

# Adventurous Activity Permit Scheme – Assessment Guide



Item Code FS120102 Mar/09 Edition no 2

0845 300 1818

## Introduction

This factsheet provides an overview for Approved Assessors assessing Applicants for an adventurous activity permit. It should be read in conjunction with the factsheet FS120084 Scout Led Activities Index, and Policy, Organisation and Rules (POR) of The Scout Association. More detailed information on the scheme, for Applicants, responsible Commissioners, and for each activity can be found in separate factsheets.

## The Permit Scheme

The Adventurous Activity Permit Scheme is a way of ensuring that someone has the skills and experience to lead an adventurous activity for a group of young people in Scouting. It is designed to be flexible, allowing each permit to be tailored based on the Applicant's skills, experience and requirements.

## The Approved Assessor's Role

The role of the Approved Assessor is to carry out assessments of permit Applicant's technical activity specific skills and experience. Based on this they pass a recommendation on to the responsible Commissioner (see FS120103 Adventurous Activity Permit Scheme - Commissioners' Guide) of the Applicant, and it is the responsible Commissioner who actually grants the permit following other checks.

Most Approved Assessors will be appointed as County Assessors. In addition to this it is possible for Applicants to use External Assessors. Further details can be found in

FS120104 Adventurous Activity Permit Scheme – Approved Assessors.

## Assessment Courses

Assessments will normally take place during assessment courses. While it is recognised that using courses, and therefore a number of Approved Assessors and Applicants, is the most effective way of assessing due to exchange of ideas etc, it is also recognised that in certain circumstances this is not feasible (lack of Approved Assessors, courses, dates, nature of activity etc). In these cases assessments will often take place on a one to one basis between the Approved Assessor and Applicant.

Assessment courses can be arranged by different groups of people, such as Counties, Activity Teams, Regions etc. There is nothing to stop Approved Assessors from different Counties working together on courses. In fact it is encouraged as it helps with networking between Approved Assessors leading to more peer support and a more uniform national standard. If no one in your County is running an assessment course for you to assess on, why not contact the organisers of another course elsewhere and see if they are interested in you joining their assessment team for one or more opportunities. More often than not they will jump at the chance.

As the Adventurous Activity Permit Scheme is a national scheme, Applicants can be assessed by an Approved Assessor from anywhere in the country. To ease the process for Applicants finding assessment opportunities, Headquarters will aim to produce a database of these courses on ScoutBase UK. To have your assessment

## The Scout Information Centre

Gilwell Park Chingford London E4 7QW Tel + 44 (0)20 8433 7100 Fax + 44 (0)20 8433 7103 email [info.centre@scout.org.uk](mailto:info.centre@scout.org.uk) [www.scoutbase.org.uk](http://www.scoutbase.org.uk)

course added, and therefore hopefully make it more worthwhile with more Applicants attending, just send details to the Activities Office at Gilwell Park. Additionally Headquarters is aiming to build a database of Approved Assessors who are willing to have their details published on ScoutBase UK so that Applicants who cannot find a course can contact an Approved Assessor directly to arrange an assessment. If you are happy to make it easy for Applicants to contact you by having your contact details on ScoutBase UK, again please let the Activities Office at Gilwell Park know your details.

## The Assessment

The assessment is not an opportunity to try and trick Applicants. It is an assessment of their activity specific skills and experience. It should be based on the relevant Assessment Checklist and should contain no surprises for the Applicant.

### The three key phases of an assessment are:

- 1 Review the application form and discuss with the Applicant their experience and expectations
- 2 Conduct the assessment in a constructive manner allowing sufficient time for recovery from errors and to provide on-going feed-back
- 3 End of assessment debrief and discussion of recommendations.

The Assessment Checklist provides you with the syllabus to work against. There is room after each assessment area for you to either tick it off as completed or write thoughts on areas for development.

There are a number of methods at your disposal to assess the Applicant's competence level. Generally you should use elements of each of these in each assessment, the levels of each depending on factors such as the Applicant, environment, activity being assessed etc:

- 1 **Practical Assessment.** Putting the Applicant in the activity environment and assessing whether they have the skills.

2 **Theoretical Assessment.** Talking with the Applicant, often through scenarios and examples, to find out how they would deal with them.

3 **Logged Experience.** Looking at the breadth, circumstances and currency of the Applicant's experience. Experience gained as a young person should also be taken into account.

4 **Relevant Qualifications.** There are some situations when a practical assessment may not be required. These are:

- If an Applicant is applying for an entirely identical renewal of an existing permit and have logged experience during the period of that permit.
- If they have gained the National Governing Body award (or equivalent or higher) highlighted on the Assessment Checklist within the last five years, or gained it longer ago but have recent logged experience. E.g. Within the last five years.

This is because their technical skills have already been assessed to the level required, so insisting they are assessed again would just introduce an unnecessary barrier.

If you are a County Assessor, then you may also assess the Applicant's knowledge of the relevant Scout Association Activities Rules and how these will affect them and the activity, and record this on the Assessment Checklist.

## Assessing Supervision

As well as gaining a personal permit or permit to lead an activity it is also possible for many activities to gain a permit to supervise. Full details on the limits of supervision can be found in the specific activity factsheets.

To gain a supervisory permit an Applicant should have a leading permit to the same or higher level. In addition to this they should be experienced within the activity, and knowledgeable and mature enough to put in place suitable checks to ensure participants are suitably trained, equipped and monitored in the vicinity of the activity.

Assessment for a supervisory permit will normally be more theoretical using discussion of various scenarios, although observation of management skills may also be used. There is a specific Assessment Checklist to be used during the assessment.

### **The Recommendation**

After assessing an Applicant you will need to come up with a recommendation for the level of permit that you believe their technical skills will allow them to lead the activity to. In some cases they will not have the skill level to be given any level of permit.

Restrictions allow permits to be tailored to the level of skill, experience and personal requirements of each Applicant, and should be based on their competence levels as seen within the assessment. Whenever you do make a recommendation for a restrictive permit you should be prepared to explain your reasons for this and what they would need to improve to get a less restrictive permit to the Applicant.

You should record your recommended level of permit on the last page of the Assessment Checklist and give it to the Applicant so that they can take it to their responsible Commissioner. If you are a County Assessor and have assessed the Applicant's knowledge of Scout Association activities Rules, then you should also record this on the same sheet. It is important that you include your name and phone number on the sheet so that if the responsible Commissioner does not know who you are, they can make contact with you. This is important to eliminate fraudulent permits.

### **Useful Links**

[FS120084](#) Scout Led Activities Index  
(References relevant Rules and guidance)

[FS120100](#) Adventurous Activity Permit Scheme