

# Supervisory Assessment Checklist



Item Code AC120900 Jun/08 Edition no 2

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## Introduction

This is an assessment checklist to use in assessing an Applicant to gain a Permit to supervise adventurous activities. More details on the Permit Scheme, assessing, technical skills and specific activities and reference to Rules can be found in resources listed in [FS120084 Scout Led Activities Index](#).

## Using This Checklist

This is the checklist that an Applicant should be assessed against for the Supervisory Competence section of gaining a Supervisory Permit.

Once an assessment is complete the Approved Assessor should fill in the back page and give it to the Applicant to take to their responsible Commissioner.

## What Is A Supervisor?

A Supervisor is someone who is not directly involved with an activity, but is responsible for it. Details of what a Supervisory Permit allows you to do for each activity can be found in the activity specific factsheet.

## What Is Supervision?

Supervision includes:

- Assessing the group's level of understanding, training and expertise to undertake the activity.
- Understanding the plan of that group and how it will manage the activity including responses to emergencies and problems.

- Firm direction of alternative plans to include 'escape'.
- Putting in place a plan of monitoring safety and progress.
- Being in the vicinity of that activity to make adjustments.

## Skills and Experience

The Supervisor's own understanding needs to be of a standard above and beyond the level of the activity that is being supervised. This ensures the Supervisor has the necessary skills in order to make a judgement about the passing over of the direct management of an activity to another individual. This includes assessing that individual's capabilities at the same time as taking a high level view of the factors that influence the activity such as tides or weather changes.

## How To Assess

There are a number of tools that can be used in assessing an Applicant's suitability as a Supervisor. These include:

- Looking at other relevant qualifications held.
- Looking at logged experience within the activity.
- Talking through various scenarios.
- Discussing leadership roles in past activities undertaken by the Applicant.
- Observing supervising an activity.

## Scenarios

A number of scenarios should be talked through with a candidate to enable a demonstration of

the necessary skills and experience to be shown. Personal experience of any previous supervision should also be discussed at this time.

This should allow the candidate to demonstrate the benefits and weakness of operating in a supervisory role. This takes on board the need for those who are leading under supervision to be continually developing their skills with the

potential of gaining a Permit themselves where applicable.

Scenarios should include a variety of situations within a given activity. These should vary in severity and include certain situations where it would be prudent not to enable supervising to be carried out. It is important too that the candidate demonstrates enough flexibility and contingency planning should the need arise during the duration of an activity running.

### Supervising

Core Skill	Done / Comments
<p><b>Responsibilities</b></p> <ul style="list-style-type: none"> <li>▪ Able to identify when remote supervision is not appropriate in running an activity.</li> </ul>	
<p><b>Group Management</b></p> <ul style="list-style-type: none"> <li>▪ Able to identify group members with the skills and experience to be able to lead an activity as a designated leader under supervision.</li> <li>▪ Able to set up appropriate monitoring systems to supervise effectively activity groups.</li> <li>▪ Able to ensure that designated leaders are aware of their responsibilities.</li> </ul>	
<p><b>Risk Assessment</b></p> <ul style="list-style-type: none"> <li>▪ Able to complete a risk assessment and identify those factors that are likely to change gradually or quickly.</li> <li>▪ Able to identify emergency procedures in a number of situations</li> </ul>	
<p><b>Technical</b></p> <ul style="list-style-type: none"> <li>▪ Experience in a variety of environments for the activity.</li> <li>▪ Experience of working with a variety of different activity groups in that activity.</li> </ul>	

## Supervisory Permit Assessment

The Applicant should keep this form once it has been completed by the Approved Assessor and take it to their responsible Commissioner.

<b>Applicant's Name</b>		<b>Permit Applied For</b>	
<b>1. SUPERVISORY COMPETENCE</b>			<b>Done</b> <input type="checkbox"/>
<b>Description:</b> Assessment based on the Supervisory Assessment Checklist.			
<b>To Be Completed By:</b> Either an appointed County Assessor or an External Assessor with the appropriate NGB award. Please ensure the recommendation includes the name of the activity.			
<b>Restrictions based on Technical Assessment:</b>			
			<b>Date</b>
<b>Assessor:</b>	<b>Signature</b>		<b>Name</b>
	<b>County (if SA Assessor)</b>		<b>Phone</b>
<b>2. SCOUT ASSOCIATION RULES</b>			<b>Done</b> <input type="checkbox"/>
<b>Description:</b> Check the Applicant has an in depth knowledge of the appropriate Scout Association rules for running the activity, including those relating to remote supervision. Appropriate Rules can be found in <a href="#">FS120084 Scout Led Activities Index</a> .			
<b>To Be Completed By:</b> Either an appointed County Assessor, responsible Commissioner or appropriate nominee of the responsible Commissioner.			
<b>Restrictions based on knowledge of The Scout Association Rules:</b>			
			<b>Date</b>
<b>Signature</b>		<b>Name</b>	<b>Role</b>
<b>3. EXISTING LEADING PERMIT</b>			<b>Done</b> <input type="checkbox"/>
<b>Description:</b> Check the Applicant has a current permit to lead the activity for which they are applying for a supervisory permit.			
<b>To Be Completed By:</b> Responsible Commissioner or appropriate nominee of the Commissioner.			
<b>Restrictions based on Existing Leading Permit:</b>			
			<b>Date</b>
<b>Signature</b>		<b>Name</b>	<b>Role</b>
<b>4. PERSONAL SUITABILITY</b>			<b>Done</b> <input type="checkbox"/>
<b>Description:</b> Check the Applicant is suitable (attitude etc) based on the demands of the activity.			
<b>To Be Completed By:</b> Responsible Commissioner or appropriate nominee of the Commissioner.			
<b>Restrictions based on Personal Suitability:</b>			
			<b>Date</b>
<b>Signature</b>		<b>Name</b>	<b>Role</b>
<b>5. PERMIT GRANTED</b>			<b>Done</b> <input type="checkbox"/>
<b>Restrictions:</b>			
			<b>Expiry Date</b>
<b>Commissioner Signature</b>			<b>Date</b>