

Dear Assessor

Thank you for your help in assessing this member of Scouting for their activity permit. Your help will ensure we can continue to provide young people with the opportunities to take part in adventurous activities that are so fundamental to what we do and to the development of those young people.

### What is the activity permit scheme?

The activity permit scheme is an internal qualification system within Scouting to ensure that those who run adventurous activities have the skills and experience to do so safely. It is different to other qualification schemes such as those run by national governing bodies as it can only be used within Scouting with existing known members under the extra checks and management structures that are in place.

### What is your role?

We are asking you to assess the applicant's technical competence in the activity that they wish to lead. You will then provide the applicant with a recommendation for a permit that they are technically competent for. The applicant will take this recommendation to their volunteer line manager who will grant the permit after further checks and assessments are carried out, so you are not actually granting the permit yourself.

You are not being asked to sign to take any responsibility for what the applicant does in the future (this is under the approval of their volunteer line manager) as long as you have properly assessed that they are technically competent at the point of their assessment.

### The syllabus / assessment checklist

There is a syllabus for each activity in the form of an assessment checklist. The applicant should have provided you with this or you can find it online in the A-Z of Activities at [www.scouts.org.uk/a-z](http://www.scouts.org.uk/a-z).

You need to check that the applicant is competent in all of the areas on the assessment checklist. This can be done through a mixture of practical assessment, theoretical assessment (questions and scenarios), looking at other qualifications held (such as NGB qualifications), and looking at relevant logged experience.

Once you have carried out the assessment you should provide your recommendation for a permit in the first section of the final page of the assessment checklist. This needs to include your name and contact details in case the local line manager needs to make contact with you to verify who you are and that you are a bona fide assessor. The completed assessment checklist should be given to the applicant so that they can take the recommendation to their line manager.

### Use of restrictions

Where you are not happy that the applicant is fully competent in all of the areas of the assessment checklist, it is possible to give a recommendation using restrictions. These restrictions could be based on locations, group sizes, weather, time of year or any other factor or combination of factors. These restrictions should allow the applicant to lead the activity at a level they are competent and safe to do so, to allow them to gain further experience and skills in the leading the activity.

### Support

If you have any questions or queries about anything to do with this then please feel free to get in touch with the Activities Office at Gilwell Park on 0845 300 1818 or [activities@scouts.org.uk](mailto:activities@scouts.org.uk).

Regards

The UK Activities Team  
The Scout Association

