



User guide: recommending a wood badge

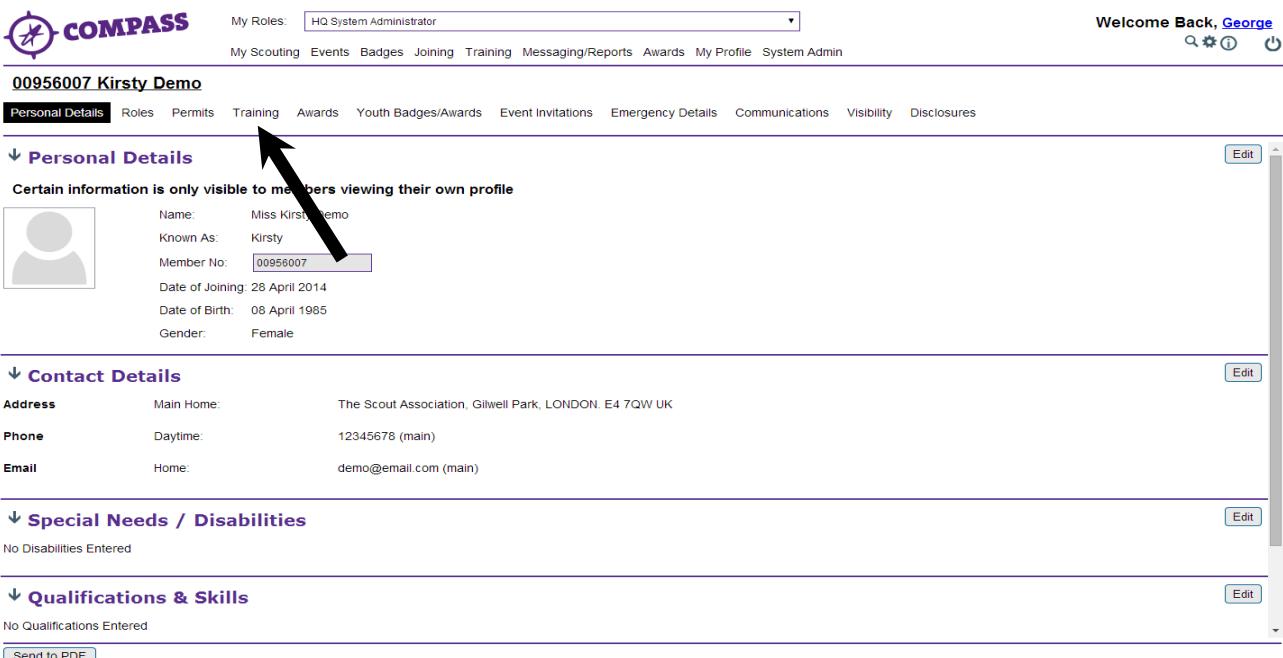
Roles: County Training Managers, Assistant Regional Commissioner Adult Training (Scotland)

Process overview: This process allows users with the correct access rights to search for a Member and recommend a Wood Badge - once all required modules in the Personal Learning Plan have been validated.

For this process you will need the details, including the membership number (if available), of the learner.

Process: recommending a wood badge

- 1 Ensure you have selected the correct role from the 'My Roles' dropdown menu at the top of the homepage. (This will be the role that gives you the appropriate access rights to complete this process.)
- 2 Search for the Member whose record you want to update. (See user guides for '[Basic Search](#)' or '[Advanced Search](#)' for guidance on how to do this.)
- 3 Once you have found the correct record, the Member's profile page will appear. Here you will see a row of headings going across the page, underneath the Member's name and membership number. Click on the 'Training' heading



The screenshot shows the 'Personal Details' section of a member profile. The 'Training' tab is highlighted in blue. A black arrow points to the 'Training' tab in the top navigation bar.

Personal Details Roles Permits Training Awards Youth Badges/Awards Event Invitations Emergency Details Communications Visibility Disclosures

↓ Personal Details

Certain information is only visible to members viewing their own profile

Name:	Miss Kirsty Demo
Known As:	Kirsty
Member No:	00956007
Date of Joining:	28 April 2014
Date of Birth:	08 April 1985
Gender:	Female

↓ Contact Details

Address	Main Home:	The Scout Association, Gilwell Park, LONDON, E4 7QW UK
Phone	Daytime:	12345678 (main)
Email	Home:	demo@email.com (main)

↓ Special Needs / Disabilities

No Disabilities Entered

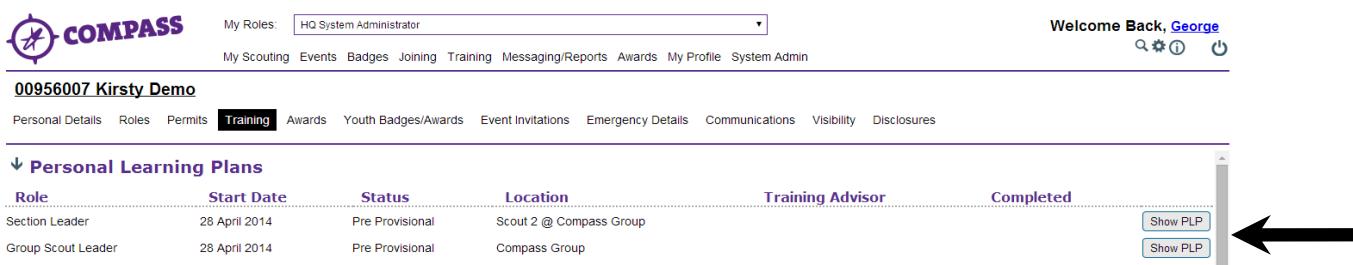
↓ Qualifications & Skills

No Qualifications Entered

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- 4 The Training page is split into two sections, the first being 'Personal Learning Plans' (PLPs). The PLP section will display all roles linked to the Member. When a Member is assigned a role, a PLP detailing the training requirements for that role should automatically have been added.

Click on the 'Show PLP' button at the right hand side of the page for the role you want to view.



The screenshot shows the 'Personal Learning Plans' section of a member profile. Two black arrows point to the 'Show PLP' buttons for the 'Section Leader' and 'Group Scout Leader' roles.

Personal Details Roles Permits **Training** Awards Youth Badges/Awards Event Invitations Emergency Details Communications Visibility Disclosures

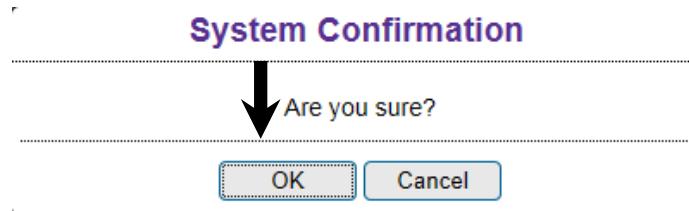
↓ Personal Learning Plans

Role	Start Date	Status	Location	Training Advisor	Completed
Section Leader	28 April 2014	Pre Provisional	Scout 2 @ Compass Group		Show PLP
Group Scout Leader	28 April 2014	Pre Provisional	Compass Group		Show PLP

- 5 Clicking ‘Show PLP’ for a role will open the PLP for that role. Under the ‘Training Module’ heading will be a list of all modules that are part of that PLP. If all the required modules have been validated, the ‘Recommend Wood Badge’ button should be visible. Click the ‘Recommend Wood Badge’ button.

Please Note: If you have recently validated modules for this learner, you may have to refresh the page for the 'Recommend Wood Badge' button to appear.

- 6** The system will ask you to confirm. Click ‘OK’.



- 7** The date the Wood Badge was requested will then be displayed under the 'Completed' heading.

The Wood Badge will then be processed by UKHQ and sent directly to the local District Commissioner to present.

Location	Training Advisor	Completed		
Beaver Scout 1 @ 2nd Elm Park		Wood Badge : 19 June 2015		
		Hide PLP		
<input type="text"/> 		Add Module		
<input type="text"/> 31		Print PLP		
Learning Method	Learning Completed	Validated By	Validated On	
		10068694 Adult Training	24 March 2015	View Training
		10068694 Adult Training	24 March 2015	View Training