special Interest, Skill: ________________________________________________

8. Produce Swarna Pankh Bulbuls/Tritiya Sopan Guides/Rajya Puraskar Rangers in Unit
   (Attach separate certificate verified by DTC(G) & DOC (G) and countersigned by DC(G))

9. Conduct weekend course held at: ______________ from __________ to _______ No. __________
   (Attach separate certificate verified by DTC(G) & DOC (G) and countersigned by DC(G))

10. List of books in Guiding studied: ________________________________

11. Other Qualification: ________________________________

12. Subject well versed: ________________________________

   Signature of the Candidate
   Date: ______________

Recommendation of S.T.C. (G)
Date: ______________

Forwarded through State Secretary/Jt. State Secretary

Note: If the above candidate qualifies in the above course, HWB Parchment may please be issued. Recommendation duly filled and signed is enclosed.

State Training Commissioner (G)
Appendix-III


1. Name of the State Association __________________________
2. Name of the candidate __________________________
   (Block letter)
3. Postal Address: __________________________
   __________________________ Pincode __________________________
   E-mail id ____________ Phone No. __________________________
4. Name of the Unit __________________________
5. Charter No. _________ date _________ Valid upto _________
6. Warrant No. _________ date _________ Valid upto _________
7. Training Study - NTC Reg. No. (Cert. No. ____________ 
   & Date _________)
8. Details of HWB residential Course attended:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Course Date</th>
<th>Venue</th>
<th>Name of LOC</th>
<th>Certificate No. &amp; Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Signature of the applicant
Ms./Mrs./Smt. ________ is an active Guider, the Parchment may please be issued to her.

District Commissioner (G)  District Trg. Commissioner (G)
State Trg. Commissioner (G)  State Secretary / Jt. State Secretary

FOR NTC USE

Parchment No. _________ Date _________

Dy. Director Guides (Ldr.Trg.)
Application for Admission to Pre-ALT Course (Guide Wing)

Name of the State: ________________________________

1. Full Name (In Block Letters) : ________________________________

_________________________________________ Pincode ________________________________

E-mail: __________________________________________

Phone No. (If any) ____________________________ (Code) __________

2. Date of Birth and Age : _______ ( _____ Year _____ Month ________ Day)

3. Educational Qualification : 

4. Designation : 

5. Whether you have been a Bulbul/Guide/Ranger, if so give details, Place, Years etc.

6. Name of the Group : ________________________________

7. Service in the Movement as an Adult : Warrant No. ____ Date ____ Renewed upto ____

     Rank ________________ Year ________________

8. Details of Training Courses : 

9. Appendix-IV
<table>
<thead>
<tr>
<th>SI No.</th>
<th>Name of the Course</th>
<th>Dates</th>
<th>Place</th>
<th>Certificate No &amp; Date</th>
<th>Name of the LOC</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>From</td>
<td>To</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Basic Course</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Advanced Course</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>HWB Course</td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

10. H.W.B. Parchment No. : ________________ Date : ________________ Section ________________
11. List of Books on Guiding you have studied : ________________________________________
12. Subject in Guiding you are well versed : ________________________________________
13. Course assisted as a full time assistant in the Training Course (at least one after award of Parchment).

<table>
<thead>
<tr>
<th>SI No.</th>
<th>Name of the Course</th>
<th>Place</th>
<th>Date</th>
<th>Leader of the Course</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>From to</td>
<td></td>
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<tr>
<td>1</td>
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<td>2</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>SI No.</th>
<th>Name</th>
<th>Date of completion</th>
<th>Certificate No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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</tbody>
</table>

I am prepared to undergo further training and to give preference to the work of Training. I will abide by the Rules. Scheme of Training and discipline of the Bharat Scouts & Guides and the Training Course.

Recommendation of D.C. (Guide) and Signature  
Date ________________  
Signature of applicant  
Date ________________

Recommendation & signature of STC (Guide)  
Date ________________  
Signature of State Secretary / Jt. State Secretary  
Date ________________
Appendix-V

Application for Admission to ALT/LT Course (Guide Wing)

Name of State Association ____________________________________________

1. Full Name ______________________________________________________
   (In Block Letters)

2. Full Home Address _______________________________________________
   _________________________________________________________________

State ____________________ Pincode _____________________________

E-mail ID ____________________________

Phone No. (If any) _________________________________

3. Date of Birth and Age ___ (____ Year _____ Month ____ Day)

4. Name of the Unit _________________________________

5. Education Qualification ________________________________

6. Guiding Qualification _________________________________

(Training Details)

<table>
<thead>
<tr>
<th>SI. No.</th>
<th>Name of the Course</th>
<th>Dates From to</th>
<th>Place</th>
<th>Certificate No. Date</th>
<th>Leader of the Course</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Basic Course</td>
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<td>2.</td>
<td>Advanced Course</td>
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<td>3.</td>
<td>HWB Course</td>
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<tr>
<td>4.</td>
<td>Pre-ALT Course</td>
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<td>5.</td>
<td>ALT Course</td>
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<tr>
<td></td>
<td>For L.T. Course only</td>
<td></td>
<td></td>
<td>ALT Hon’ble Charge No.______ and Date</td>
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</tr>
<tr>
<td>6.</td>
<td>ROT Course</td>
<td></td>
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</tbody>
</table>
7. Training Course Conducted / Assisted after receiving HWB Parchment/ALT Hon’ble charge.

<table>
<thead>
<tr>
<th>SI No.</th>
<th>Name of the Course</th>
<th>Dates</th>
<th>Type of Course</th>
<th>Type of Work Done</th>
<th>No of Participants</th>
<th>Leader of the Course</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

Note: Produce Certificate issued by Competent Authority.

8. Produce Golden Arrow Bulbuls/Rashtrapati Guide/Rashtrapati Rangers in unit after receiving ALT Hon’ble Charge (For LT Course).

<table>
<thead>
<tr>
<th>SI No.</th>
<th>Name</th>
<th>Date of completion</th>
<th>Certificate No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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<td>4</td>
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</tr>
</tbody>
</table>
9. Any Special Interest / Skill.

STC (Guide)  
Date: 

Signature of the Applicant  
Date: 

Forwarded By:  
State Secretary / Jt. State Secretary

Note: If the candidate qualifies in the above course Hon’ble charge may please be issued. Recommendation duly filled and signed is enclosed.
Recommendation for appointment as
Assistant Leader Trainer/ Leader Trainer (Guide Wing)

1. Name of the State Association:

2. Name of the Candidate (Block letters)

3. Full Postal Address

   Pin code

4. Date of Birth and Age Years

5. Educational Qualification

6. Name of Group

   Registered from Warrant No. Date

7. Completed HWB in Bulbul/Guide/Ranger:

   Name of District Place

8. H.W.B. Parchment No. & Date : Parchment No. Date

9. Pre – ALT Course : Certificate No. Date

10. ALT Course (For LT Candidates) : Certificate No. Date

11. Details of Training Course after completing Pre-ALT:

<table>
<thead>
<tr>
<th>Course Date</th>
<th>Venue</th>
<th>LOC</th>
<th>Cert. No / Date</th>
</tr>
</thead>
</table>

12. Current Rank / Position in the Movement

   Date: ________________

   Signature of the Applicant
TO BE FILLED BY STATE TRG. COMMISSIONER (G)

<table>
<thead>
<tr>
<th></th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Guiding Knowledge</td>
<td></td>
</tr>
<tr>
<td>Leadership Qualities</td>
<td></td>
</tr>
<tr>
<td>Willingness to spare time</td>
<td></td>
</tr>
<tr>
<td>Warrant holder</td>
<td></td>
</tr>
</tbody>
</table>

State Training Commissioner (G)

State Secretary / Jt. State Secretary

State Commissioner (G)

State Chief Commissioner

Date ________________

FOR THE USE AT NATIONAL TRAINING CENTRE

Recommendation received on:
Recommendation for appointment:

National Commissioner (G)

Dy. Director Guides (Ldr. Trg.)

Chief National Commissioner

Honourable Charge No. ________________ & Date: ________________ Issued On ________________
THE BHARAT SCOUTS & GUIDES, NATIONAL TRAINING CENTRE, PACHMARHI
APPLICATION FOR REORIENTATION COURSE FOR TRAINERS

Name of the State Association: 

(1) Full name (in block letters): 

ALT/LT: Section: Bulbul / Guide / Ranger 

Hon’ble Charge No. Date Valid till 

Last Re-orientation Course attended: at 

From to 

(2) Full Postal address: 

E-mail ID: Mob. No 

(3) Occupation: 

(4) Date of birth and age: 

(5) Educational qualification:
(6) Warrant No. (if any): __________________________ Date: ________________ (Copy enclosed)

(7) Name of the Unit (if any): ________________________________

(8) Charter No. (if any): __________________________ Date ________________ (Copy enclosed)

(9) Any other qualification: ________________________________

(10) Subject in Guiding you are well versed: ________________________________

Date: ________________                                                   Signature of the Applicant

RECOMMENDED FOR ADMISSION

District Commissioner (G)                                                   District Training Commissioner (G)

District: ________________                                                   District: ________________

Recommendation of S.T.C. (G)

Date ________________

Forwarded by State Secretary/Jt. State Secretary
### Quadrennial Report by Trainers for Renewal of Hon’ble Charge

Year from ____________ to ____________

1. **Name of the State Association**: 
   ![State Association Name]

2. **Name of the Trainer**: 
   ![Trainer Name]
   *(Block letter)*

3. **Date of Birth**: 
   ![Date of Birth]

4. **Full Postal Address**: 
   ![Postal Address]

   ![City]  Pin Code ____________

   E-mail: ![Email Address]  Mobile No. ____________

5. **Qualification**: 
   ![Qualification]
   ALT / LT honourable Charge. No. _____  Date: ____  Sec: ____

6. **ROT attended**: 
   ![ROT Venue]
   Venue ____________  Date: _____  Cert. No. ________

---

*Appendix-VIII*
8. Courses assisted / conducted:

<table>
<thead>
<tr>
<th>Sl No.</th>
<th>Name of the Course</th>
<th>Venue</th>
<th>Dates</th>
<th>No. of participants</th>
<th>Assisted / conducted</th>
</tr>
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</tbody>
</table>

Signature of the STC(G)  
Date: ________________  

State Secretary / Jt. State Secretary  

FOR NTC USE  

Renewed till: ________________ dated ________________  

Dy. Director Guides (Leader Training).
Certificate of Recognition and Authorisation
(To be exhibited on the notice board during Course)

________________________ STATE BHARAT SCOUTS & GUIDES
[Address of SHQ / NTC]

This Basic/Advanced/H.W.B. Course for Flock Leaders/Guide Captains/Ranger Leaders being held at
_______ from ______ to ______ has been recognised by ________ State, Bharat Scouts & Guides.

Ms./Mrs./Smt. ______________________ L.T/A.L.T. honourable charge no _______________ valid till
_____________ is authorised to conduct the Course as leader of the course.

No. ______________

Date ________________  State Trg. Commissioner

Copy of the letter to be sent to the Dy. Director Guides (Leader Training) for registration at the National
Training Centre.
THE BHARAT SCOUTS & GUIDES, NATIONAL TRAINING CENTRE, PACHMARHI
CAMP/COURSE INSPECTION SHEET

Name of the Course ____________________________________________

Place ____________________________________________ From ____________ to ____________

<table>
<thead>
<tr>
<th>Date</th>
<th>Uniform &amp; Turn out</th>
<th>Tent &amp; Layout</th>
<th>Cleanliness &amp; Surroundings</th>
<th>Camp Duties</th>
<th>Gadgets &amp; other display materials</th>
<th>Total</th>
<th>%</th>
</tr>
</thead>
<tbody>
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Appendix-XII

Records to be maintained at the Training Courses

1. Register of Trainees:
   1. Name and address, with mail ID and Phone No.
   2. Date of Birth and age,
   3. Guide Rank
   4. Warrant No. and date, if obtained,
   5. Guide experience and service as Bulbul, Guide or Ranger and as Guider,
   6. Educational Qualifications,
   7. Professional Qualifications,
   8. Hobbies,
   9. Certificate issued with number

2. 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 who led in the instruction or training.

3. Notes of the morning inspection in regard to smartness, turn out, orderliness, cleanliness of camping area, kitchen, latrines, useful gadgets, improvised shelter etc.

4. Report on the health of the campers, made from day to day by members of the staff doing it.

5. Notes of observation of the trainees as regards their progress and achievement and as regard their section, separate notes by each member of the staff. Final opinion of members of the staff, individually, in regard to each trainee and whether progress could be regarded as satisfactory for issue of certificate.

6. Spare time activity assignments and record of progress made by the campers, shown by entries day to day

7. Record hikes and other outdoor projects.

8. Sketch map of the camp showing the layout and the disposition of tents, accommodating the trainees and the staff.


10. Special events-if any, Visitors.
Report of Training Course

Name of the Training Course __________________________________________________________

Training Course held at __________________________ from ___________ to ___________

1. Nature of the Course: _____________________________________________________________

2. Duration: _____________________________________________________________________

3. Under whose auspices: ____________________________________________________________________________

   (Mention the name of Association or Institution for whom the camp was organised)

4. Course authorised: by _______________ letter No. ___________________ dated ______________

   (Give reference number) ___________________________________________________________________________

5. Location of:

   (1) Here describe the actual size used refer to availability of grounds for wide games, nature stroll, expeditions etc.

   (2) Describe facilities - Water supply, Bathing, market, fresh milk and fresh vegetables, firewood, medical facilities, sanitation etc.

6. Accommodation: Tents or Building

7. Strength: _____________________________________________________________________

   Number of participants _____________________________________________________________

8. Detail of Participant: Name, State/District/ Age/Professional Qualification ________________

9. Details of Patrol Division of Patrols /Sixes/ and their names. ____________________________

10. Details of Staff: Name ______ Age ______ Qualification ____________________________

   (i) Guest/Instructor.
12. Food arrangements: How did the campers manage their cooking? What was the arrangement for the food of the staff?

13. Daily Routine __________ Suggested Opening Day ________ Other days _________ Closing Day

14. Instruction: Describe the work done, subjects taught day wise and other activities.
   State any difficulties experienced owing to absence or insufficiency of training equipment.
   Mention any unusual success experienced in the matter of instruction or games or expeditions or other activities.

15. Standard of Camping:
   Say whether it was satisfactory right from the start or later, refer to results of morning inspection
   whether the right spirit prevailed throughout or whether any difficulties experienced.

16. Trainees-individual Progress -in a separate sheet as an appendix, give the views of the staff in regard to
   each individual trainee specify those who are qualified for certificate

17. Visitors: Mention names of visitors-how long they stayed purpose etc.

18. Statement of receipts and payments.

   The Leader’s general impression of the camp may be given here and acknowledgement for help etc
   received for the camp. The report is to be signed by the Leader of the Course.

   The original report has to be sent:
   (i) To the Dy. Director of Guides Leader Training and State Training Commissioner (G) in the case
       of H.W.B. Courses, and
   (ii) To the State Training Commissioner (G) in other cases.
## Training Study Proforma

Name of the state association ________________________________

<table>
<thead>
<tr>
<th>Sl.No</th>
<th>Name of the Unit Leader</th>
<th>Section</th>
<th>Name of the District</th>
<th>Date of Study Assignment Issued</th>
<th>Date of completion of Study Assignment</th>
<th>Name of the Reader with Qualification</th>
<th>Advanced Course Certificate No. &amp; Date</th>
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Chapter - VII, Forms and Certificates

113
Appendix-XV

______________________ STATE BHARAT SCOUTS & GUIDES

No.................... Date : ...............  

Participation Certificates

This is to certify that Shri/Smt. ____________________________  
of ________________________________ has successfully  
participated and completed the ____________________________  
held at ________________________________  
from ____________________________ to ____________________________  

Leader of the Course
Appendix-XVI

Certificate for Basic / Advanced Course Completion

__________________________________________ STATE BHARAT SCOUTS & GUIDES

No: _______________ Place: _______________

Date: _______________

This is to certify that Ms./Mrs./Smt. ____________________________________________________________ of __________________________________________________________ has successfully undergone Basic/Advanced Course for Flock Leaders / Guide Captains / Ranger Leaders conducted at __________________________________________________________ from _______________ to _______________

State Training Commissioner (G) Leader of the Course.
## Unit Progress Report

1. **Name of the State:** ________________________________  
2. **District:** ________________________________
3. **Name of Unit:** ________________________________
4. **Name of Unit Leader:** ________________________________
5. **Group Charter No.:** ________________________________ **Date:** ________________________________  
   Copy attached.
6. **Warrant No.:** ________________________________ **Date:** ________________________________  
   Copy attached.
7. Progress chart are given below.

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<th>Number of Bulbul / Guide / Ranger</th>
<th>As on</th>
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<td>01.04.20......</td>
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<tr>
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<td>Pravesh</td>
<td>Bulbul / Guide / Ranger</td>
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<tr>
<td>2.</td>
<td>Komal Pankh / Pratham Sopan / Nipun Badge</td>
<td>Bulbul / Guide / Ranger</td>
</tr>
<tr>
<td>4.</td>
<td>Swarn Pankh / Tritiya Sopan</td>
<td>Bulbul / Guide</td>
</tr>
<tr>
<td>5.</td>
<td>Heerakh Pankh / Rajya Puraskar</td>
<td>Bulbul / Guide</td>
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<td>7.</td>
<td>Total</td>
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8. Courses / events details:

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<th>No attended</th>
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<th>To</th>
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b. Participation in State level programme

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<th>No attended</th>
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c. Participation in National level programme

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d. Participation in International level programme

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It is to certify that above information is correct and her unit is running effectively.

DOC(G) DTC(G) DC(G)
Training Study Certificate

This is to certify that Ms./Mrs./Smt. ____________________________
of ____________________________ has successfully completed Training Study after completion of the Advanced Course of Flock Leaders/Guide Captains/Ranger Leaders.

State Training Commissioner (G)
APPLICATION FOR HON’BLE CHARGE IN OTHER SECTION
LEADER TRAINERS (GUIDE WING)
(Fill in Capital Letters Only)

NAME OF STATE ____________________ District ____________________

1). Name (In block letter) : ________________________________

2). Address:_______________________________________________

_________________________________________________________

Mob. No. _______________ E-mail : ____________________________

3). Date of Birth ________________________________ Age : ______

4). Educational Qualification: __________________________________

5). My LT Hon’ble Charge No. is ___________ Date : __________
Section : __________________________________________________

6). I wish to work in other section i.e. __________________________Section
in which LT Hon’ble Charge is to be issued.

7). Present Rank in the Movement : __________________________

8) Details of Course attended in other section : Section B/G/R
________________________________________________________

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<td>6</td>
<td>ALT Hon’ble Charge No. &amp; Date</td>
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Date : ___________________________ Signature of the Applicant

Name of Applicant : ___________________________
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<td>Willingness to spare time</td>
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<td>Warrant holder</td>
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State Training Commissioner (G)

State Secretary / Jt. Staet Secretary

State Commissioner (G)  
State Chief Commissioner  
Date __________________

FOR THE USE AT NATIONAL TRAINING CENTRE

Recommendation received on:
Recommendation for appointment:

Dy. Director Guides (Ldr. Trg.)

National Commissioner (G)

Chief National Commissioner

Honourable Charge No. ____________ & Date:______________  
Issued On ________________
APPLICATION FOR HON’BLE CHARGE IN OTHER SECTION ASSISTANT LEADER TRAINERS (GUIDE WING)
( Fill in Capital Letters Only)

NAME OF STATE ______________________ District ________________

1). Name (In block letter) : ________________________________

2). Address:______________________________________________

___________________________________________________________

Mob.No. ________________ E-mail : __________________________

3). Date of Birth __________________ Age : __________

4). Educational Qualification: ______________________________

5). My LT Hon’ble Charge No. is __________ Date : _______

Section : ______________________________

6). I wish to work in other section i.e. ____________________Section

in which LT Hon’ble Charge is to be issued.

7). Present Rank in the Movement : __________________________

8) Details of Course attended in other section : Section B/G/R

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Date :  

Signature of the Applicant

Name of Applicant : __________________________

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Chapter - VII, Forms and Certificates 121
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**State Training Commissioner (G)**


**State Secretary / Jt. State Secretary**


**State Commissioner (G)  State Chief Commissioner**

Date ____________________

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**FOR THE USE AT NATIONAL TRAINING CENTRE**

Recommendation received on:
Recommendation for appointment:


**Dy. Director Guides (Ldr. Trg.)**

**National Commissioner (G)**


**Chief National Commissioner**

Honourable Charge No. _____________ & Date:_______________
Issued On ____________________

122 Scheme of Training  -  Guide Wing
Individual kit for camper

1. Uniform as per APRO Part-III (Guide Wing)
2. Plate, mug and spoon in a bag.
3. Light bedding, suited to the weather including rug/blanket, sleeping bag, mattress.
4. Sports Shoes, Slipper
5. Sewing Kit.
6. Torch, Candles, match box.
7. Raincoat or Umbrella during Rainy season.
8. Small mat or plastic piece to sit upon.
9. Efficiency card
10. Compass.
11. Ropes for knots - 3 metres
12. Note-book, Pen, Pencil, Eraser, Scale, sketch/Marker Pen, white bound pen
13. Knife/cutter
14. Material for Handicraft
15. Extra set of clothes
16. Toiletries, Towel
18. Material for making charts and Teaching aids.

Note: Any other items as per your requirement.
III. ADULT TRAINING, LEARNING, DEVELOPMENT POLICY OF WAGGGS

Key points from Policy and Guidelines:

Need for adult training, learning and development
- To increase the quality of the youth programme experience in order to retain and recruit more members
- Increase satisfaction of volunteers, encouraging them to stay motivated and involved
- Experience isn’t lost, but is shared with others
- It creates opportunities for new leaders to take on more responsibility and bring new ideas to the organisation
- Builds an individual’s skills and experience that are of value in their lives beyond Guiding and Scouting.

What does World Association of Girl Guides and Girl Scouts (WAGGGS) recommend?
- Connecting Adult Training, Learning and Development into Member Organisation strategy
- The development and implementation of an Adult Training, Learning and Development Framework.
- The creation of extra tools to support leader development, in addition to existing formal training opportunities

How do adults learn best?
Adults bring their life experience to any development opportunity. By making connections between the learning goal and their life experience we can enable adults to learn more effectively.

Learner-Centred approach
The new policy and guidelines emphasise the importance of taking a learner-centred approach. Adults are still learners. They need to self-direct their learning, taking responsibility for what they need to learn to:
- do better in their current role
- empower them to take on new roles
- satisfy their personal development goals
However, Trainers and Training Teams still have a vital role to play. In a learner centred approach, trainings are designed flexibly to
enable trainers facilitate learning that meets an individual’s needs and learning style. When & what we learn feels really relevant to our lives, we connect our experiences with the way a trainer introduces ideas to us, and we are more likely to learn it well.

Focus on Development
Focusing on development reflects that an adult is not just trained to fulfil one role or deliver one task but as part of a continuous, life-long, and individual process. This raises questions such as:

• How are leaders supported and resourced after taking part in training?
• Can leaders choose to participate in new and different training opportunities?
• What other resources can an MO provide to support learning and development, other than formal training opportunities?
• How can the potential of younger leaders be harnessed by bringing them into the training process?

Three forms of adult development....
1) Development on how to facilitate learning
   • Enabling a trainer to facilitate learning for adults OR
   • Enabling a leader to facilitate learning for girls and young women.
   • How to use our method, how to empower people to self-direct their learning.
2) Development to use content or develop a skill
   • Directly training a leader to use a programme
   • Directly training a leader in a new skill
3) Development on how to train others to use content or develop a skill
   • Enabling a trainer to show leaders how to use a programme
   • Enabling a trainer to show leaders how to develop a new skill

Training and Facilitating
Training and facilitating are different approaches you can take to help people learn. There are times when training as a technique is
important. However, facilitation is often a more effective way to help people learn, and complements our educational method. Training occurs in a formal setting when a learner needs specific knowledge or skills, which are directly passed on through a Trainer.

- The learner’s role is mainly to listen and follow instructions
- The trainer decides how to train and may not consult with the learner
- Often the trainer stands at the front of the group Facilitation occurs in a more informal setting, when you are both working with learners to help them meet their own learning goals, and supporting them to discover and learn for themselves.
- Learners play an important role in shaping the direction of sessions
- Sessions will be very interactive, with lots of activities run using a non-directive technique.
- The facilitator will ask a lot of questions to help the learner reflect, and will gently guide them to the learning outcome

**YOUTH LEARNING AND PROGRAMME POLICY**

Key points from Policy and Guidelines:

**About the policy and guidelines:**

- **New for 2014:** to be launched at WAGGGS World Conference
- Developed in consultation with educational programme experts from 20 Member Organisations
- Part of new work at WAGGGS to strengthen the youth learning experience in Girl Guiding and Girl Scouting
- Bharat Scouts and Guides is the first Association to see the new policy during Sandhan 2014

**New Policy: Youth Learning and Programme**

WAGGGS is committed to offering youth members relevant and exciting learning experiences that empower them to fulfil their potential.

WAGGGS will work in partnership with Member Organisations (countries) to ensure Girl Guiding and Girl Scouting educational programmes are both effective and attractive.
Effective and attractive educational programmes:

- Contribute to Member Organisations’ strategic goals and to the vision and mission of WAGGGS.
- Promote more effective use of our non-formal educational method, empowering youth members to take the lead in their learning
- Take a whole person approach
- Offer flexible and varied activities to meet individual learning needs.
- Develop activities to meet developmentally appropriate learning outcomes
- Stay relevant for youth members by regularly consulting with them, and with experts, to ensure programmes to involve:
  - Young people’s interests and the skills they need in today’s world
  - Social trends and global issues that affect young people today.

What is new?

- New language to make our approach to youth learning more inclusive and easy to understand
- Step by step guide to creating a Youth Learning Framework
- Importance of clear learning outcomes that reflect stages of youth development, and are clearly communicated to everyone involved in learning process.
- Focus on how to use our non-formal educational method effectively, as the best way to enable youth members to take the lead and self-direct their learning
- More focus on Taking Action as a key learning experience

Core Values

WAGGGS core values were laid down in the original promise and law, and connect our world-wide Movement. Understood today, reflecting both global diversity and Baden Powell’s original purpose, we can define them as:

**Integrity:** Living honestly by your value system, with self-respect and self-worth. Taking responsibility for your development and actions
Citizenship: Active and informed members of the community who respect others, appreciate diversity and contribute to making a positive difference in the world

Spirituality: Acknowledgement and development of personal beliefs

Non-Formal Educational Method: the five essential elements

Learning in small groups

Peer groups have a big impact on our values and decisions. Working positively in small groups creates a sense of belonging. We learn to support each other, to negotiate and make democratic decisions, to assert our needs and opinions, and to solve problems. Learning to work effectively with others, and to be empowered in a group situation, helps us to reach our potential.

Learning by doing

At the heart of non-formal education is learning through real experiences. Youth members learn in a hands-on way, actively engaging with learning through challenges, experiences, games, projects and experiments. Humans are natural learners when they are motivated. Learning by doing enables youth members to connect their experiences to their own lives, empowering them to self-direct their learning and keep it relevant.

My path, my pace

We all learn in different ways and find inspiration in different places. Girl Guiding and Girl Scouting values each individual within a group by giving choice around what, and how, they learn. Youth members take the lead in choosing and planning activities, and leaders facilitate a wide range of activities to engage different learning styles. Individuals aren’t pressured to reach a set standard; programmes encourage them to celebrate their personal development over time and set their own, age appropriate goals, leaving them free to take risks, make mistakes, and explore their own learning journey at their own pace.
Connecting with others

Learning doesn’t happen in a vacuum. Youth members learn to trust and respect the adult volunteers who support them by role modelling empowering leadership and facilitating their decision making. They are challenged to connect with people of different ages, genders, cultural and social backgrounds as part of their Girl Guiding/Girl Scouting programme.

Connecting with my world

We learn most from the world around us, and Girl Guides/Girl Scouts programmes take advantage of the diverse learning spaces on offer. Youth members reflect on what it means to be a global citizen by undertaking community projects, and speaking out on issues they care about. To understand how to protect their environment, youth members need to form a deep and lasting connection to it, and outdoor adventures are an essential component of all great programmes. Youth members are challenged to adapt their learning so they can thrive in different environments, and to nurture the communities and environments they care about.

SKILLS FOR THE 21ST CENTURY...

Character: Self-aware and confident, we take initiative to set and achieve goals, both individually and by leading others.

Creativity: We are creative thinkers and resilient problem solvers. We self-direct our learning to access, evaluate and apply information, and develop innovative solutions.

Citizenship: We are active in our local communities, and connected to the wider world. We want to take action to make the world a better place.

Communication: We express our ideas confidently to different audiences, are good listeners and respond empathically to others.

Collaboration: We are true team players, who understand how to work positively with people and care about diversity.

Commitment: We are committed to our own learning and development, and invest in it throughout our lives.

Note: These can be found in the members area at www.wagggs.org.
What does World Association of Girl Guides and Girl Scouts (WAGGGS) recommend?

- Develop and implement a Youth Learning Framework.
- Clear communication about Youth Learning Framework to all stakeholders.
- Clear links between youth learning and wider organisational strategy.
- Develop extra tools to help trainers and leaders apply the framework.
- Create space for youth consultation and participation.
- Offer new learning opportunities, such as WAGGGS’ badges, as part of youth programme.
- Conduct research and connect with other NGOs to understand social trends affecting youth members, and use findings to update programme.

What is World Association of Girl Guides and Girl Scouts (WAGGGS) offering?

- New policy and guidelines.
- Direct, tailored support.
- Prepared to Learn, Prepared to Lead: a guide to creating amazing youth learning experiences.
- Youth Learning volunteer resource pool.
- Online toolbox.
• Global programme resources
• Tools to support specific youth learning and programme needs

Note: More information can be found on the members area of www.wagggs.org

Youth and adult development are strongly connected...

...and both apply our unique non-formal educational method

• Learning in small groups
• Learning by doing
• My path, my pace
• Connecting with others
• Connecting with my world

Adult Training, Learning and Development Framework
The Framework should...

- Reflect new methods and developments in adult learning
- Recognise the learner-centred approach and importance of creating effective adult learning environments
- Assess and respond to the needs of adult learners
- Ensure the delivery of learning opportunities for all adult members regardless of their background or their experience
  - Use new technologies where appropriate, such as the internet, e-learning, podcasts etc.

The words and sentences printed in “bold letters” are the amendments unanimously approved in the 64th meeting of the National Council held on 30th November, 2014 at the Bharat Scouts & Guides, National Headquarters, New Delhi.
Flags

- Bharat Scouts & Guides Association Flag
- World Guide Flag
- National Flag
- World Scout Flag
Advancement Schemes of Cub & Bulbul

CUB
- Golden Arrow
- Chaturtha Charan
- Tritya Charan
- Pratham Charan
- 9 Months
- 3 Months
- 3 Months

BULBUL
- Golden Arrow
- Heera Pankh
- Swarna Pankh
- Rajat Pankh
- Komal Pankh
- Pravesh
- 9 Months
- 9 Months
- 3 Months
- 3 Months
- 3 Months

Bulbul Aspirant

Scheme of Training - Guide Wing
Advancement Schemes of Scout/Guide & Rover/Ranger

Advancement of Scout / Guide:
- Pravesh
- Dwitiya Sopan
- Triyta Puraskar
- Rashtrapati

Advancement of Rover / Ranger:
- Pravesh
- Nipun
- Rajya Puraskar
- Rashtrapati

Scout / Guide Aspirant:
- 3 Months

Rover / Ranger Aspirant:
- 3 Months
Messengers of Peace

In our present world, we all have a role and the possibility to create a peaceful community to live in, a peaceful society for our family and a peaceful world to be brothers and sisters together.

Becoming a Messenger of Peace, it is a “personal journey”. Maybe you are not a Scout, but still you can share the message and create Peace for your community.

Join us to share your peace journey.
Login to www.scout.org to post your service.

for details mop@bsgindia.org

Free Being Me

Introduction
Free Being Me is an Innovative Educational Programme for young Boys and Girls of 5 to 18 years age created by WAGGGS in partnership with Dove Self Esteem Programme Project. This programme is based on the latest research into how to increase young people’s body confidence & self esteem through fun and non formal activities.

In last 10 years more than 100 countries around the world are working with this Educational Programme. 2014 onwards the Bharat Scouts and Guides is a part of this Educational Programme.

for details freebeingme@bsgindia.org

WHY FREE BEING ME?
Low body confidence stops children and young people from:
- Developing skills in activities they would enjoy
- Voicing their opinions.
- Taking risks.