Scout Association of Hong Kong
Training Branch
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Training Circular No.74/2020
15 November 2020

Appointment of Specialist Trainers

In accordance with the rule 5.8.2 of the Policy, Organization and Regulations (POR) of the Association, Specialist Trainers - the Chief Commissioner may appoint persons with professional expertise or qualification as Specialist Trainers to undertake specific responsibilities related to Training as defined at the time of appointment.

To widen human resources of the Association and to assist in the advancement and development of the Scout Movement, the Chief Commissioner will appoint persons with specialist/professional knowledge, skills or qualifications as "Specialist Trainers" to facilitate development of the Scout Movement for the benefit of young people.

Any person who meets the qualifications for appointment as Specialist Trainer as listed in Annex I will have the opportunity to be appointed as Specialist Trainer, including members of the Hong Kong Training Team who aged 65.

In accordance with the rule 5.9.3 of the POR, Leader Trainers, Assistant Leader Trainers and Trainers shall retire on reaching the sixty-fifth birthday unless extended by the Chief Commissioner.

Hong Kong Training Team members aged 65 have the ability and interest to continue to contribute to the training of leaders by taking up advisory or supportive roles to assist in specific training-related duties. Therefore, for those members who have reached the maximum age limit, the following arrangements will be made according to the actual needs, abilities and interests of the members.

(1) Retirement - Members may choose to retire at the age of 65 or at the expiry of their appointments as Training Team members in accordance with guidelines of the Association. Retired Members may also consider joining different units or committees as Lay Members to support the Scout Movement in their own time.

(2) Appointment as "Specialist Trainer": A Specialist Trainer is responsible for training-related duties as assigned by the Training Commissioner or the Regional Training Commisioners as necessary. (The qualifications and arrangements for appointment as Specialist Trainer are set out in Annex I.)

The above arrangements will be implemented on 1 December 2020 and will apply to all members of the Training Team (i.e. Leader Trainers, Assistant Leader Trainers and Trainers) who have reached the age of 65 or above and have completed their appointments in Training Team. The Training Commissioner/Deputy Training Commissioner/Deputy Regional Commissioner (Training) will identify and invite suitable persons to take up the post of "Specialist Trainers" upon the expiry of the current appointment of the Training Team members who has reached the age of 65.

CHAN Yung
Training Commissioner

Basic Qualifications of Specialist Trainers and Arrangements

Basic qualifications

Education Level	- Attained post-secondary level of education; or - Had a pass in 5 subjects in the Hong Kong Certificate of Education Examination(including Chinese Language and English Language) ; or - Obtained Level 2 in five subjects in the Hong Kong Diploma of Secondary Education (HKDSE) Examination (including Chinese Language and English Language); or - F.5 plus 5 years' working experience.
Specialist/professional knowledge, skills or qualifications	Any specialist/professional knowledge, skills or qualifications that contribute to the promotion of Scouting, including but not limited to leader training, education training, Scout skills, youth development, corporate governance, administration and finance, e-learning, information technology, human resources, environmental protection, etc.
Qualifications in Leader training	Qualifications in leader training from the following units/organizations - The Association：Trainer/Assistant Leader Trainer/Leader Trainer；or - Appropriate qualifications in other comparable units/organisations
Leader training or other similar experiences	Experiences in leader training from the following units/organizations - The Association：Wood Badge Courses and Leader Skill Courses - Similar work in other comparable units/organisations
Conduct & Others	- Willing to commit, have strong sense of responsibility, good conduct, and willing to shoulder duties of leader training

Recommendation and Appointment

The "Specialist Trainer" is recommended by the responsible Commissioner of the relevant training unit or identified by the Training Commissioner himself/herself, endorsed by the Deputy Chief Commissioner (Programme and Training) and appointed by the Chief Commissioner.

Appointment Document

Specialist Trainer will be awarded a certificate of appointment.

Training Title

- The title of each "Specialist Trainer" will be indicated in accordance with the qualification of the team member concerned in Hong Kong Training Team or specialist/professional to reflect his or her relevant qualifications and experience.
- If the appointed "Specialist Trainer" was formerly a member of the Hong Kong Training Team, the former Training Team position will be indicated in bracket after the "Specialist Trainer" title; e.g., Specialist Trainer (Leader Trainer), Specialist Trainer (Assistant Leader Trainer), Specialist Trainer (Trainer).
- If the appointed "Specialist Trainer" is not a former member of the Hong Kong Training Team, his/her major specialty/professional qualifications will be added in bracket after the title of "Specialist Trainer", e.g. Specialist Trainer (Information Technology), Specialist Trainer (Human Resources), Specialist Trainer (Finance) etc.

Tasks

"Specialist Trainer" is responsible for training-related tasks as assigned by the Training Commisioner or the Regional Training Commissioners, which may include:

- Reviewing and/or developing relevant leader training curriculum and/or policies.
- Production of training resources, e.g. writing and/or editing of Scout publications.
- Training the Training Team Members and Training Auxiliaries.
- Supporting leader training courses; including serving as: Session Leader, Activity Leader, Course Assistant, Course Administrator and Quartermaster.
- Participation in the work of training course assessment team.
- Supporting other special assignments and projects delegated by the Training Commissioner and/or Regional Training Commissioners.

Uniform Shoulder Badges

- If the appointed "Specialist Trainer" is a former member of the Hong Kong Training Team, the "Specialist Trainer" may wear his or her pre-retirement training team uniform (e.g. the uniform of the Assistant Leader Trainer when participating in Wood Badge Training Courses/Training Activities consists of a Gilwell scarf, three beads, purple shoulder badges and purple hat badge) by placing the "R" pin at the bottom of the original shoulder badges.
- If the appointed "Specialist Trainer" is not a former member of the Hong Kong Training Team, the "Specialist Trainer" may wear the normal leader uniform with dark blue shoulder badge.