

**THE SINGAPORE SCOUT ASSOCIATION****No. 1 Bishan Street 12 Singapore 579808****Tel: (+65) 62592858 Fax: (+65) 62592118****Email: hq@scout.org.sg NPC Email: npc@scout.sg****Venture Scout Service Project (VSSP) Information**

The Venture Scout Service Project is one out of two requirements for the Pioneer Award.

This testing platform focuses on providing projects for Venture Scouts to be involved in and to complete certain roles and responsibilities while being mentored and assessed by a supervising Adult Leader.

VSSP Projects now require Venture Scouts' to volunteer oneself to a project that benefits a community.

Project typically lasts for at least 3 months and a supervising Adult Leader must be assigned. This is to provide an element of mentorship where key soft skills are nurtured and grown as the Venture Scout is involved in the various aspects of the job function.

VSSP participants will be provided with a specific set of roles and responsibilities in the project, depending on the varying size and scope the project entails.

Assignment

Venture Scouts are strongly encouraged to source for projects on their own. From time to time, the National Programme Council may recommend projects. The project has to be **approved ONLY** by the Venture Scout Programme Council prior to commencement.

These projects can either be:-

- External government agencies or statutory board youth projects (e.g. National Youth Council; National Youth Achievement Awards; People's Association Youth Movement; Grassroots Youth Executive Committees; National Volunteer Philanthropy Centre; among others).
- Candidates are allowed and encouraged to propose meaningful projects to the National Programme Council for approval.

Minimum Requirements

The following requirements need to be incorporated before the Venture Scout Service (VSSP) Coordinator or his designee grants approval, and subsequently endorsed by the National Programme Council:

1. The project must last at least 3 months from planning to implementation and reflections through learning.
2. One qualified Adult Leader (Wood Badge holder) must be appointed and function as a mentor to the Venture Scout throughout the project period. That adult leader must be accredited as a Programme Leader for Projects before proceeding with the mentorship for the candidate. If any registered Adult

Leader without Wood Badge or PL Accreditation wants to be a mentor for the participant, he or she has to write in to the National Programme Council for approval before carrying on the mentorship

3. The beneficiary must assign one adult to function as a Project Supervisor to the Venture Scout throughout the project period. The mentor may act as the Project Supervisor if the beneficiary is unable to provide one, though this is not desirable.
4. The project must provide at least two-thirds, if not all of the following roles, responsibilities and soft skill sets for the Venture Scout to fulfil, to the satisfaction of the VSSP Projects Coordinator:

Admin

- Conducting meetings for planning and discussion
 - a) Proper minutes
 - b) Department Budget breakdown
- Post event AAR (After Action Review) and reflections

Communication

- Delivery methods
- Scout method
- Relaying info and orders to other Departments
- Public Relations & HR

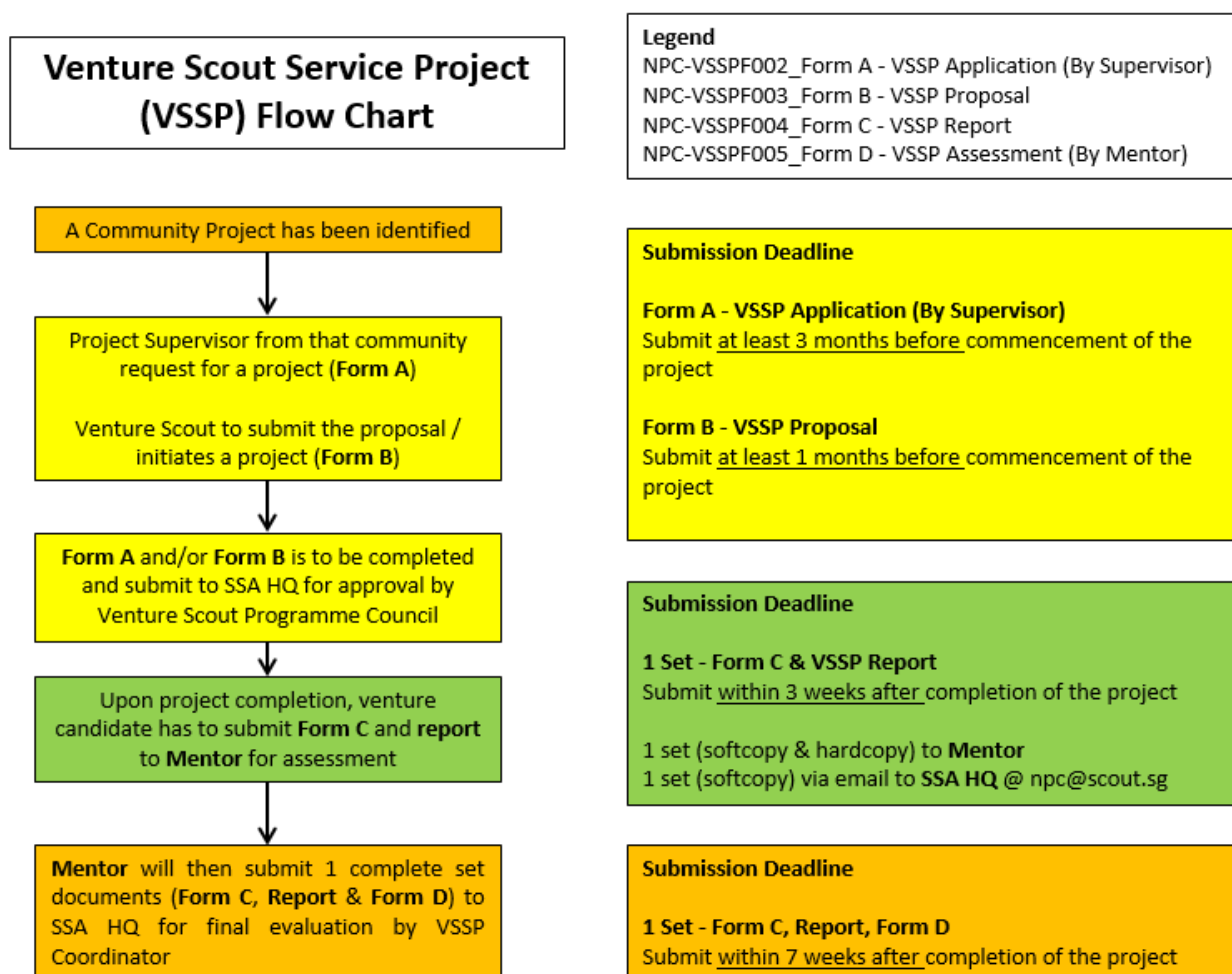
Programme Management

- Crisis Management
 - a) RAMS
 - b) Contingency plans
 - c) Explanation of problems faced during activity and method/implementation of solution (Quote examples of live situation or under AAR)
- Programme Development and planning
 - a) Programme timeline
 - b) Manpower requirement
- Programme scheduling
 - a) Forecast of planning/activities/schedules/weekly planning
 - b) Timeline of staff activities/movements
- Research & Analysis
 - a) Doing findings
 - b) Compare and contrast findings (E.g. Searching for venues to conduct an activity. Explain why the selected venue was chosen based on comparison and research).
- Time Management

Peer management and Mentorship

- Scout method
- Delegation of task & workload
- Having a team to manage under his/her charge

4. The project should primarily focus on benefiting the youths of Singapore and/ or the local community.
5. Adequate resources must be committed and made accessible by the recommending authority for the project.
6. A pre and post learning phase must be conducted for the Venture Scout (by the mentor) to assess and compare personal developmental growth with reference to the soft skill sets embedded in the roles and responsibilities assigned.
7. A pre-project proposal indicating the overall concept and action plan for implementation must be submitted to the Venture Scout Programme Council for approval **at least 1 months before commencement of the project.**
8. A post-project report must be submitted to the Singapore Scout Association (SSA) Headquarters for grading and archiving. The report will be made accessible to units keen on learning more about the topic or project. Submission is to be made **within 3 weeks after the completion of the project.**



Assessment Guidelines**1. Part I – Management of Project (60%)****Specific areas are:-**

- Planning
- Organisation
- Command and Control
- Crisis management and problem solving.

2. Part II – Project Report (40%)**Specific areas are:-**

- Clarity of presentation. Anyone reading the Report should be able to grasp the key points quickly. Appropriate use of picture or graphic is encouraged.
- Quality of observation, deduction and analysis.
- Evidence that tasks were understood and appropriately carried out.
- Evidence of efficient and accurate use of problem solving methods.

3. Grading System

- A - (80% and above)
- B - (70% to 79%)
- C - (60% to 69%)
- D - (50% to 59%)
- F - Fail (Below 50%)

4. Passing Mark

Passing mark is 60% and at least a D for each part.

5. Late submission of the Project Report will be given the following penalty:-

- Week 5 to 8 (5% per week or part thereof)
- Week 9 onwards (Grade F for Project Report)

6. Result

Result upon release is final; no appeals for remarking or resubmission will be entertained.

Project Report Format

1. Cover Page

- Form C - VSSP Project Report is to be attached in front of the VSSP Project Report
- Report presentation/cover page

2. Reports should be typewritten and bound, with the following specifications:-

- Body Text should be sized 12 of the Times New Roman typeface.
- Report should range between 3000 to 6000 words. Excessive long reports may be penalised.
- Paper size is strictly A4 with a 2.5 cm margin at all the sides.
- Report is to be produced with **duplex printing**.
- Report is to be comb-bound.

3. Contents (Roles & Responsibilities)

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- Conducting meetings for planning and discussion
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Project Supervisor Endorsement

- A letter from the Project Supervisor on the execution of the project

Appendix

- To include all relevant documents including circulars, forms, budget, photographs, etc.