

# Leadership Workbook for Assessment

## Future Ready: Inspiring Leaders to Think and Look Wide

Aligned with Certificate II in Active Volunteering

NAME:

Scout ID:

### Instructions

This workbook is designed to support your **Certificate II in Active Volunteering** assessment. You will document your leadership learning through written reflections or video submissions.

Each section aligns with a key leadership theme covered in the **Future Ready** course. Complete the reflections after each activity, ensuring that you provide **real examples** from your experiences. You can submit written answers or short video responses where indicated.

## Pre-Course Work (7h 27m)

Before attending the course, complete the following:

- Watch Ken Dovey Video - on leadership and teamwork** -(1 hr 12 min)

[stem summit - ken dovey \(1080p\).mp4](#)

- Watch Simon Sinek TED Talk (on purpose-driven leadership) - (18 min)**

[https://www.ted.com/talks/simon\\_sinek\\_how\\_great\\_leaders\\_inspire\\_action](https://www.ted.com/talks/simon_sinek_how_great_leaders_inspire_action)

The following videos are located on [training.scouts.com.au](http://training.scouts.com.au)

You will need to select **NSW (New South Wales)** as the branch  
And enter your **Member ID**.

### **I've never logged in before, what's my password?**

The first time you log in your password will be set to your date of birth in the format of dd/mm/yyyy.

**As an example, if you were born on 16th of June in 2002, your initial password is 16/06/2002 (which includes the slashes).**

- Youth Conduct for Scouts (30 min)**
- Safe Scouting for Youth (24 min)**
- WHS for Scouting (21 min)** HLTWHS001 Participate in workplace health and safety
- Communication (1 hour)** - BSBCMM201 Communicate in the workplace
- Being Inclusive (51 min)** - CHCDIV001 Work with diverse people
- Youth Leading Adult Supporting (59 min)** - CHCVOL001 Be an effective volunteer
- Plan Do Review (31 min)** - BSBPEF202 Plan and apply time management

- Follow Environmental Impact Practices ( 30 min)** BSBSUS211 Participate in sustainable work practices
  
- The Patrol System for One Program** (1 hr 9 mins) BSBTWK201 Work effectively with others

Additional and optional units that are helpful for your course

- Managing Conflict (1 hr 15 min)
- Delegation (1 hr 10 min)
- Negotiation (1 hour)
- Relationship Skills (1 hour)
- Bullying (1 hour)

## At the Course

### Section 1: Personal Leadership Reflection

**Write about a leadership experience you have had in Scouting or volunteering.  
What challenges did you face? How did you handle them?**

*(Minimum 200 words or a 2-minute video submission)*

## Section 2: Leadership as a Collective Achievement

**Certificate II Unit Alignment:** CHCVOL001 Be an effective volunteer

**Activity:** Group discussion on leadership and accountability.

### Reflection Task (Video or Written)

- Write about a leadership experience where accountability played a role.
- How did the team correct mistakes or realign its goals?
- How did this demonstrate volunteering principles?

*(Minimum 150 words or a 2-minute video submission)*

## Section 3: Building Trust and Relationships

**Certificate II Unit Alignment:** BSBTWK201 Work effectively with others

**Activity:** Leadership Treasure Hunt focusing on collaboration and problem-solving.

### Reflection Task

- Describe how teamwork and trust-building are essential in volunteering.
- Provide an example of how you have built trust within your team.

*(Minimum 150 words or a 2-minute video submission)*

## Section 4: Nurturing Intangible Capital

**Certificate II Unit Alignment:** CHCDIV001 Work with diverse people

**Activity:** Group role-play on handling conflict and inclusion in a diverse team.

### Reflection Task

- Identify ways to support inclusivity and teamwork in leadership.
- Describe an experience where working with diverse people improved teamwork.

*(Minimum 150 words or a 2-minute video submission)*

## Section 5: Learning Through Failure

**Certificate II Unit Alignment:** BSBPEF202 Plan and apply time management

**Activity:** Team challenge where failure is inevitable; discuss lessons learned.

### Reflection Task

- Write about a personal experience where failure led to growth.
- What did you learn from the experience? How did you adapt?

*(Minimum 150 words or a 2-minute video submission)*

## Section 6: Courage in Leadership

**Certificate II Unit Alignment:** CHCVOL001 Be an effective volunteer

**Activity:** Ethical Dilemmas in Leadership discussion.

### Reflection Task

- Identify a time when you showed courage and its impact.
- How did this experience shape your leadership skills?

*(Minimum 150 words or a 2-minute video submission)*

## Section 7: Strategic Foresight and Goal Setting

**Certificate II Unit Alignment:** BSBPEF202 Plan and apply time management

**Activity:** Goal-setting exercise using SMART goals.

### Reflection Task

- Create a personal leadership development plan.
- Set at least three SMART goals for how you will improve as a leader.

*(Minimum 150 words or a 2-minute video submission)*

## Section 8: Leadership in Scouting and Volunteering

**Certificate II Unit Alignment:** HLTHWS001 Participate in workplace health and safety

**Activity:** Practical leadership scenario in a scouting context (e.g., emergency planning, leading a hike).

### Reflection Task

- Document leadership lessons learned and how they align with WHS principles.
- How do safety considerations influence leadership in Scouting?

*(Minimum 150 words or a 2-minute video submission)*

## Final Steps: Leadership Course Completion Checklist

- All reflection tasks completed –during the course/
- After the course evidence of leadership (written or video) submitted to your folder you are responsible for this. You will be provided with a link to your folder.

### Cert II in Active Volunteering is managed by the Scouts Australia Institute of Training (SAIT)

SAIT Link: Requirements

<https://scouts.com.au/wp-content/uploads/2022/03/VETiS-Certificate-II-in-Active-Volunteering.pdf>

More about the Cert II in Active volunteering

<https://scouts.com.au/members/sait/certificate-ii-in-active-volunteering/>

Completed minimum **20 hours of volunteering** - Create a log of your volunteering.

Once completed, submit your **Leadership Workbook** to your SAIT allocated Cert 2 course assessor for review and your videos, this may be used as a part of your assessment. The assessor will also ask you for additional documentation.

## Congratulations!

By completing this workbook, you have not only developed essential leadership skills but are also starting to work towards earning your **Certificate II in Active Volunteering**. Keep applying these skills in your patrols, community, and beyond!