



Basic Qualifications for the Appointments of Training Team Members

This Circular supersedes Training Circular No. 18/2019 issued on 15 April 2019 in view of the revision of some titles of course staff.

1 Principles

Quality of trainers is most important in nurture and appointment of training team members. Besides the appointee's experience, commitment, potentialities and knowledge, his/her capability for the post is also an important factor for consideration. The appointment of Training Team members aims to fully utilize members' skills and knowledge in their training duties. The title of Trainer, Assistant Leader Trainer and Leader Trainer only indicates different responsibilities and training duties, and should not be considered as a reward.

2 Basic Qualifications

2.1 Trainer

Age	25 or above
Education Level	- Attained post-secondary level of education; or - Had a pass in 5 subjects in the Hong Kong Certificate of Education Examination /obtained Level 2 in five subjects in the Hong Kong Diploma of Secondary Education (HKDSE) Examination (including Chinese Language and English Language); or - F.5 plus 5 years' working experience.
Scouting Experience	Hold a valid Leader Warrant and have at least 4 years of recent experience as an adult leader.
Leader Training Qualifications	Had at least 2 years experience as a Training Auxiliary and being active in leader training.
Training Course	Completed the Trainers' Basic Course (Module 1, 2 and 3).
Wood Badge	Being a Wood Badge holder.
Training Experience	Assisted in at least 4 different Wood Badge Training Courses and 2 Leader Skill Courses and take the role of : ◇ Course Administrator ◇ Quartermaster ◇ Activity Leader (have to lead at least 2 experiential programmes) ◇ In General Information Course/ Basic Course (I)*/ Leader Skill Courses, take the role of: ➤ Tutor (at least 2 times) ➤ Session Leader (have presented at least 3 different sessions) (Through the above activities and training experience, to demonstrate their capability to discharge the duties of Trainers.)
Organizing Activities Experience	Assisted in or organized at least 2 District/Region/Association-wide mass activities.
Conduct & Others	- Willing to commit, have strong sense of responsibility, good conduct, and willing to shoulder duties of Trainer, - Competent to the task of Course Administrator, Quartermaster, Tutor and Session Leader, etc.

For those who possess professional qualifications may also be appointed as Trainers subject to the fulfillments of all of the following requirements:

1. Hold a valid Leader Warrant;
2. Being a Wood Badge holder;
3. Completed the Trainers' Basic Course (Module 1, 2 and 3);
4. Assisted in at least 3 Wood Badge Training Courses of different stages (General Information Course/ Intermediate Course/ Sectional Skills Course/Basic Course (I)*/Basic Course (II)/Advanced Course); and
5. Assisted in the organization of 2 District, Region or Association-wide mass activities.

* For course of the same type: Basic Course/Fundamentals and Leadership Training Course/Fundamentals Course

2.2 Assistant Leader Trainer

Age	30 or above
Education Level	<ul style="list-style-type: none"> - Attained post-secondary or tertiary level of education plus 3 years' working experience; or - Possessed recognized professional qualification plus 3 years' working experience; or - Had a pass in 5 subjects in the Hong Kong Certificate of Education Examination/have obtained Level 2 in five subjects in the Hong Kong Diploma of Secondary Education (HKDSE) Examination (including Chinese Language and English Language) plus 5 years' working experience
Scouting Experience	Hold a valid Leader Warrant and have at least 7 years of recent experience as an adult leader.
Training Team Qualifications	Had at least 5 years experience as a Trainer, of which fulfilled the basic service requirements of Training Team members in 3 years.
Training Course	Completed the Course for Assistant Leader Trainers or equivalent recognized training and hold the relevant certificate.
Training Experience	<p>After being appointed as a Trainer, having assisted in at least 12 different Wood Badge Training Courses and Leader Skill Courses, and take the role of:</p> <ul style="list-style-type: none"> ✧ Course Leader (at least 3 times) ✧ Deputy Course Leader ✧ Assistant Course Leader ✧ Course Administrator ✧ Quartermaster ✧ Tutor (at least 3 times) ✧ Session Leader (have presented at least 5 different sessions) ✧ Activity Leader (have to lead at least 2 experiential programmes) <p>(Through the above activities and training experience, to demonstrate their capability to discharge the duties of Assistant Leader Trainers.)</p>
Organizing Activities Experience	Assisted in or organized at least 2 District/Region/Association-wide mass activities.
Mentoring Experience	Served as a Mentor in Basic/Advanced In-service Training for at least 3 leaders.
Conduct & Others	<ul style="list-style-type: none"> - Willing to commit, have strong sense of responsibility, good conduct, and willing to shoulder duties of Assistant Leader Trainer, - Competent to the task of Assistant Leader Trainer, apart from the task of job of Trainer.

2.3 Leader Trainer

Age	35 or above
Education Level	- Attained post-secondary or tertiary level of education plus 5 years' working experience; or - Possessed recognized professional qualification plus 5 years' working experience.
Scouting Experience	Hold a valid Leader Warrant and have at least 10 years of recent experience as an adult leader.
Training Team Qualifications	Had at least 5 years experience as an Assistant Leader Trainer, of which fulfilled the basic service requirements of Training Team members in 3 years
Training Course	Completed the Course for Leader Trainers or equivalent recognized training and hold the relevant certificate.
Training Experience	After being appointed as an Assistant Leader Trainer, having assisted in at least 15 different Wood Badge Training Courses and Leader Skill Courses, and take the role of: ◇ Course Leader (at least 5 times) ◇ Deputy Course Leader ◇ Assistant Course Leader ◇ Tutor (at least 5 times) ◇ Session Leader (have presented at least 10 different sessions) ◇ Activity Leader (have to lead at least 2 experiential programmes) ◇ (Through the above activities and training experience, to demonstrate their capability to discharge the duties of Leader Trainers.)
Organizing Activities Experience	Assisted in or organized at least 5 District/Region/Association-wide mass activities.
Mentoring Experience	Served as a Mentor in Advanced In-service Training for at least 3 leaders.
Overseas Activities Experience	Participated in at least 2 overseas training or activities in Scouting.
Conduct & Others	- Willing to commit, have strong sense of responsibility, good conduct, and willing to shoulder duties of Leader Trainer, - Apart from competent to the task of Assistant Leader Trainer, be capable to make critical, innovative, and development suggestions towards training jobs and syllabus.

3. Nomination and Appointment

Training Team members of all ranks should be nominated by the responsible Commissioners of their training service unit and appointed by Chief Commissioner via Training Commissioner's endorsement. Training Commissioner may also nominate Training Team members directly and submitted to Chief Commissioner for endorsement.

4. Nomination Form

The "Nomination Form for Training Team Members and Training Auxiliaries" (PT/13) is applicable to the appointments of Training Team members of all ranks.

5. Warrant

- (a) Leader Warrants will be issued to Trainers.
- (b) Commissioner Warrants will be issued to Assistant Leader Trainers and Leader Trainers.



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Training Commissioner