



**Qualifications for the Appointments of
Hong Kong Training Team Members**

This circular supersedes the Training Circular No. 46/2024 issued on 1 May 2024.

1 Preface

The Hong Kong Training Team (HKTT) comprises all Leader Trainers, Assistant Leader Trainers and Trainers appointed by the Association. Led by the Training Commissioner, it is responsible for the planning, organisation and implementation of leader training.

HKTT members have different training roles and duties in leader training, and they perform different functions contributing to leader training.

2 Principles

The appointment and nurturing of HKTT members looks for quality rather than quantity. Experience, commitment, potentiality and knowledge are factors demonstrating the competence of the appointees. The Association regularly reviews the requirements for the appointment of training team members according to leader training needs; and transparent and objective appointment criteria for training team members are presented to maintain a sound appointment mechanism and for the succession of leader training.

3 Basic Qualifications

3.1 Trainer

Age	25 or above
Education Level	- Attained post-secondary level of education; or - Passed five subjects in the Hong Kong Certificate of Education Examination (HKCEE) / obtained Level 2 in five subjects in the Hong Kong Diploma of Secondary Education (HKDSE) Examination (including Chinese Language and English Language); or - Completed Form 5 plus five years of working experience.
Scouting Experience	Holds a valid Warrant and has at least 4 consecutive years of recent experience as an adult leader.
Leader Training Qualifications	Not less than 2 years of experience as a Training Auxiliary and is currently 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 different Leader Skill Courses and took the role of : ✧ Course Administrator ✧ Quartermaster ✧ Activity Leader (for at least 2 activities, each activity should not be less than 30 minutes.) ✧ In the Fundamentals of Scouting Course (Module 1B)*/ Leader Skill Courses, took the role of: ➢ Tutor (for at least 2 times) ➢ Session Leader (for not less than 3 sessions on different topics) (Demonstrated the capability to discharge the duties of Trainer through the above training experiences)
Activities Organizing Experience	Assisted in or organized at least 2 District/Region/Association-wide large scale activities.
Conduct & Others	- Willing to commit, have strong sense of responsibility and good conduct, and willing to bear the duties as a Trainer; - Competent in the duties of Course Administrator, Quartermaster, Tutor and Session Leader, etc; - See Point 4.

* Or equivalent courses: General Information Course/ Basic Course/ Fundamentals and Leadership Training Course/ Fundamentals Course/ Basic Course (I)

3.2 Assistant Leader Trainer

Age	30 or above
Education Level	<ul style="list-style-type: none"> - Attained post-secondary or university education plus 3 years of working experience; or - Possesses a recognized professional qualification plus 3 years of working experience; or - Passed five subjects in the Hong Kong Certificate of Education Examination (HKCEE) / 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 of working experience
Leader Training Qualifications	Has performed the duties of Trainer for 3 recent consecutive years and fulfilled the basic service requirements of Training Team members.
Training Course	Completed the Course for Assistant Leader Trainers (CALT) or equivalent.
Training Experience	<p>After being appointed as a Trainer, assisted in at least 12 different Wood Badge Training Courses and Leader Skill Courses, and took the role of:</p> <ul style="list-style-type: none"> ✧ Course Leader (for at least 3 times) ✧ Deputy Course Leader ✧ Assistant Course Leader ✧ Course Administrator ✧ Quartermaster ✧ Tutor (for at least 3 times) ✧ Session Leader (for not less than 5 sessions on different topics) ✧ Activity Leader (for at least 2 activities, each activity should not be less than 30 minutes.) <p>(Demonstrated the capability to discharge the duties of Assistant Leader Trainer through the above training experience.)</p>
Activities Organizing Experience	Assisted in or organized at least 2 District/Region/Association-wide large scale activities.
Mentoring Experience	Served as a Mentor in In-Service Mentorship/ Wood Badge Capstone Project/ Basic In-service Training/ 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 and good conduct, and willing to bear the duties as an Assistant Leader Trainer; - Competent as course leaders and in trainers' training other than performing the duties of a Trainer; - See point 4.

3.3 Leader Trainer

Age	35 or above
Education Level	- Attained post-secondary or university education plus 5 years of working experience; or - Possessed recognized professional qualification plus 5 years of working experience.
Leader Training Qualifications	Has performed the duties of Assistant Leader Trainer recently for 3 consecutive years and fulfilled the basic service requirements of Training Team members.
Training Course	Completed the Course for Leader Trainers (CLT) or equivalent.
Training Experience	After being appointed as an Assistant Leader Trainer, assisted in at least 15 different Wood Badge Training Courses and Leader Skill Courses, and took the role of: <ul style="list-style-type: none"> ✧ Course Leader (at least 5 times) ✧ Deputy Course Leader ✧ Assistant Course Leader ✧ Tutor (at least 5 times) ✧ Session Leader (for not less than 10 sessions on different topics) ✧ Activity Leader (for at least 2 activities, each activity should not be less than 30 minutes.) (Demonstrated the capability to discharge the duties of Leader Trainer through the above training experience.)
Activities Organizing Experience	Assisted in or organized at least 5 District/Region/Association-wide large scale activities.
Mentoring Experience	Served as a Mentor in Wood Badge Capstone Project / 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 and good conduct, and willing to bear duties of Leader Trainer; - Capable to make critical, innovative and development suggestions towards training and its syllabus apart from performing the duties of Assistant Leader Trainer; - See point 4.

4 Recommendation and Appointment Interview

The nominee will be invited to attend an appointment interview to affirm their suitability for the position and to share the work plan endorsed by the responsible Commissioner of their training service unit.

5 Nomination and Appointment

All members should be nominated by the responsible Commissioners of their training service units. After the appointment interview, and with the Training Commissioner's endorsement and confirmation, nominations are submitted to the Chief Commissioner for appointment. The Training Commissioner may also identify a candidate to become a member of HKTT directly and submit the nomination to the Chief Commissioner for appointment.

6 Nomination Form

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

7 Warrant

7.1 Scouter Warrants will be issued to Trainers.

7.2 Commissioner Warrants will be issued to Assistant Leader Trainers and Leader Trainers.



Tommy WONG

Training Commissioner

