

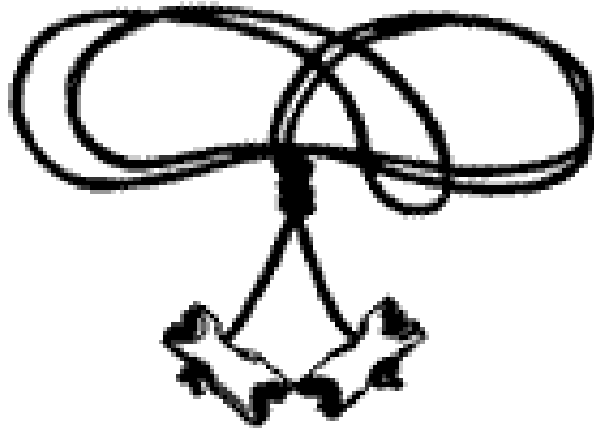


WOOD BADGE  
ASSESSMENT  
GUIDELINES  
(EFFECTIVE 2008)

FOR  
THE CANDIDATES  
(BASED ON THE REVISED TRAINING SCHEME 2008)

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# THE WOOD BADGE ASSESSMENT

## **1. AIM**

The aim of the assessment is to provide the candidate for the Wood Badge award an opportunity to demonstrate his or her understanding and skills of adult leadership in Scouting, the Scout Method and Scout Craft to an acceptable level of competence and be assessed for the award.

## **2. OBJECTIVES**

By the end of the assessment process, the candidate should be able to demonstrate his/her understanding and skills, and meet the expectations of the assessment through

- the completion of a written assignment, in the form of a log book containing reports of on-the-job training (Stage 1)
- an observation by the assessor (Stage 2)
- an interview (Stage 3)

### 3. ASSESSMENT PROCESS

The candidate will appreciate that the assessment process:

- a. is designed to meet the needs of time and manpower constraints
- b. does not demand the candidate to put in a lot of time, make a lot of preparation, write voluminous and tedious reports, or perform any task beyond his/her capabilities
- c. provides guidelines intended to help the candidate know what is expected of him/her so that he/she is able to meet the expectations
- d. is carried out by accredited assessors – meaning they are trained for the job
- e. is common and applicable to all candidates applying for the woodbadge award and therefore ensuring a fair and valid assessment and the maintenance of standard
- f. is developmental but not judgemental;
- g. is not a hindrance, but a strong encouragement for more adult leaders to undergo advanced training and achieve the wood badge.

### 4. BRIEFING ON THE ASSESSMENT

- a. A briefing on the Wood badge Assessment is given and the guidelines booklet is distributed to you during the Unit Leader Training Induction Course. (Briefing will be revisited during Wood Badge Courses to reinforce the guidelines and process of assessment).
- b. Please go through the guidelines carefully and seek any clarification, where necessary, during the briefing.
- c. If you should need further assistance after the briefing, please contact our Training Executive, Training Secretary or National Training Commissioner:

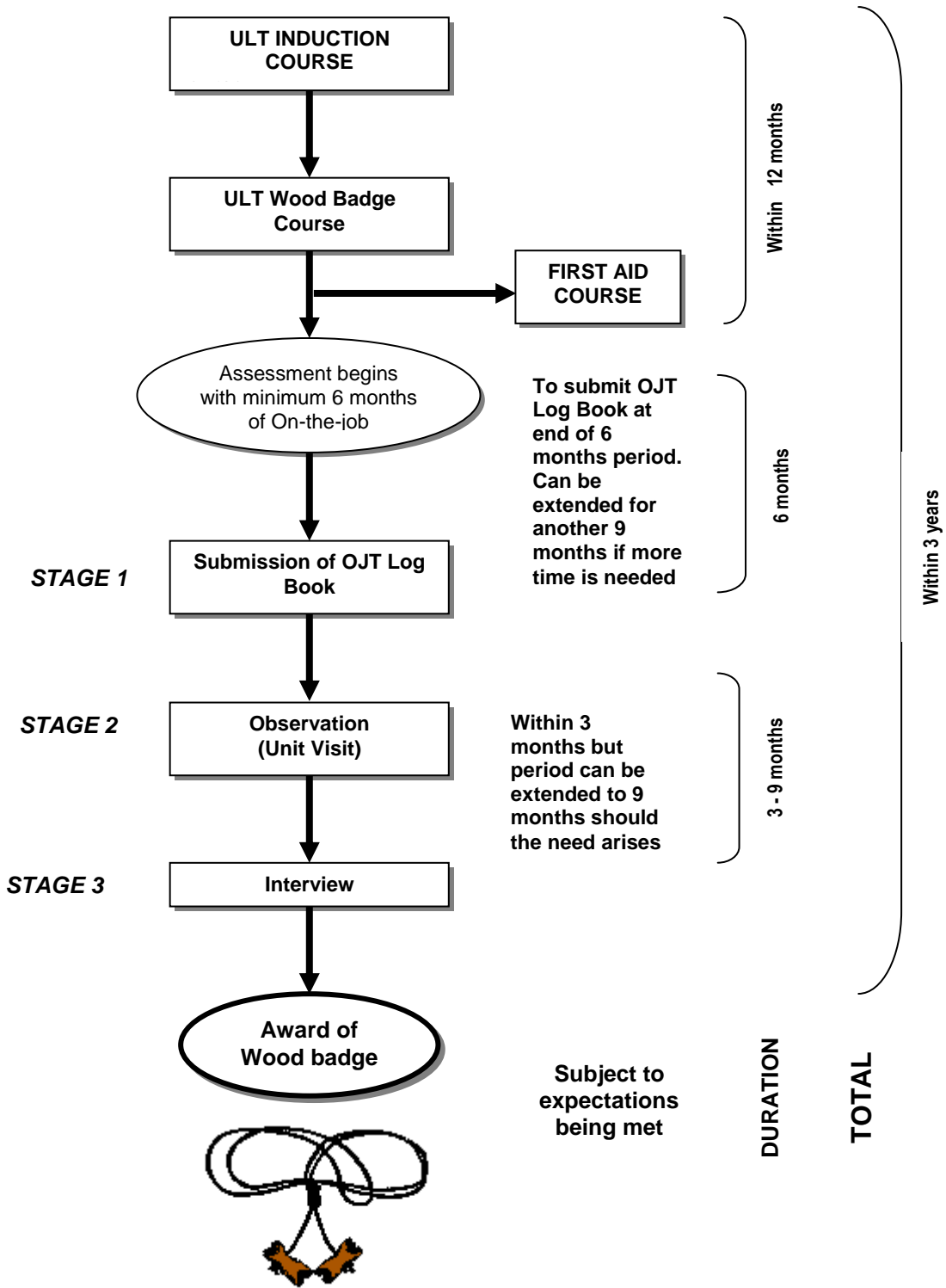
Tel no: 6259 2858 / Fax no: 6259 2118 / email: [hq@scout.org.sg](mailto:hq@scout.org.sg)

### 5. APPLICATION

Make your application for the Wood Badge Assessment by using the 'Request for Assessment (Observation)' form (see Appendix 1) after completing all required courses and the OJT log

- Note to Rovers and Candidates who are below 21 years of age:
- Your Wood Badge Assessment can only commence after you have attained the age of 21 years old. This is in line with new Policy, Organisation and Rules of the Singapore Scout Association.

# SIMPLIFIED PROCESS OF WOOD BADGE TRAINING SCHEME



# EXPLANATORY NOTE ON THE TIME FRAME

(A maximum of 3 years to achieve the Wood badge award)



Compulsory course to attend within 1 year upon appointment

- 1) ULT Induction Course
- 2) ULT Wood Badge Course
- 3) Adult First Aid Course



- *Wood Badge Course (Including Adult First Aid)*
- *A candidate, falling to attend the Wood Badge Course within the 1 year period, will have to repeat the induction course.*
- *The compulsory Adult First Aid Course is to be completed anytime after the Induction course, but before submission of OJT Log Book.*

Compulsory to have 6 months of On-The-Job Training (OJT ) after having attended the Wood Badge Course.

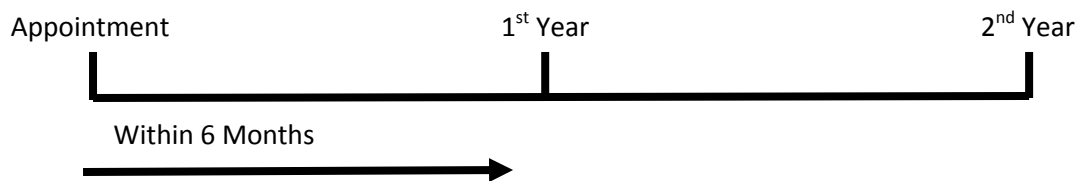
Written assignment: A log book on the OJT to be submitted for assessment.

*Observation & interview*

- *To apply for observation after completing the 6 months of (OJT) Training and having submitted the OJT Log Book.*
- *Where a candidate needs more time to complete the OJT and submit the Log Book , the observation & interview will be delayed.*
- *The Observation & interview will only be conducted after the OJT Log Book has been submitted.*

## OPTION FOR ACCELERATING THE PROCESS

(This allows the candidate to achieve the Wood Badge Award in half the time or earlier)



Induction & Wood Badge Course including Basic First Aid Course

- To attend all these course, one after other, within 6 months after Appointment
- To carry out the required 6 months of On- the- Job Training (OJT) immediately after completing Wood Badge Course.

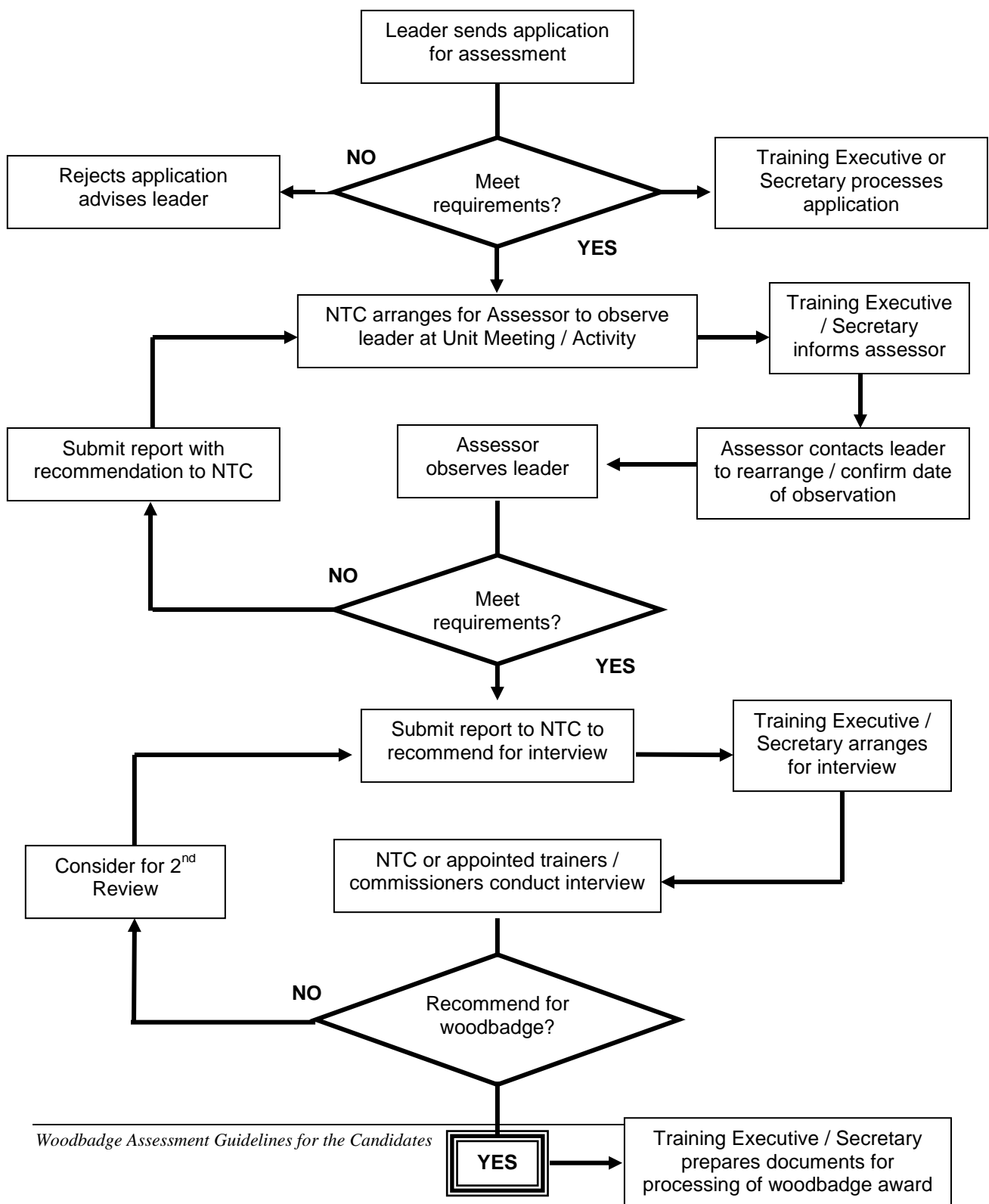
Compulsory to have 6 months of on-the- job Training (OJT) after having attended the Wood Badge Course.

Written Assignment: A log book on the OJT to be submitted for assessment.

Observation & Interview

- To apply for observation after completing the 6 months of On-the-Job Training & having submitted the OJT Log Book.
- The interview will be conducted after the observation has been carried out.
- Observation & the interview are expected to be completed within a 3 - month period.





# GUIDELINES

## FOR THE

# WRITTEN ASSIGNMENT

### **1. THE PURPOSE**

The purpose is to validate whether the candidate is able to apply what he has learnt at the Unit Leader Training Courses back at his Unit through documentary analysis and assessment.

### **2. TIME-FRAME**

On-the Job Training begins immediately after the candidate has completed the Unit Leader Training Wood badge Course (ULTWBC):

- a) For the purpose of the Wood badge Assessment, a minimum of 6-month On-the-Job Training is required for 6 pre-determined activities to be carried out and a written report to be made on each of them and submitted for assessment.
- b) Where the candidate needs more time to carry out the activities and write the reports, he has up to 15 months after completing the ULTWBC to complete the task – leaving the remaining 9 months for the Unit Visit (Stage 2) and Interview (Stage 3).

### 3. REQUIREMENT

The candidate is required to carry out or participate in the following 6 pre-determined activities and write a report on each of them using the attached OJT Report Form:

- a) **Activity 1: A Unit Meeting**
  - Select a unit meeting which you conduct weekly for the report.
  
- b) **Activity 2: A camp**
  - Could be a Unit Camp you had organised for your Unit – minimum 3 days- 2 nights
  
  - Could be a School Camp you and your Unit were involved and you are one of the Organiser.
  
  - Could be a Scout Camp organised by another Unit/ District / Area which you and your boys were invited and subsequently attended and you are one of the Organiser.
  
- c) **Activity 3: A hike**
  - Could be a day (of minimum 2 hours) or overnight hike you had organised for your Unit.
  
  - Could be a day or overnight hike organised by another Unit/District / Area in which you and your Unit were invited and subsequently participated in and you were one of the Organiser.
  
- d) **Activity 4: A campfire**
  - Could be a Unit Campfire you had organised for your Unit.
  
  - Could be a campfire organised by another Unit/District/Area/HQ, which you and your Unit were invited and subsequently participated in and you were one of the Organiser.
  
  - Could be a school campfire, which you and your Unit were involved in the organisation and implementation, or participated in and you were one of the Organiser.
  
- e) **Activity 5: A Unit Project**
  - A Scouting-related project which you or your Unit had implemented.
  
  - Examples: Conservation Project; Tree-Planting Project; Community Service Project; Pioneering Project; etc.

- f) **Activity 6: A Headquarter / Area / District activity**
- Any activity (other than a camp, a hike or a campfire), which you and your Unit had participated in.
  - Examples: District / Area Field Day: fund-raising (Job Week, Donation Draw, Flag Day); Scouting for Food; etc.
  - You may also write a report on a local or overseas Scout-related workshop, seminar, training or Jamboree, which you had participated in.

#### 4. **VALIDITY OF THE REPORTS**

- a) The 6 pre-determined activities should be current – meaning, they should be activities actually organised or participated in after you have attended the ULTWBC.
- b) You should attach documentary evidence to support your report and to minimise a lot of writing and explanation.

Examples:

- Invitation cards, programme sheets, brochures, correspondences, newspaper clippings, photographs, etc – whichever is applicable.
- Notices of meetings, minutes of meetings, budgets, etc – whichever is applicable.
- Your report on the activity if you have one.

#### 5. **SUBMISSION OF THE OJT REPORT**

- a. The prescribed OJT Report Form (see Appendix 2) is to be used.
- You can use the same format to expand on your write-up if you find the space in the original form is insufficient.
  - Avoid writing a long-drawn and voluminous report – use attachment of documentary evidence.
  - The focus is on your reflection of the activity to achieve self-discovery learning.

- b. Check that you have 6 duly completed forms (one for each activity) with their relevant attachments and all the pages are numbered sequentially.
- c. Make photocopies of them and submit only one set of the photocopies for the assessment. Retain the originals for your own record.
- d. No special binding of your reports is required. You may
  - staple your reports together at the left hand top corner, or
  - perforate two holes and use a simple file holder to hold the reports together.
- e. Please submit your OJT Report in person to the Training Executive, at the Singapore Scout Association

# GUIDELINES

## FOR THE OBSERVATION

### **1. THE PURPOSE**

The purpose is to assess the candidate's knowledge and skills in adult leadership, the Scout Method and Scout Craft through direct observation of a Unit Meeting in progress and the audit of Unit records.

### **2. THE VISIT**

- a) The Unit Visit will only be effected after the candidate has submitted his OJT Report.
- b) The date and time is proposed by the candidate.
- c) The Singapore Training Team will assign an accredited assessor to make the visit and carry out the assessment.
- d) It is important that once the date and time is arranged, there should be no change unless with very good reasons. Alternatively, other mutual arrangement between assessor and candidate can be considered.

### **3. WHAT YOU NEED TO DO**

- a) Conduct a normal Unit Meeting (minimum 2 hours) – provide a programme sheet.
- b) Get ready your Unit files containing the following documents for inspection and assessment:
  - Unit registrations
  - Particulars of registered members
  - Circulars from HQ, Area, and District
  - Correspondences
  - Records of fund-raised during the Job Week and Donation Draw
  - Financial documents (e.g. Statements of Accounts, Bank Statements, petty cash records, savings/cheque book, invoices and receipts, etc)
  - Unit Work Plan for the year (as in the School Work Plans) or equivalent
  - Calendar of activities
  - Records of Progress and Proficiency Badge Tests
  - Any others.
- c) Arrange for a Post-Unit Meeting Conference between the assessor and you to be held after the Unit Meeting.

### **4. THE ASSESSOR'S EXPECTATIONS**

- a) . The Unit Meeting has a balanced programme of activities and carried out in the way the candidate had been taught during training, e.g.:
  - Opening Ceremony
  - Variety of activities
  - Closing Ceremony
- b) Attendance and uniform of the boys and adult leaders
- c) Availability and utilisation of training equipment, activity paraphernalia or other resources (e.g. Scouting books, magazines, worksheets, projects, etc)
- d) Objectives of activities, level of interest and fun, time management, etc.
- e) Proper and effective Unit Management
  - Documentation and records

- Plans for the Unit (Work Plan and calendar of activities), youths' training (progress and progressive badge schemes)
- Fund-raising (e.g. through incentives earned at Job Week, Donation Draw, etc) and utilisation of fund for the boys' activities.

## **5. POST-UNIT MEETING CONFERENCE**

- a) The assessor will use the conference to provide the candidate with constructive feedback on the Unit Meeting and audit of the Unit records.
- b) Feedback is developmental but not judgmental;
- c) The assessor may be required to conduct subsequent Unit Visits for further observation if there are areas for improvement identified and progress of follow-up actions need to be monitored.
- d) A copy of the Unit Visit report will be given to:
  - you for your record and reference
  - your Sponsoring Authority for information
  - National Training Commissioner for validation



**THE SINGAPORE SCOUT ASSOCIATION  
SINGAPORE TRAINING TEAM**

**WOOD BADGE ASSESSMENT – STAGE 2  
UNIT VISIT**

Purpose

- To assess the candidate’s knowledge and skills in:
  - Adult leadership
  - The scout method
  - Scout craft
- To audit the unit records

***Candidate’s particulars***

Name: \_\_\_\_\_

Unit: \_\_\_\_\_

Area / District: \_\_\_\_\_

Assessment of Unit Meeting

<b><i>Programme / Activity</i></b>	<b><i>Observation / Areas for improvement</i></b>	<b><i>Remarks</i></b>
Opening Ceremony / Closing Ceremony		
Variety of activities (Objectives, planning, level of interest and fun, time management)		
Attendance and uniform		
Availability and utilisation of training resources		

**Assessment of Unit Management**

<b>Unit Management records</b>	<b>Observation / Areas for improvement</b>	<b>Remarks</b>
Documentation and records <input type="checkbox"/> Unit registration <input type="checkbox"/> Particulars of members <input type="checkbox"/> Correspondences / circulars <input type="checkbox"/> Unit work plan for the year <input type="checkbox"/> Calendar of activities <input type="checkbox"/> Records of progress and proficiency badge schemes <input type="checkbox"/> Unit logbook <input type="checkbox"/> Any other related documents		
Financial documents <input type="checkbox"/> Statement of accounts <input type="checkbox"/> Bank statements <input type="checkbox"/> Petty cash records <input type="checkbox"/> Savings / cheque book <input type="checkbox"/> Invoices and receipts <input type="checkbox"/> Records of funds raised during fund raising activities <input type="checkbox"/> Other related documents		

<b>Name of assessor</b>		
<b>Signature of assessor</b>		<b>Appointment:</b>
<b>Date of assessment</b>		
<b>Recommendation</b>		

**For Office Use Only:**

<b>Endorsed by NTC</b>		<b>Date:</b>
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GUIDELINES

FOR

THE INTERVIEW

**1. THE PURPOSE**

The purpose is to validate the assessors' reports on the candidate's OJT Report and Unit Visit, the candidate's understanding and skills of adult leadership in Scouting through a face-to-face interview

**2. THE INTERVIEW**

- a) It will only be held after the candidate has submitted his OJT Report and the assessor has made the Unit Visit.
- b) The National Training Commissioner will write to inform the candidate the date and time for the Interview. The venue will be decided upon.
- c) The candidate is required to bring along the following for the Interview:
  - The original copy of the OJT Report
  - Copy of the Unit Visit Report
  - Documentary evidence of any progress made to improve identified areas of concern, where applicable.

- d) Apart from reviewing the OJT Report and the assessor's report on the Unit Visit, the interviewer or interviewers may seek the following inputs from the candidate:
- What are the major problems you are encountering in doing your job?
  - Will you likely encounter these same problems in the future?
  - What information would be helpful to make you more effective in dealing with these problems?
  - What situations come up from time to time which make it difficult for you to be as effective as you desire?
  - What are the conditions at work that seem to limit your effectiveness?
  - What aspects of your work require additional training or practice to make you more effective in what you do?
  - If money were not a problem, what equipment would you obtain to make you more efficient in what you do?
  - If you were to recruit an assistant adult leader or a District Auxiliary to help you, what knowledge, skills and personality traits would you look for?
- e) The interviewer will make his recommendation for the candidate to be awarded the Woodbadge after he has completed his assessment.
- If he elects to defer his recommendation, he will advise the candidate on the shortcomings and ask him to propose action plans to overcome them.
  - He will then require the candidate to carry out the action plans for the agreed period of time and return for another interview at a later date for a review.



## REQUEST FOR WOOD BADGE ASSESSMENT



Name :		NRIC :		Paste Photo Here	
Address:					
Contact No (H) :	Contact No (HP) :	E-mail :			
Unit Name :		Area: District:			
Warrant No:		Present Appointment :			
<b>Details Of Course Completed</b>				<b>For Official Use</b>	
Course Title	Date	Cert. No	Venue	Verified By:	
ULTIC					
ULTBC					
ULTAC					
ULTWBC					
ULTSC - First Aid					
ULTSC - Others					
OJT Log enclosed: No of pages : _____				Received and check by:	
Proposed dates of observation / visit ( in order of priority )					
Date	Time	Activity	venue	Remarks	Assessor assigned
Sinature of applicant			Date	Assessor informed on :	

Name of the Candidate: .....

Log No: .....

**THE SINGAPORE TRAINING TEAM  
WOODBADGE ASSESSMENT  
ON-THE-JOB TRAINING REPORT (STAGE 1)**

<b>TYPE / NAME OF ACTIVITY:</b>	
<b>Date/Duration:</b>	<b>Venue:</b>
<b>Organised by:</b>	<b>No. of participants</b> (from your own Unit)
<b>Aim of Activity:</b>	<b>Documentary evidence attached</b> (please tick) <ul style="list-style-type: none"> <li>2. Invitation card</li> <li>2. Programme sheet</li> <li>2. Budgets</li> <li>2. Application form <ul style="list-style-type: none"> <li>• Others .....</li> </ul> </li> </ul>
<b>Brief description of the activity:</b>	

*(Please use a separate sheet if space is insufficient)*

**2. REFLECTION ON THE ACTIVITY FOR SELF-DISCOVERY**

**WHAT WENT WELL** with the activity?

**WHAT WENT WRONG** with the activity?

**WHAT HAVE I LEARNT** from this activity / **PLANNED** to do for self-improvement?

*(Please use a separate sheet if space is insufficient)*