



Circular No.12/1141-44/2016

Dated : 21<sup>st</sup> July, 2016

**E-mail Only**

To,  
All the State Secretaries,  
State Associations of  
Bharat Scouts & Guides  
Indian Union

Sub: **45<sup>th</sup> Course for Leader Trainers (Scout Wing) from 4<sup>th</sup> to 8<sup>th</sup> November, 2016.**

Sir/ Madam,

We are glad to inform you that the Bharat Scouts & Guides, National Training Centre, Pachmarhi is going to conduct 45<sup>th</sup> Leader Trainers Course (Scout Wing) at National Training Centre, Pachmarhi. The aim for the training of Leader Trainers are:

- a. to provide an opportunity for the sharing of experiences in the consideration of advanced training methods, demonstration and development of new training methods and an examination of existing training methods and techniques with the objective of recommending improvement”.
- b. To prepare a Trainer to run all types of Courses of the Section concerned.

1	Course name	45 <sup>th</sup> Leader Trainers Course (Scout Wing)
2	Dates	04.11.2016 to 08.11.2016 (FIVE DAYS).
3	Venue	Bharat Scouts & Guides, National Training Centre, Pachmarhi, MP-461881
4	Reporting	04.11.2016 : Before Lunch.
5	Relieving	08.11.2016 : After Lunch. (Accordingly return journey reservation may be done)
6	Camp Fee	Dev. Fee Rs. 200/-, Special Fee Rs. 80/- = <b>Total Rs. 280/-.</b>
7	Financial Assistance	Participants have to bear their own travelling expenses. Kindly refer NTC Cir.No. 71/3574-77/2015 24 <sup>th</sup> Mar, 2015. The NTC will provide free hospitality.
8	Who can Attend	Assistant Leader Trainer of any section who have received Final Information from NTC.
		1   Must have given atleast two years of satisfactory service as an Assistant Leader Trainer. Can be relaxed upto one year in case of Full Time Professional at all levels.
		2   Should have conducted two Basic Courses or two Advanced Courses or one Basic and one Advanced Courses in the appropriate section after ALT.
		3   Should have assisted in a HWB Course of the appropriate section as a full time staff Or should have at least two Golden Arrow Cubs/Rashtrapati Scouts/Rovers as the case may be to his/her credit. Submit a certificate to this effect from DOC/DTC.
		4   Should complete the Pre-Course Assignment provided by the National Training Centre.
9	What to Bring	Usual camp kit : Two Sets of correct and complete Uniform, woolen cloths as per APRO II (Black shoes with lace, black socks, HWB Scarf, Woggle, Nylex Belt etc) should be brought. Mosquito net, personal medicines, bedding, torch, odomos tube, track suit, chart paper, pen pencil, marker pen, are required. <b>Weather:</b> Worm cloths as per APRO II as climate will be cold.

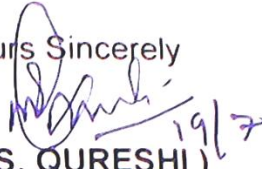
		<b>NB:</b> Only BSNL, Idea and Vodafone mobile networks are working in Pachmarhi.
10	Personal Project	Bring Personal Project in prescribed format is enclosed. The same project discussed by your State Training Commissioner (S). By completion of Project, participants have to complete some concrete of work for interest of State Association. <b>Time Period :</b> Six months.
11	Last Date	30 <sup>th</sup> Sept, 2016

Applications duly filled and recommended by State Officials should reach NTC before last date. Admission to LT course is by invitation not by application. No Participants should start to National Training Centre, Pachmarhi without receiving the "FINAL INFORMATION LETTER" issued form NTC, Pachmarhi to the individual.

State Training Commissioners are requested to discuss thoroughly and finally recommend **Personal Project** of the candidate to present at NTC by considering the need of State. Please note Recommendation Form for appointment of Leader Trainer is also enclosed. This form is to be filled up and duly signed, sent along with application so that immediate after the course, Hon'ble Charge can be prepared for **Qualified** candidates only.

Participants bringing application by hand will not be admitted. Please see that more stress is given to Cub and Rover Section and also to Unserved areas where there are no trainers. With best wishes.

Thanking you.

Yours Sincerely  
  
 ( M. S. QURESHI )  
 Joint Director, NTC

**Enclosed :**

1. Instructions
2. Pre-Course Assignment
3. Group Visit Form.
4. Application Form.
5. Handouts for Self Reading.
6. Sample copy of Self Learning Module.

**Copy to:**

1. All the NHQ office Bearers.
2. All Asst. Directors for follow up.
3. All the State Training Commissioners for immediate action.
4. Public Relation Officer.

## INSTRUCTIONS

### **( LEADER TRAINER COURSE )**

This is the highest Course for a Trainer. Leader Trainer is the Pride of our Movement. Four Beads are not for decoration but for selfless service. Hence the candidate for this Course must be all-rounder and must have personal example.

- ELIGIBILITY** : 1. Should work at least two years of satisfactory service as Assistant Leader Trainer (relaxed up to one year in case of full time professionals at all levels)  
2. Should have conducted two Basic Courses or two Advanced Courses or one Basic and one Advanced Courses in the appropriate section after ALT.  
3. Should have assisted in a HWB Course of the appropriate section as a full time helper Or should have at least two Golden Arrow Cubs/Rashtrapati Scouts/Rovers as the case may be to his/her credit. Submit a certificate to this effect from DOC/DTC  
4. Should complete the Pre-Course Assignment provided by the National Training Centre time to time.
- UNIFORM** : As per APRO Part II HWB Scarf and woggle, Black Shoes, Black Socks and Nylex Belt, **Name Plate, Shoulder Badge (curved)** are must. White Banyan (with sleeves) and Blue Shorts are needed for B.P. Exercise. Navy blue sweater / blazer is permitted in cold weather.
- LEARNING MATERIAL** : Besides the usual camp kit the candidates must be equipped with Scouting for Boys in Hindi or in English. Aids to Scoutmastership, APRO part I, II, Rules Book, and Scheme of Training. Chart paper, Sketch Pen, Marker Pen, Gum, Pencil, Rubber, Scale, games material etc. are also needed.
- PRE COURSE ASSIGNMENT** : A Pre Course Assignment Questionnaire is enclosed herewith. Candidates should submit it in a booklet in a presentable manner at the time of registration without which candidates will not be admitted to the Course. They should come prepared for Quiz Programme on Scouting for Boys.
- POST COURSE ASSIGNMENT** : During the Course they have to select a Personal Project which will be a sustained activity and useful for the development of their District / State as a Leader Trainer. He must present it during the course. He has to complete this project after the course with the help of his State and send the report to NTC through his STC. This is known as Post Course Assignment. They are advised to select the Project in consultation with the STC and come prepared.

QUALITY OF SCOUTING DEPENDS UPON THE QUALITY OF THE TRAINER.

“A HEARTY WELCOME AWAITS YOU AT NTC”

**DY. DIRECTOR (SCOUTS) LEADER TRAINING.**

----- CUT FROM HERE -----

### **ACKNOWLEDGEMENT**

(This is to be sent to NTC by the candidate)

I have received the Pre Course Assignment along with the instructions for the Leader Trainer Course. I assure that I will submit the complete Assignment at the time of Registration.

Dates of Course : From ..... To .....

To  
The Dy. Director (S) Leader Training,  
Bharat Scouts & Guides,  
National Training Centre,  
Pachmarhi M.P. 461881

Signature

Name :  
Address :  
District :  
State :  
Pin :



## COURSE FOR LEADER TRAINER

From 04.11.2016 to 08.11.2016

Pre – Course Assignments Booklet issued in favour of  
Shri. ....  
.....

### ***Please Note :-***

These assignments are to

1. deal with “your role as a Trainer” to help you develop a clear view and understanding of your job.
2. Help you to look at “the needs of Unit Leaders” in your area at your personal involvement in the process of meeting these needs.
3. Lead you to “see Scouting in action” in your area and to think of making Training more relevant and meaningful.

### **Instructions to Participants**

1. This booklet contains 9 Assignments for completion before you come to N.T.C. Pachmarhi for the Course for Leader Trainers. Please complete them in time.
2. Prepare a separate file for this purpose and use separate sheets for each assignment.
3. Bring that file with you to N.T.C. Pachmarhi. You have to use the informations in it during the Course and hand it over to the Leader at the Registration time.

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### **ASSIGNMENT NO. 1**

Prepare a list of all Adult Leader Training activities which you have been involved over the last 24 months.

- Note: 1. Please specify the exact nature of each to these activities and its duration.  
Note: 2. Describe your functions in these activities in the most accurate and practical way possible.

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### **ASSIGNMENT NO. 2**

Arrange a meeting with your State Training Commissioner and discuss with him in regard to constructive Training Programme in your area.

- Note: 1. Make notes of this meeting and, as a result of it, establish your working plan for this period.  
Note: 2. If it will not be possible for you to meet him personally atleast by correspondence find out his views.

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### **ASSIGNMENT NO. 3**

List out a maximum of 10 ideas, in order of importance from 1 (most important) to 10 (least important) which you consider are your main responsibilities as a Trainer.

**ASSIGNMENT NO. 4**

Arrange a meeting with the District Commissioner (S) of your area and / or District Secretary and collect the following information:-

<b>In your District</b>	<b>Cub Section</b>	<b>Scout Section</b>	<b>Rover Section</b>
1. No. of registered Units			
2. No. of Basic trained Unit Leaders.			
3. No. of Leaders who underwent Advanced Courses.			
4. No. of HWB Parchment Holders			

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**ASSIGNMENT NO. 5**

In consultation with the Dist. Commissioner (S) of your area visit any 4 units of your section (e.g. Troops) if you are an A.L.T.(S). Preferably Unit Leader who are trained by you. Make use of the enclosed Group Visit Form one for each Unit (Visit).

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**ASSIGNMENT NO. 6**

List a maximum of 10 most important Training needs of the Adult Leaders of your area (in the light of the discussion you have during your visits).

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**ASSIGNMENT NO. 7**

Prepare five games and five songs to train or test knowledge and skills of Dwitiya and Tritiya Sopan (Scout Section), Praveen & Rajya Puruskar (Rover Section), Dwitiya and Tritiya Charan (For cub section).

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**ASSIGNMENT NO. 8**

Select three most important points of Adult Training and suggest practical means of improving Adult Leader Training to implement Boy Programme effectively.

***Methods***

My suggestions for improvement in Adult Leader Training.

**1**

**2**

**3**

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**ASSIGNMENT NO. 9**

By seeing Model of a Self Learning Module, prepare any one Self Learning Module from the following topics

1. Needs and Aspirations of Young People.
2. Communication.
3. Thinking Techniques.
4. WARP & NARP.
5. Community Development.

SIGNATURE OF THE PARTICIPANT

**THE BHARAT SCOUTS AND GUIDES**  
**NATIONAL TRAINING CENTRE, PACHMARHI { M.P. } – 461881.**

**GROUP VISIT FORM**

- 1 Name of the Group :
- 2 Registration No. : Date :
- 3 Place :
- 4 Date of starting the Group :
- 5 Name and address of the Sponsoring Authority :
- 6 No. of Group Committees Meetings held in the year :
- 7 Section in the Group :
- 8 Name and other particulars of the Scouters :
- 9 No. of Pack/Troop/Crew Meetings held in the year :
- 10 Names of Patrols, Leaders and Seconds :
- 11 No. of C.O.H. Meetings held in the year :
- 12 Particulars of Scouts :
- 13 Group Funds – Latest Position :
- 14 Participation in Events, Camps, Hikes, Rallies, Jamborees etc. :
- 15 Any other problems :

Signature of the Scoutmaster

( TO BE FILLED IN BY THE VISITING COMMISSIONER / ORGANISER )

- 1 Is the Registration renewed?
- 2 Who can be deputed for further Training Courses?
- 3 How are the Records maintained?  
( Group & Patrol )
- 4 Is there a Club Room?  
How is it maintained :
- 5 Is there adequate Equipment?  
How is it stored and used ?
- 6 Is the Six / Patrol System Followed?
- 7 Is the Training Progressive?
- 8 How many Scouts were present at the time of Visit?
- 9 Conditions of their Uniform :  
Smartness :
- 10 Suggestions of the Visiting Commissioner :

Place :

Date :

Signature

Copy communicated to :

1. District Commissioner.
2. State Org. Commr. (S).





**APPLICATION FOR LEADER TRAINER COURSE**

To

The Dy. Director Scouts (Ldr.Trng.)  
Bharat Scouts & Guides,  
National Training Centre,  
Pachmarhi, M.P. 461881.

Sir,

I hereby apply for the Course for Leader Trainers to be held at NTC Pachmarhi from  
04.11.2016 to 08.11.2016

1. Name of the State : .....
2. Name of the Participants : .....  
(In Block Letters)
3. Full Home Address : .....  
.....  
.....  
..... Pincode : .....  
Phone No. (If any) ..... (Code) .....  
E-Mail: .....
4. Occupation / Employment : .....
5. Where employed / How long : .....
6. Date of Birth : ..... (.....Year,.....Month,.....Day)
7. Educational Qualification : .....  
& experience, if any
8. Whether you have been a : .....  
Cub / Scout / Rover, if so  
Give details, Place, Years etc.
9. Service in the Movement as an  
Adult. Give details. Rank, Years,  
Warrant Nos.
10. List of books on Scouting you  
have studied.
11. Scout subject in which you are  
well versed.
12. Section (Cub / Scout / Rover)  
with which you desire to  
work after Training.
13. How many days in a year will  
you be able to spare for Training.

14. Any disability (physical) you may have and any other information you desire to give :  
(Candidates with medical fitness certificate only will be admitted in case of exemptions requested on medical ground).
15. I have attended the Course for A.L.Ts.  
held at ..... From ..... To .....  
Honourable Charge No : ..... Valid till : .....  
Date : ..... (Photocopy enclosed) .
16. I have conducted ..... Nos. of Basic Courses and ..... Nos. of Advanced Courses.  
Place : .....  
Dates : From ..... to ..... (Certificate from STC (S) is enclosed).
17. I have assisted H.W.B. Course shown below :  
Place : ..... From : ..... To : .....  
Leader of the Course : .....  
Type of Work done : ..... (Certificate from LOC & STC is enclosed).

\*\*\*\*\* OR \*\*\*\*\*

Should have atleast 2 Golden Arrow Cubs / Rashtrapati Scouts/Rovers as the case may be to his/ her credit. Submit a certificate to this effect from DOC(S)/DTC(S).

I will keep myself posted upto date as regards methods and techniques followed in the field of Training. I am physically fit and in good spirit to undergo the training. I am prepared to undergo further Training Courses as required for my continuity as a Trainer.

I am prepared to spare time for the Training of Scouters and to give preference to the work of Training. I will abide by Rules, Scheme of Training and discipline of the Bharat Scouts and Guides.

**SIGNATURE OF APPLICANT**

**SIGNATURE OF DC (S)**

**State Commissioner (S)** in case of Professional/State Level Officers.

Date : .....

Date : .....

**Signature of STC (S)**

**SIGNATURE OF STATE SECRETARY**

Date : .....

Date : .....

Note : Photocopies of the documents for Column No. 15, 16 and 17 should be enclosed for verification.

Encl.:

1. Attested Photocopy of Hon'ble Charge (both the sides).
2. Courses conducted Certificate (Basic / Advanced) from STC(S).
3. Course Assisted Certificate (HWB Course) from LOC & STC(S).



**COURSE ASSISTED CERTIFICATE**

This is to certify that Mr. / Ms. / Mrs. ....  
Cub Master / Scout Master / Rover Scout Leader of (Name of the Unit) .....  
..... has assisted full time during HWB  
Course for Unit C/S/R section was held at .....  
State ..... from ..... to .....

**Leader of the Course**

**State Training Commissioner (S)**

\*\*\*\*\* **OR** \*\*\*\*\*

**Produced Two Golden Arrow Cub, Rashtrapati Scouts/Rovers**

This is to certify that Mr. / Ms. / Mrs. .... has  
produced the following :

1. Two Golden Arrow Cubs
2. Two Rashtrapati Scouts
3. Two Rashtrapati Rovers

Their names and certificates number and dates are hereunder :

1. Name ..... Cer.No. .... Date .....
2. Name ..... Cer.No. .... Date .....

**Distt. Org. Commissioner (S) / Distt. Training Commissioner (S)**

**COURSE CONDUCTED CERTIFICATE**

This is to certify that Mr. / Ms. / Mrs. ....  
Cub Master / Scout Master / Rover Scout Leader of (Name of the Unit) .....  
..... has conducted as Leader of the Course  
as per details :

Sl	Basic / Advanced	Section	From	To	Place	State
1						
2						
3						
4						

**State Training Commissioner (S)**

Course for Leader Trainers (Scout Wing)

STEPS OF PERSONAL PROJECT

1	Name of participant	
2	State	
3	Role	
4	Project	
5	Existing circumstances in the area as the collected facts reveal	
6	What is to be achieved at the end of the project	
7	Time limits	
8	Human, material and financial etc resources available	
9	Other sources of help for the project	

10	<b>A plan of the project</b>	
11	<b>Budgetary provision</b>	
12	<b>Detailed plan (step-wise)</b>	
13	<b>Conclusion</b>	
14	<b>Evaluation</b>	

**Signature of Candidate**

**Recommended by State Trg. Commissioner (S).**