



Application for Endorsement as Recognized Training Course on Various Proficiency Levels of Approved Skill Programmes

This Circular supersedes the Training Circular No. 56/2008 issued on 15 October 2008 in view of the revision of application arrangement.

The Scoutcraft Authority (called the “Authority” hereafter) is going to organize training courses on different proficiency levels of approved Skill Programmes on a regular basis (Level 1 course will only be organized for non-Scout members). These training courses are open to all. An independent examiner will be appointed by the Authority upon completion of the course to assist candidates to undergo examination and instruct them to undertake necessary field practices leading to receiving specific Level Certificate of Proficiency of the Skill Programme.

Recognized Organizing Body of the Skill Course

1. The Authority gives recognition to Scout units (i.e. Branches, Regions and Districts of the Association) and other recognized organizations to conduct training courses on various levels of approved Skill Programmes for their members provided that they meet the laid down requirements and standards. Application for endorsement as recognized training courses should be forwarded to the Scoutcraft Authority in advance.
2. An independent Examiner will be appointed by the Authority to training courses organized by recognized unit or organization. The Examiner will assist candidates to undergo examination and authenticate their practical experience leading to receiving specific Level Certificate of Proficiency of the Skill Programme.

Basic Requirements for Conducting Approved Skill Training Courses

The following requirements have to be met for conducting the captioned training courses:

- (a) The Organizer must be a recognized Scout unit (i.e. Branches, Regions or Districts of the Association) or other organizations recognized by the Authority;
- (b) The Course Leader must be the Instructor, Senior Instructor, Examiner or Senior Examiner (for level 1 Proficiency) and Senior Instructor or Senior Examiner (for Level 2 Proficiency) respectively of the concerned Skill Programme of the Scoutcraft Authority Scheme;
- (c) At least 80% of the training sessions and field practices must be conducted by the Instructor, Senior Instructor, Examiner or Senior Examiner of the respective Skill Programme of the Scoutcraft Authority Scheme;

- (d) The organizer has to complete the application form and return to the Authority 28 days in advance of the commencement of the training course. (Please refer to the application procedure stated in the ensuing paragraph.);
- (e) The course must not be declared as the “Scoutcraft Accreditation Scheme Recognized Skill Course” without prior approval of the Authority; and
- (f) All candidates of the course must reach the age of 18.

Application Procedures

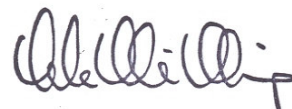
The following requirements have to be met in order to be recognized as the “Scoutcraft Accreditation Scheme Recognized Skill Course”:

1. The organizer has to complete the “Course Plan for Scoutcraft Accreditation Scheme Recognized Skill Course” which could be obtained from the Training Branch ;
2. The completed course plan attached with copies of the registration documents (if applicable) have to return to the Training Branch at least 28 days before the commencement of the course. (Address: Training Branch, Room 908, 9/F, Hong Kong Scout Centre, Scout Path, Austin Road, Kowloon; Fax: 3020 6156);
3. The Course Certificate of the “Scoutcraft Accreditation Scheme Recognized Skill Course” will be received within 21 days before the commencement of the course if it is approved by the Authority. The Organizer will be notified in writing of the application result. The Authority reserves all rights to disqualify any approved applications and rescind the issued Course Certificate of the “Scoutcraft Accreditation Scheme Recognized Skill Course”;
4. No application fee is required. Notwithstanding, the Authority may charge application fee in the future subject to the operational needs.

Please contact Miss Fiona LUK, the Training Officer at 2957 6476 during office hours of the Training Branch or the *opening hours of the Authority for any further enquiries.

* Opening Hours of the Authority: 7:30 p.m. – 9:00 p.m. (every Friday except public holidays)

Address: Room 912, 9/F, Hong Kong Scout Centre, Scout Path,
Austin Road, Kowloon
Telephone: 2957 6479



MAK Wai-ming
Training Commissioner