

Role Approval Audit Guidance

This guide will detail what each status can mean on the role approval audit. If you're having trouble with any section, please contact: support@scouts.org.uk

Role Status

- **Full** - This status means that all the steps have been completed and there should be no further action required.
- **Provisional + System** - This status means that there are still some outstanding parts of the joining journey to complete, but the volunteer has completed enough steps in the journey to gain access to the system.
 - A common step outstanding at this point is a volunteers learning.
 - Steps completed at this stage will include:
 - Valid Internal Check returned
 - Valid Criminal Record Check returned
 - Declaration Signed
 - Data Protection in Scouts learning completed
- **Provisional** - This status means that some or all of the joining journey steps are outstanding and need to be completed to gain access to the system.

Member Profile Complete

- **Yes** - All the steps have been completed and there should be no further action required.
- **No** - This section is based on the completion of all stages of the joining journey.
 - Check through the other parts of the role audit table to ensure they are all completed.
 - This includes checking their declaration has been signed, the volunteer has logged in and completed their EDI and emergency contact details, and they have filled in all their mandatory data (address, phone number, email etc).

Internal Check

- **Satisfactory** - The check has been completed and there should be no further action required.
- **Check Outstanding** - The internal check has not yet been completed.

- There is nothing you need to action as this point, this will be completed by HQ.

References

- **Satisfactory** – All the references have been received, checked and completed, and there should be no further action required.
- **References Required** – The volunteers' references have been requested, but they have not yet been completed by the referees.
 - Ensure that the references requested align with the rules for referees.
 - Check that the right email addresses were filled in.
 - Check with the Lead Volunteer incase any references require approval.
- **References Outstanding** – The volunteers' references have not yet been requested and are required to be sent.
 - Check in with the volunteer to ensure that they know how to complete the references section themselves.

Declaration

- **Completed** – The declaration has been signed, and there is no further action required.
- **Outstanding** – The declaration has not yet been signed by the volunteer.

Welcome Conversation

- **Held – Satisfactory** – The welcome conversation has been held and logged, and there is no further action required.
- **Conversation Outstanding** – The Welcome Conversation has not yet happened and is required.
- **Referred** – This will appear when two people cannot agree, and so it has now been referred to the Lead Volunteer.

Learning

- **Completed** – All mandatory learning has been completed, and there is no further action required.
- **Learning Outstanding** – The volunteers mandatory learning has not been completed and is required.
 - My Membership will show you which learning has been completed, not the outstanding learning - this needs to be checked via My Learning.
 - Check all mandatory Growing Routes learning has been completed.

Disclosures

- **Satisfactory** – The Criminal Record Check (Disclosure) has been completed and approved, and there is no further action required.
- **Disclosures Outstanding** - Criminal Record Check (Disclosure) have not yet been completed and are still required.
 - Check with the volunteer that they have completed all parts of the Criminal Record Check (Disclosure) process as required.