**1st.  “brief” interview & to get members registered**

FAQs for Trainee Leader Applicants Scouts NSW. A1 form from 1st July 2021

Who needs to fill in an Adult Membership Application Form (A1)? All new adults who wish to join Scouts NSW as a uniformed adult member, i.e. a Leader of Youth, Leader of Adults, Activity Leaders.

Do I need to have anything ready before I complete the online A1?

1. A copy of your current Working With Children Check number and expiry date

Scouts NSW requires all adults who attend any overnight Scout camp or activity, and all parents or guardians who attend overnight Scout camps and activities with their child, to have a WWCC.

 You can apply for a Working With Children Check online via the Service NSW website.

1. The names and contact details for two referees (other than relatives or members of the Scout Association) who may be contacted for a reference check.
2. National Police Check. After the A1 form is lodged with State the WWCC & referees will be checked and you will receive an email from the National Police Check giving you 7 days to email them copies of the appropriate identification documents. The most common ones will be Birth Cert, Drivers licence, medicare card, Credit card, Tax file No. & Marriage certificate.
3. If you have an external qualification such as a Certificate IV in Training and Assessment (TAE40110) and/or First Aid Certificate, a copy of these certificates. (It is not mandatory to have these qualifications to become an Adult Member).

What happens after I submit my online A1? After you submit your online A1 form, you will receive an email confirmation with a copy of your application. A copy will also be sent to your Region Office.

Your Group Leader will receive a separate email notification with a request to review your application. Once reviewed, your Group Leader will contact your referees and schedule a time with you to **conduct an introductory interview. 2nd step**

Whom can I contact if I have a question about the A1 Form? If you have any questions about the adult member application, or require support, please contact the Scouts NSW Member Services Department on (02) 9735 9000 or info@nsw.scouts.com.au between the office hours of 9am and 5pm, Monday to Friday.

Which web browser should I use to complete the online form? You should be able to use any of the common browsers to complete forms on the Scouts NSW website. If you are experiencing technical issues, please contact the Scouts NSW Member Services Department on (02) 9735 9000 or info@nsw.scouts.com.au between the office hours of 9am and 5pm, Monday to Friday.

**FAQs for Group Leaders**

What is the process for the online A1 form?

**Step 1:** The adult helper fills in the online A1 form and the details are automatically entered into ScoutLink.

**Step 2:** The Region Office Manager (ROM), Region Commissioner (RC), and Group Leader (GL) or Leader in Charge (LIC) receive an email advising an application is waiting to be endorsed in Scoutlink by the GL

**Step 3** The GL must log into ScoutLink to endorse the application. **Before endorsing the application, the GL must conduct reference checks** using the details provided by the applicant & do an introductory interview.**2nd step**

**Step 4:**The Office receives an email advising there is an endorsed application in ScoutLink that is awaiting their approval. The RC must then log into ScoutLink and approve or reject the application endorsement.

**Step 5:** The Office will receive an email confirming that the endorsement has been approved, and will then need to log into ScoutLink and validate the applicant’s Working With Children Check (WWCC).

**Step 6:**  The State Office will receive an email advising that an application is awaiting a National Police Check confirmation in ScoutLink. The State Office representative will then log into ScoutLink and validate the applicant’s National Police Check. The member’s application can then be approved.

**Note**: If the region office or State Office uncovers an issue with the WWCC or National Police Check, they must advise the Child Protection Team, which will determine whether the application can proceed. In many cases, the application will be allowed to continue. If applicants are resigned, an email will be sent to the ROM and RC to advise them of this, and the application will not progress any further. In this case, the adult member applicant will **not** be allowed to participate in Scout activities.

What are my responsibilities as a Group Leader/Leader in Charge? As a Group Leader you simply need to:

* Monitor your emails for any new adult membership (A1) applications.
* Assess each application before approving or endorsing them in ScoutLink, including conducting reference checks and the introductory interview.
* Notify your Region Office if there are any issues with an application.

Where can I access and submit the online reference check form? A hyperlink to the online reference check form will be displayed in each A1 email notification sent to Group Leaders. This is a secure web page.

Please note that you will need to have the answers for both reference checks before completing the online form. It is not possible to save the answers for one reference check and then go back and complete the form when you have done the second reference check. Therefore, you’ll need to enter both reference checks at the same time.

Where does the Introductory Interview fit in the online A1 process? The introductory interview **Step 2** with the adult member applicant should take place after your initial review of their application,**Step 1** and after the mandatory reference checks have been conducted. When endorsing the application in ScoutLink, you’ll be asked to confirm that the introductory interview with the adult member applicant has taken place.

**Whom can I contact if I have a question about the A1 form?** For user questions, please contact Member Services at info@nsw.scouts.com.au. If you experience technical issues with the form, please contact the IT department at ITSupport@nsw.scouts.com.au