

# Administration (11)

## Aim

To provide information and best practice on how to manage administrative tasks in Scouting.

## Topics covered

- Administrative tasks and record keeping
- Member record management and the Data Protection Act/ General Data Protection Regulations (GDPR)
- Financial responsibilities and best practice
- Insurance arrangements

## Change of role

Revalidation of this module is not required for any change of role.

## Check your knowledge

These questions are designed to help you establish what you already know and the learning you still have left to complete for this module. You should work with your Training Adviser (TA) to identify any learning you have left to complete and how you can complete this. These questions will explore your knowledge on the topics covered; you will need to demonstrate practical experience to meet the requirements of the validation criteria below.

Topic	What do you already know? Questions to ask yourself	Confidence rating  How would you rate your confidence in this area?  (1= not confident, 5= very confident)
<b>Administrative tasks and record keeping</b>	Can I outline some of the administrative tasks that need to be completed in the section I support, Group, District or County?	
	Can I explain why record keeping is so important?	
<b>Member record management and the Data Protection Act/ GDPR</b>	Can I outline how information on adults and young people can be recorded and stored?	
	Am I aware of the Data Protection Act/GDPR and how records kept are affected by it?	
<b>Financial responsibilities and best practice</b>	Can I outline the financial records that need to be kept in my Group, District or County?	
	Can I give some examples of financial record keeping best practice?	

Insurance arrangements	Can I explain who is covered by The Scouts' public liability insurance policy?	
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## Delivery methods

- Course
- One to one
- Small Group
- Workbook

## Validation criteria

To validate this module, you will need to complete **one** of the following:

- demonstrate accurate and appropriate maintenance of administrative and financial records relevant to your role, in accordance with Policy, Organisation and Rules and the Data Protection Act / GDPR

**Evidence you could use may include one or more of the following:** written material such as record books, member records, spreadsheets or databases that demonstrate accurate and appropriate maintenance of administrative and financial records (the exact format of the evidence will depend on the methods used to record necessary data), a written or verbal statement to your Training Adviser by an observer to testify that you maintain accurate administrative and financial records relevant to your role, in accordance with Policy, Organisation and Rules and the General Data Protection Regulations.

- Any other ideas subject to agreement with your Training Adviser
- Additional validation criteria can be created in consultation with a Training Adviser if necessary. Any additional validation criteria created will need to check what you have learnt and that you can apply the skills that you have acquired to your role.

The list of evidence provided for each validation criteria is not exhaustive and there may be other forms of evidence that you may wish to use to validate this module. These can be agreed with your Training Adviser. In addition to looking at the evidence, you have provided, your Training Adviser will ask you to review and explain some elements in order to ensure that you have applied your knowledge and understanding in your role.