



# Transforming the volunteer journey

## Final steps: Making sure all the 'boxes' are ticked...

To move the new volunteer's appointment from provisional to full all fields in their role record on compass need to be complete.

The final steps to achieve this should be:

- Your district appointments secretary will:
  - use the information provided on the notification form submitted to update the 'Appointments Advisory Committee Approval' and 'Commissioner Approval' fields
  - update the 'References' field, once they have been received
- The records department at UKHQ will:
  - update the 'CE Check' and 'Disclosure and Barring Required' fields
- The lead volunteer for the group or a training adviser will:
  - add the validation dates for getting started learning (on receipt of the new adult's completion certificate for each learning module)

**Edit Member Role**

00000001 Robert Stephenson Smyth Baden-Powell, 1st Baron Baden-Powell of Gilwell (Pre-Pov)

New Role Details

Approval

Role Status: Pre provisional

Line Manager: --- No Line Managers Available ---

Review Date: [ ]

**Approval**

CE Check: 14 December 2022

Disclosure with Barring Required: Disclosure Issued : 19 July 2018

References: Not Complete

Appointment Advisory Committee Approval: Not Complete

Commissioner Approval: Not Complete

**Getting Started Modules**

	Validated By	Validated On
Personal Learning Plan	[ ]	[ ]
Tools for the Role (Section Leaders)	[ ]	[ ]
General Data Protection Regulations	[ ]	[ ]
Essential Information	[ ]	[ ]
Safety Training	[ ]	[ ]
Safeguarding Training	[ ]	[ ]

Buttons: Previous, Close, Reset, Save, Next

Updated by: The records department at UKHQ

Updated by: District Appointments Secretary

Updated by: Lead volunteer for the group or Training Adviser