On the Job Phases

On the Job Training goes paperless!

In late 2019 Scouts Australia launched a new approach to On the Job (OTJ) training which encompassed three Milestones – Plan> Do> Review> and was presented to learners as a series of OTJ Milestone Checklists.

The three OTJ Milestones Checklists were made available through On Demand Learning where individuals could record completion of the *I Statements* then print a pdf for verification by their Team leader and send to the Branch training office for recording.

In 2019 we also had a vision for these steps to occur online providing benefits to the learner, the Team Leader and to streamline the recoding of completions. This is now possible and we will be providing this capability to members of our Branch from now.

Milestones become Phases

Recognising the importance of Achievement Pathways outcomes, such as Milestones, belonging to our youth members we've taken the opportunity to apply a new naming convention and approach to On the Job training.

The Plan> Do> and Review> Milestones will cease to exist when we go paperless. On the Job Phases will be aligned more closely with Certificate of Proficiency and Wood Badge outcomes in three new Phases;

- On the Job Training – Youth Program Leader
- On the Job Training – Program Support Leader
- On the Job Training – Scouting Leadership

Are the *I Statements* the same?

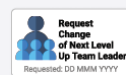The vast majority of *I Statements* are very similar. When we go paperless any comparable *I Statements* that have been recorded as completed within a Milestone in On Demand Learning will be recognised in the respective OTJ Phase.

In each Phase there are some new *I Statements* – 5 news ones for Youth Program Leaders and 4 new ones for Program Support Leaders. For Scouting Leadership there are 16 new *I Statements* however through including these we are able to retire the Wood Badge evaluation document.

What does this mean for me?

For learners, it provides a more convenient and consistent approach to On the Job training.

Learners will now be able to complete this training element entirely online, including capturing comments on how they achieved an I Statement. Upon completion of a Phase a learner simply submits to their Team Leader through On Demand Learning.

For Team Leaders, no more paper or pdfs to complete, verify, sign and submit. Learners will be able to access OTJ Phases via training.scouts.com.au through which they can mark *I Statements* as complete and record some text to capture what was done to achieve this outcome. Each I Statement will have an information button to provide the learner with some guidance on the requirement.

When a learner submits an OTJ phase for verification the Team Leader will receive email advice that it has been sent to them. Upon receipt the Team Leader simply logs in using the link provided in the email to either verify completion or there may be cause to reject it. If rejection is chosen, then the Team Leader will be asked to provide guidance to the learner on what remains outstanding.

Note: a learner will be unable to submit for verification unless all I Statements are recorded as complete.

Once verification is complete the learner's membership record will be updated in the same way as it is for completion of an On Demand Learning module.

For more information please read the accompanying FAQs or email training@sahq.scouts.com.au

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FAQs

I am part way through an OTJ Milestone. Will that be recognised?

Provided that the *I Statements* you have already completed through the current Milestones are checked off in training.scouts.com.au then those will transfer across where there is a comparable relationship to the new *I Statement*.

The Team Leader allocated doesn't look right. Can I change it?

Team Leaders and next level up Team Leaders have been allocated based on the hierarchy provided by each Branch. However, for those with multiple roles in Scouting or where, for example, a GL has delegated to an AGL you can request a change of Team Leader through the Request Change of Team Leader button in your OTJ Phase. This will generate a request to your Branch training office for action. Equally, a Team Leader can make this change request upon submission of a completed Phase. *NB: Once a change is made it will be permanent for the duration of the OTJ phase.*

I'm a Team Leader or Next Level Up Team Leader. Will I now be swamped with more emails?

We hope not! The only email you should receive as a Team Leader is one when a learner in your team completes an OTJ Phase. Upon receipt simply log in to training.scouts.com.au verify or reject (with a suitable guidance note for the learner). We ask that you verify or reject within 14 days. That will certainly alleviate any reminder emails arriving in your inbox.

A learner cannot submit a Phase for verification until all *I Statements* have been completed.

How will the Branch training office know when an OTJ Phase is completed?

When the Team Leader verifies the completion of an OTJ Phase this information will be sent to the Branch Membership system in the same way as completion of an On Demand Learning module.

As a Team Leader or Next Level Up Team Leader can I delegate this function to one of my team? (eg; GL delegate to AGL)

Yes, this can be done by selecting the Request Change of Team Leader button in On Demand Learning when you receive a verification request from a learner. Alternatively, you can ask your Branch Training Office to make this change in advance. When this is done the learner will receive email advice of the change.

Remember, once a change is made it will not revert to the hierarchy provided through the Branch membership system until the Phase is completed.

How will I know when my OTJ Phase is verified?

Upon verification of your OTJ Phase you will be sent an email advising this has occurred. Equally, if for some reason your Team Leader rejects your verification request you will receive an email to that effect including the reason provided by your Team Leader.

I've submitted my Phase for verification but not had a response. What can I do?

Your Team leader is asked to verify (or reject) your OTJ Phase within 14 days. If, after 14 days you have not received an outcome you can log back in to your OTJ Phase and send a reminder to them. This reminder will also go to your next level up Team Leader so they can follow up as well. If you still don't get an outcome contact your Branch Training Office.

NB: You are unable to send a reminder until after 14 days.

My Team Leader is on extended leave. What can I do?

If your Team Leader is on extended leave talk to your next level up Team Leader about who should be set as your Team Leader for verification of that phase. You can then make that request using the Request Change of Team Leader button in your OTJ Phase.

If you have already submitted your OTJ Phase your next level up Team Leader of your Branch Training Office can verify the Phase for you.

If I change roles in Scouting will I need to complete OTJ Phases again?

That will depend on the type of role you are moving to.

If you are moving from a Youth Program Role to a Program Support Role then you will need to complete the OTJ Phase-Program Support Leader and vice versa if moving from a Program Support Role to a Youth Program Leader role.

If you are changing roles within either Youth Program Leader or Program Support Leader categories, then the Individual Adult Volunteer Plan Phase 1 will be the guide for what On The Job training is required. If On the Job training is required then this will be through completion of the relevant Change of Role On the Job training worksheets provided by your Branch.