

## Skills assessment and Gap analysis Questionnaire

An essential function of a Pack, Troop or Crew Scouter is to present or facilitate the relevant training programme, but to be able to do this, the Scouter must possess the knowledge and skills necessary to train the Cubs and Scouts or to assist the Rovers in completing their projects.

For Group Scouters and Commissioners (at whatever level), there are various essential management and monitoring functions that need to be performed. These ensure that the Association runs according to the Constitution and Policy framework laid down by the Association.

It is likely that you have already acquired some (or many) of the basic skills as a youth member of the Scout or Guide Movement, as a member of another organisation or even through your work experience. It is Scouting policy to recognise (and credit) any prior learning acquired by adult leaders, and to assist leaders in acquiring the knowledge or skills where competence has not yet been achieved.

The skills assessment questionnaire is aimed at clearly identifying what you already know (knowledge) and can do (skills), as well as identifying the gaps that you may have in terms of the requirements for temporary appointment (Permit) as an adult leader in the position you have volunteered for.

Proper completion of the questionnaire will ensure that the training programme (whether in a formalised residential course format, or over an extended period) can be better structured to meet your needs (as best possible). More importantly – it will clearly identify which areas you need to receive training and which areas you may be credited as already being competent.

After successfully completing the Permit Phase Training (PPT) programme, and once your application has cleared the vetting process, you will be able to perform the functions of an adult leader in the position you have volunteered for. In some cases, you may be joining a Pack, Troop, Crew, Group or District that has experienced leaders. In other cases, you may be the only adult.

Whatever the scenario, a Mentor will assist and support you through your initial stages of training. This person may be a Scouter in your Group (Pack, Troop, Crew or Group) or may be from the District, Region or Area. Your Mentor, in consultation with the A Area C: ALT, will determine whether you need to undergo in-service training at another unit similar to yours, or whether this can be done in the unit you are being appointed to.

There are two important things to remember: (1) that you are not on your own and that your Mentor is the first contact you have to support and assistance in developing your Scouting skills, and (2) that you need to develop your Scouting skills as quickly as possible to ensure that both you and the youth in your care enjoy the full experiences and challenges that Scouting has to offer.

Finally, it is important that you completely master the basic skills tabled in the questionnaire, as competency in them will assist you in confidently performing the functions of your post.

I trust that you will enjoy your training.

A Area C: ALT

**Remember:** The Assessment Form must be returned with your application to undergo Permit Phase training.

## Permit Phase Training (PPT) Pre-Training Skills Assessment Form

Name

Course Number

<b>Area of knowledge / skill</b>	<b>I can do</b>	<b>I can't do</b>
State the Cub Promise	<input type="checkbox"/>	<input type="checkbox"/>
State the Cub Law	<input type="checkbox"/>	<input type="checkbox"/>
State the Cub Motto	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrate the left handshake	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrate the Cub salute and explain when it is used	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrate the Grand Howl and explain when it is used	<input type="checkbox"/>	<input type="checkbox"/>
Tell the story of how Baden-Powell started Scouting and Cubs	<input type="checkbox"/>	<input type="checkbox"/>
Tell the story of Mowli's Brothers	<input type="checkbox"/>	<input type="checkbox"/>
Explain the Cub Outdoor Code to a Cub	<input type="checkbox"/>	<input type="checkbox"/>
Plan a nature ramble for Cubs so that they can:		
a) Listen to and identify sounds	<input type="checkbox"/>	<input type="checkbox"/>
b) Look for and identify interesting objects	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrate flag and national anthem etiquette	<input type="checkbox"/>	<input type="checkbox"/>
State and explain water safety rules	<input type="checkbox"/>	<input type="checkbox"/>
Assist Cubs to make contact with other Cubs	<input type="checkbox"/>	<input type="checkbox"/>
Plan a visit to a place of cultural or historical interest	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrate the following first aid:		
a) How to treat a simple graze or cut	<input type="checkbox"/>	<input type="checkbox"/>
b) How to summon help in the case of accidents	<input type="checkbox"/>	<input type="checkbox"/>
c) How to maintain an open airway	<input type="checkbox"/>	<input type="checkbox"/>
Assess whether a Cub is being useful:		
a) At home	<input type="checkbox"/>	<input type="checkbox"/>
b) In the Pack	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrate the correct use of the following:		
a) Reef knot	<input type="checkbox"/>	<input type="checkbox"/>
b) Slip reef	<input type="checkbox"/>	<input type="checkbox"/>
c) Sheetbend	<input type="checkbox"/>	<input type="checkbox"/>
d) How to hank a rope	<input type="checkbox"/>	<input type="checkbox"/>
Lead the singing of three Cub campfire songs	<input type="checkbox"/>	<input type="checkbox"/>

Area of knowledge / skill	I can do	I can't do
Make an outdoor fire and cook something over it		
Assist Cubs in making an item using natural materials		
Demonstrate how to greet others in two different languages		
Assist Cubs in finding out what tools make life easier in their homes		
Assist Cubs to live tidily for at least one month		
Demonstrate the following to Cubs: a) The throwing of a ball b) Hopping c) How to sit correctly d) How to stand correctly e) How to walk correctly f) How to make and send a greetings card	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Recite the Cub Prayer		
Assess whether a Cub at Cheetah level is: a) Keeping the Promise and Law b) Showing a growing understanding of Duty to God c) Showing a growing understanding of Duty to Country	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

## Permit Phase Training (PPT) Skills Assessment Form

Name:

Course Number:

<b>Area of knowledge / skill</b>	<b>I can do</b>	<b>I can't do</b>
State the following: a) Scout Promise b) Scout Law c) Scout Motto	<input style="width: 80%; height: 20px;" type="checkbox"/>	<input style="width: 80%; height: 20px;" type="checkbox"/>
Demonstrate the following: a) Scout Sign b) Scout Salute c) Left handshake	<input style="width: 80%; height: 20px;" type="checkbox"/>	<input style="width: 80%; height: 20px;" type="checkbox"/>
Explain the role of Baden-Powell in founding the Scout Movement	<input style="width: 80%; height: 20px;" type="checkbox"/>	<input style="width: 80%; height: 20px;" type="checkbox"/>
Demonstrate how to: a) Prepare a flag b) Hoist a flag c) Fly a flag d) Lower a flag	<input style="width: 80%; height: 20px;" type="checkbox"/>	<input style="width: 80%; height: 20px;" type="checkbox"/>
Explain national anthem etiquette	<input style="width: 80%; height: 20px;" type="checkbox"/>	<input style="width: 80%; height: 20px;" type="checkbox"/>
Prepare a nature trail using 20 woodcraft signs	<input style="width: 80%; height: 20px;" type="checkbox"/>	<input style="width: 80%; height: 20px;" type="checkbox"/>
Explain and run a Kim's game (18 – 24 articles)	<input style="width: 80%; height: 20px;" type="checkbox"/>	<input style="width: 80%; height: 20px;" type="checkbox"/>
Assess an environmental awareness programme	<input style="width: 80%; height: 20px;" type="checkbox"/>	<input style="width: 80%; height: 20px;" type="checkbox"/>
Demonstrate how to report: a) Fires b) Accidents d) Crimes	<input style="width: 80%; height: 20px;" type="checkbox"/>	<input style="width: 80%; height: 20px;" type="checkbox"/>
Prepare a simulated emergency scenario for Scouts	<input style="width: 80%; height: 20px;" type="checkbox"/>	<input style="width: 80%; height: 20px;" type="checkbox"/>
Demonstrate the following first aid: (wounds and bleeding) a) Clean and dress b) Dangers of HIV / AIDS c) Correct use and disposal of latex gloves	<input style="width: 80%; height: 20px;" type="checkbox"/>	<input style="width: 80%; height: 20px;" type="checkbox"/>
Demonstrate how to keep an open airway and control bleeding	<input style="width: 80%; height: 20px;" type="checkbox"/>	<input style="width: 80%; height: 20px;" type="checkbox"/>
Demonstrate CPR on a dummy	<input style="width: 80%; height: 20px;" type="checkbox"/>	<input style="width: 80%; height: 20px;" type="checkbox"/>
Demonstrate the Buddy system (during all activities)	<input style="width: 80%; height: 20px;" type="checkbox"/>	<input style="width: 80%; height: 20px;" type="checkbox"/>

**Pre Course Questionnaire  
Troop Scouter**

Assist Scouts improve the safety of themselves and others	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
Assist Scouts to become actively involved in sport or games	<input type="checkbox"/>	<input type="checkbox"/>
Cook a simple meal outdoors without using utensils	<input type="checkbox"/>	<input type="checkbox"/>
Assist Scouts in the following camping activities:		
a) Setting up (pitching)	<input type="checkbox"/>	<input type="checkbox"/>
b) Clearing up (breaking)	<input type="checkbox"/>	<input type="checkbox"/>

<b>Area of knowledge / skill</b>	<b>I can do</b>	<b>I can't do</b>
Assist Scouts in caring for the following equipment:		
a) Personal hygiene	<input type="checkbox"/>	<input type="checkbox"/>
b) Patrol	<input type="checkbox"/>	<input type="checkbox"/>
c) Troop	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrate the use of a lashing	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrate how to orientate a map using a compass or natural features	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrate the use of the following basic knots:		
a) Reef knot	<input type="checkbox"/>	<input type="checkbox"/>
b) Figure of eight Knot	<input type="checkbox"/>	<input type="checkbox"/>
c) Clove Hitch	<input type="checkbox"/>	<input type="checkbox"/>
d) Sheet Bend	<input type="checkbox"/>	<input type="checkbox"/>
e) Sheepshank	<input type="checkbox"/>	<input type="checkbox"/>
f) Bowline	<input type="checkbox"/>	<input type="checkbox"/>
g) Round turn and two half hitches	<input type="checkbox"/>	<input type="checkbox"/>
h) Fisherman's knot	<input type="checkbox"/>	<input type="checkbox"/>
i) Hank a rope	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrate two types of whipping:		
a) Simple (American)	<input type="checkbox"/>	<input type="checkbox"/>
b) Sailmaker's	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrate the safe use, care and sharpening of a pocket knife / axe	<input type="checkbox"/>	<input type="checkbox"/>
Discuss the rights and responsibilities of a child	<input type="checkbox"/>	<input type="checkbox"/>
Explain the relationship between true and magnetic north	<input type="checkbox"/>	<input type="checkbox"/>
Make a simple compass with 16 points and find magnetic north	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>