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National Training Team Guideline

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Name of the Guideline	National Training Team Guideline
Guideline implementer:	Adult Support Committee
Guideline Approved by:	Executive Committee of the Scout Association of Maldives
Guideline Approval date:	28 th January 2021

As developed and endorsed by the Adult Support Committee on 24th January 2021 and reviewed and endorsed by the Policy and Rules Committee, and the Scout Executive Committee on 28th January 2021 as an annex to the National Adults in Scouting Policy 2011.



List of Acronyms

ASC	Adult Support Committee
NTT	National Training Team
SAM	The Scout Association of Maldives
ExCo	National Scout Executive Committee



1. Introduction

- 1.1. This guideline is called “The National Training Team (NTT) Guideline”. This Guideline aims to provide direction on the formation and establishment of a National Training Team for the Scout Association of Maldives (SAM).
- 1.2. This document is a supplement to the National Adults in Scouting Policy of SAM.
- 1.3. The purpose of the NTT is to provide all relevant and necessary trainings for Adult Members of SAM, equipping these members to function in different capacities and roles, contributing effectively and efficiently to the development of Scouting in the Maldives.
- 1.4. The Adult Support Committee (ASC) shall be responsible for the implementation, monitoring and revision of this guideline.

2. Functions of the NTT.

The functions of the NTT include the following:

- 2.1. Planning, organizing and delivery of all Adult Training Programmes carried out by SAM.
- 2.2. Provide support and assistance to the ASC to evaluate the effectiveness of existing training methods/courses and to assess if these methods/courses meet the needs and requirements of Adult Members.
- 2.3. Periodically review, revise, and update accordingly the content of Adult Training Programmes carried out by SAM. This includes updating training materials such as presentations, handouts, and training aids.
- 2.4. Provide feedback and advice to the National Training Commissioner
- 2.5. Provide support and assistance to the ASC in developing and reviewing policies, regulations, documents relevant for Adult Training and Support.
- 2.6. Provide support and assistance to the National Training Commissioner on developing training manuals, training resources and other relevant materials for the use of Adult Training.

3. Organization and coordination among the NTT

- 3.1. The NTT shall be led by the National Training Commissioner
- 3.2. All activities and conduct of the NTT shall be monitored by the ASC
- 3.3. Regular periodical meeting to discuss, network and exchange ideas and promote learning among members of the NTT shall be facilitated by the National Training Commissioner.



3.4. Grievances and complaints

- 3.4.1. Any grievances and or complaints regarding the activities and conduct of the NTT shall be addressed by the National Training Commissioner.
- 3.4.2. If any grievances and or complaints fail to be addressed by the National Training Commissioner, such grievances and or complaints must be submitted to the ASC for their action.
- 3.4.3. If any grievances and or complaints fail to be addressed by the ASC, such grievances and or complaints must be submitted to the Disciplinary Committee or equivalent committee set by SAM.

3.5. The National Training Commissioner should compile an annual report of the activities and conduct of the NTT and submit to the ASC and the ExCo.

4. **Members of the NTT**

4.1. Members

- 4.1.1. The NTT shall comprise a minimum of 15 members, excluding members appointed to the NTT by virtue of their position at the SAM.
- 4.1.2. By virtue of their position at the SAM the following member shall be included in the NTT:
 - a. Chief Commissioner
 - b. National Commissioner for Adult Support.
 - c. National Training Commissioner
 - d. National Commissioner for Youth Programme
 - e. Coordinators of specific programmes relevant to Adult Trainings (*to be decided by the ASC in consultation with the relevant National Commissioner assigned with the responsibility of adult training*)

4.2. Membership requirements of NTT

- 4.2.1. Members of the NTT should meet the following requirements to be selected and appointed to the NTT:
 - a. Able to contribute and commit as a member of the NTT
 - b. Able to take initiative and have the ability to support, coordinate and deliver training programmes
 - c. Have earned the Wood Badge.



- d. Is an Adult Leader OR has served as an Adult Leader in a Scout Group / Is an Adult Member OR has served as an Adult Member in the functioning of the SAM
- 4.2.2. Based on the needs and requirements for Adult Training, the ASC in consultation with the National Training Commissioner can invite individuals with special skills and expertise to the NTT who may not meet the requirements mentioned in clause 4.2.1.
- 4.3. Selection of Members to the NTT
- 4.3.1. Selection of Members to the NTT shall be carried out through an open call process.
 - 4.3.2. National Training Commissioner can make recommendations to the ASC to appoint specific members to the NTT.
 - 4.3.3. The ASC in consultation with the National Training Commissioner shall conduct an evaluation to select and appoint members to the NTT.
- 4.4. Term and Appointment of Members to the NTT
- 4.4.1. The term of the NTT is 3 years. If the term of the NTT expires without renewal or appointment of a new NTT, the existing NTT shall remain until a decision is made by the ASC.
 - 4.4.2. Upon appointment, each member of the NTT shall be provided with the following:
 - a. Warrant of appointment
 - b. NTT Badge
 - c. Mutual Agreement
 - d. Details of appraisal process
 - 4.4.3. Once appointed to the NTT, members of the NTT must undergo the Training of Trainers programme as set forth in the National Training scheme
 - 4.4.4. All appointed NTT members must complete the most recent “Safe from Harm” training (online training via scout.org)
 - 4.4.5. If a member has resigned or has been dismissed under clause 4.5 from the NTT, the ASC in consultation with the National Training Commissioner may appoint a new member to the NTT who meets the requirements set forth under clause 4.2.
 - 4.4.6. The term of any new member appointed under clause 4.4.5, shall be the remaining duration of the existing NTT.



4.5. Resignation and dismissal of NTT members

- 4.5.1. If a member of the NTT submits an official resignation from the NTT, he/she will be dismissed from the NTT.
- 4.5.2. If a member of the NTT is accused of indecent, inappropriate behavior or gross misconduct he/she will be immediately suspended from the NTT by the ASC or the National Training Commissioner, and a proper inquiry into the accusation must be carried out by the Disciplinary Committee or equivalent committee of the SAM to investigate and decide on dismissal.
- 4.5.3. If a member of the NTT is unresponsive or fails to contribute and participate in NTT coordination meetings and trainings conducted by the NTT without a compelling reason, the ASC in consultation with National Training Commissioner may dismiss the member from the NTT.
- 4.5.4. If a member of the NTT violates any policy, rule and regulation or guidelines set forth by SAM, the ASC may dismiss the member.
- 4.5.5. If a member of the NTT violates any national laws or regulations of the country and/or have been committed an act punishable by Maldivian Law, he/she will be immediately dismissed from the NTT.

5. Performance evaluation and appraisal of the NTT

5.1. Self-Evaluation

- 5.1.1. Each member of the NTT should complete a self-evaluation of his/her performance once every 6 months.
- 5.1.2. Each member of the NTT should prepare a personal development plan for each year, indicating set of individual goals and targets to achieve.
- 5.1.3. Self-evaluation should focus on the following aspects:
 - a. Commitment to the NTT (number of trainings supported, number of coordination meetings attended, support provided to the NTT)
 - b. Personal development and growth (additional trainings completed, personal skills developed)
 - c. Self-evaluation against the personal development plan

5.2. Peer-to-Peer evaluation

- 5.2.1. Each member of the NTT should complete at least one peer-to-peer evaluation once every year.



5.2.2. Peer-to-peer evaluation should focus on the following aspects:

- a. Personal development and growth (feedback on areas for improvement, additional trainings and or skills that needs to be completed or further developed)
- b. Evaluation of person development plan

5.2.3. Peer-to-peer evaluation must be completed annually and submitted to the ASC

5.3. Performance evaluation and appraisal of the NTT by the ASC

5.3.1. Each member of the NTT must be appraised by the ASC in consultation with the National Training Commissioner.

5.3.2. Appraisal of NTT members must be carried out in accordance with the National Adults in Scouting Policy.

6. Resolving any issues or matter related to NTT or this guideline.

6.1. Any issue or matter related to the NTT not specified under this policy must be taken to the ASC.

6.2. In the absence of the ASC the ExCo shall address any issues or matter raised regarding the NTT.

End

