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Description

The records and procedures necessary to effectively administer a Section.

This means:

- ❖ keeping accurate records about Section members
- ❖ handling the finances according to the rules of The Scout Association and the law
- ❖ maintaining records in the manner required by the law
- ❖ understanding the insurance arrangements for Section activities..

Test yourself questions

1. Can you outline some of the administrative tasks that need to be completed in your Section, Group, District or County?

2. Can you explain why record keeping is so important?

3. Can you outline how information on adults and young people can be recorded and stored?

4. Are you aware of the Data Protection Act and how records kept are affected by it?

5. Can you give some examples of financial record keeping best practice?

6. Can you explain who is covered by The Scout Association's liability insurance policy?

Details of my experience:

Enter here the details of any recent experience you have gained on this topic. For example, if you attended a course, who ran the course? Where? When? What qualification (if any) did you get?

How is this module validated?

Task One

To validate this module you will be required to describe good Administration practice and be able to answer the questions on page 1

Task Two

You will need also to complete one of the following:

- 1. Demonstrate accurate and appropriate maintenance of administrative and financial records relevant to their role, in accordance with Policy, Organisation and Rules and the Data Protection Act**

Evidence you could use may include one or more of the following: written material such as record books, member records, spread sheets 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 by an observer to testify that the learner maintains accurate administrative and financial records relevant to your role, in accordance with Policy, Organisation and Rules and the Data Protection Act.

- 2. Any other ideas, subject to agreement with your Training Adviser.**

Validation notes

Task 1 -

Task 1 completed

Signed by TA

Task 2 -

Task 2 completed

Signed by TA