

<b>Name:</b>	
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## Aim:

To provide information and best practice on how to manage administrative tasks in Scouting.

## Topics covered:

- Administrative tasks and record keeping
- Member record management and the Data Protection Act/ General Data Protection Regulations (GDPR)
- Financial responsibilities and best practice
- Insurance arrangements

## Test yourself questions

1. Can I explain why record keeping is so important?	3. Am I aware of the Data Protection Act/GDPR and how records kept are affected by it?
2. Can I give some examples of financial record keeping best practice?	4. Can I explain who is covered by The Scouts' public 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?

**How is this module validated?**

To validate this module, you will need to complete **one** of the following:

- demonstrate accurate and appropriate maintenance of administrative and financial records relevant to your role, in accordance with Policy, Organisation and Rules and the Data Protection Act / GDPR

**Evidence you could use may include one or more of the following:** written material such as record books, member records, spreadsheets 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 to your Training Adviser by an observer to testify that you maintain accurate administrative and financial records relevant to your role, in accordance with Policy, Organisation and Rules and the General Data Protection Regulations.

- Any other ideas subject to agreement with your Training Adviser

**I have chosen the following to validate this module:**

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Signed by TA	
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