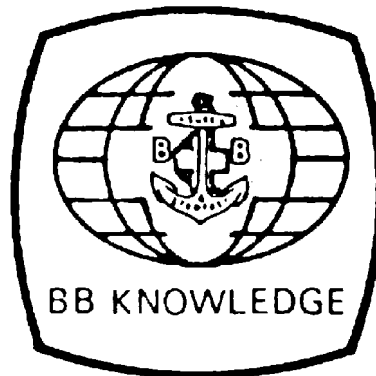


Candidate Handbook

Version 1.1

Released: March 2015



Boys' Brigade Knowledge Badge



The Boys' Brigade Queensland Ltd

Contents

What's the Purpose of BB Knowledge Badge?	3
When Can I Start?	3
One Award, Three Parts	3
How is BB Knowledge Award Assessed?	3
THE BB KNOWLEDGE PROJECT	
What are Some Examples of Projects I Could Do?	4
Getting Approval	4
Things I Need to Know about My Project	4
How is My Project Assessed?	5
THE DRILL ASSESSMENT	
How Do I Prepare for My Drill Assessment?	6
Drill Training Weekends	6
And the Assessment?	6
Assessment at Company Level	6
THE BB KNOWLEDGE DRILL STANDARD	7
A SAMPLE A DRILL LESSON	8
THE BB KNOWLEDGE INTERVIEW	
How Do I Prepare for My Interview?	9
What Will Happen at the Interview?	9
How is the Interview Assessed?	9
And If I Need Further Assessment?	9
INTERVIEW TOPICS	10
 Bringing It Together – A Checklist	 11

What's the Purpose of BB Knowledge Badge?

The Boys' Brigade Knowledge Badge is part of the Core Group of awards, in the Seniors Award Scheme and is a compulsory requirement of the Queen's Badge. It requires the candidate to demonstrate:

- ...broad knowledge of The Boys' Brigade at International, National, State and Battalion levels;
- ...detailed knowledge of the operation, administration and functioning of the local Company;
- ...detailed understanding of the Object of The Boys' Brigade;
- ...understanding of the role and responsibilities of the NCO within the local Company;
- ...the ability to instruct and direct a Drill Squad in accordance with the prescribed standards; and
- ...the ability to research and present a project on a selected BB topic

Boys applying for assessment in this award must possess maturity, a commitment to BB and a sound knowledge of the Movement.

When Can I Start?

The Boys Brigade Knowledge Badge may only be attempted by boys at least 16 BB Age. While there are no prerequisites for this award, it is recommended that candidates have successfully completed 6 Months Service Award, BB Knowledge Preliminary Certificate and BB Knowledge Certificate – at Company Level as a way of learning the knowledge necessary to complete various components of this award.

One Award, Three Parts

The Boys' Brigade Knowledge Badge consists of three distinct components:

- **BB Knowledge Project...**A project is to be written that investigates a BB related topic and is at least 2000 words (excluding appendices and supporting documentation), or an equivalent effort (where an alternative medium of communication is selected). It is expected to show an in-depth understanding of the area being researched. The topic is to be approved by the BBQld Operations Director prior to starting. Specific information about this part of the award can be found on page 4 of this workbook.
- **Drill Assessment...**You will be assessed on your ability to direct a Squad through an approved Drill Routine and your ability to teach prescribed movements to a Squad of boys. Specific information about this part of the award can be found on page 6 of this workbook.
- **BB Knowledge Interview...**This interview will be conducted by two Officers, approved by the BBQld Operations Director. At least one of these Officers will be from another Company. The interview will cover topics ranging from BB History; to organizational structure at an International, National, State, Battalion and Company level; to the role of NCOs, Squad Leaders and Seniors. Specific information about this part of the award can be found on page 10 of this workbook.

It is your responsibility to ensure that you are prepared for each of these components – your Captain and Officers are there to support you and various resources/training events are available to make your preparation easier but, ultimately, you are responsible for preparing for and completing each component.

How is BB Knowledge Award Assessed?

Assessment for this award is carried out under the direction of the BBQld Operations Director and is conducted in the following manner:

- **Project...**The BBQld Operations Director administers this component. Before starting your project you are required to seek approval from them in regards to your topic. An application form is available for you to do this. The actual assessment will be carried out by the Operations Director (or their nominee).
- **Drill Assessment...**This component is administered by the BBQld Drill Training Team. Boys will undertake an assessment, carried out by an approved assessor, who will assess both the Squad Calling task and the Squad Instruction task. It is strongly recommended that boys undertake the annual Senior Boys Drill Training Weekend before completing either part of this component.
- **An Interview...**Interviews are conducted by Battalions and Group Councils. Each Battalion/Group Council organizes and runs an Interview session each year. Results of these sessions are lodged with the BBQld Operations Director after the session has been completed. Check with your Captain as to when your Battalion/Group Council runs theirs.

It is important to note that, in all three components, you have unlimited opportunities to successfully finish this project. That is, if you do not pass a component the first time, you are able to try again next time the assessment for that component is being done.

THE PROJECT

BB Knowledge Project is designed to allow you to demonstrate your ability to research and present a topic of specific application to the Boys' Brigade. The project must show your depth and breadth of understanding of the subject chosen and must present the information in a form appropriate for the topic chosen.

The project is required to be at least 2000 words long. This does not include appendices and supporting documentation. If you are not presenting a written project (i.e. multimedia, audio, video) the submitted materials must be the equivalent of 2000 words.

What are Some Examples of Projects I Could Do?

Examples of possible areas of study and possible topics under those areas are:

The Boys' Brigade – Its Origin and History

- Sir William Alexander Smith
- BB's Early History & Growth
- The Development of BB Across the World

Opportunities for Leadership in BB

- Role of the Senior Boy
- Duties of NCO's

The Boys' Brigade in Australia

- A Profile of the Earliest Australian Companies
- The Development of BB in Australia
- The Development of BB in Queensland
- Profile of a Prominent State/National BB Figure
- The role of the Battalion/Group Councils – past, present, future
- The role of State or National levels of BB – past, present, future
- Pan Australia Camps

Company Programme Planning

- Develop a program for term program for a Section including program objectives, program outline and timetable and program resources
- Organising a specific event and documenting organisational aspects to allow others to repeat it
- Evaluating the value and appeal of the components of a normal BB nightly program

Local History

- The History of Your Company
- The History of Your Battalion/Group Council
- Profile of a Prominent Company Figure

Topical Research

- The BB Uniform – past, present and future
- The Relevance of the BB Object
- Role of BB in the Christian Church
- The Company as an Outreach of the Church
- The Relationship Between BB and the Church/ Sunday School/Youth Group
- Develop a thesis to research and discuss

BB International

- Global Fellowship of Christian Youth
- Pacific Regional Fellowship
- A Study of BB in an Overseas Country

Getting Approval

Remember – you must seek approval to undertake your topic of study from the BBQld Operations Director (on the approved application form) before commencing any work towards your award. This form has provision to advise the topic selected and provide a brief outline of the material to be covered. You need to advise what method of presentation you will use (i.e. written, audio tape, video, or combination). **Projects that have not been pre-approved by the BBQld Operations Director may be rejected.**

Things I Need to Know about My Project

- Your Project is to be at least 2000 words. There is no maximum word limit and you should ensure that you finish your project properly (i.e. don't just stop typing when you reach 2000 words)
- Have a Title Page showing Rank, Name, Company, BB Age, Award (BB Knowledge Badge) and the name of your topic
- Your Project is to be original material. You are able to use a variety of sources to help formulate your project but plagiarism will not be tolerated
- Photos, illustrations, maps, etc should be included
- A bibliography or similar documentation showing details of all source material is to be submitted as an appendix to the project (not included in 2000 words)
- Projects may take the form of written, oral or audio-visual presentations. These alternate forms of presentation shall require equivalent effort to the written project
- Effort should be put into the presentation of your project

How is My Project Assessed?

Before submitting your project for assessment, have someone you trust proof-read it and make sure you take on board their suggestions for improvement. Once you think the project is ready to submit, have your Captain, or Seniors Officer-in-Charge, do a final proof-read and make any necessary changes – remember that your Captain/Seniors OIC have often been through this process with other boys and know what is required.

Your Captain should provide a written comment on the project and outline a little about you and the way in which you developed your project. This will assist the assessor by providing a little background information and give an appreciation of the reasons why you have selected the topic and the presentation medium.

The final project, along with Captain's comments, need to be sent to the Boys' Brigade office. Your project should be submitted as a paper copy (i.e. not emailed).

The BBQld Operations Director, or their delegate, will carry out the assessment of your project and forward the result to you via your Captain.

If the project is insufficient in some respect you may be asked by the assessor to modify, enlarge or re-write part of the project and re-submit for assessment.

THE DRILL ASSESSMENT

Drill has historically been part of the Boys' Brigade Method and, together with our Uniform, is a fundamental way of gauging a boy's attitude to discipline, leadership and self-respect.

How Do I Prepare for My Drill Assessment?

You should prepare for your Drill Assessment under the supervision of an experienced Company, or Battalion, Officer or very experienced senior NCO.

The specific requirements for assessment are included in the following pages. You need to study and thoroughly understand them.

Some steps to take in preparation:

- You should select the Instruction Exercises you are going to cover from the list provided and study these particular parts in detail in the Drill Manual
- Write a lesson plan for each Instruction Exercise you intend to teach
- Prepare a Drill Sequence (routine) using the required movements and check it for correctness in the commands and the order and flow of the sequence
- Involve the boys you will have in your Squad, at regular Company nights in both the teaching of the individual movements and practising the sequence
- Memorize the routine. You will be expected to call the sequence without reference notes
- Ask to Boys and your Leaders to critique your practise and suggest ways for improvement – and follow the advice you receive
- When preparing for both the routine and teaching assessment make sure you refer to the Drill Book
- Remember – you need to think of the Squad as being new recruits who do not know much about Drill

Drill Training Weekends

As an alternative method of preparation the BBQld Training Directorate facilitates Senior Boys Drill Training Weekends each year within the Brisbane metropolitan area. At these weekends you can undertake final training and part, if not all, of your assessment.

In recommending you for acceptance at one of these weekends your Captain needs to be sure that you know your basic drill and have studied the Drill Manual – particularly about teaching and leading drill. You must also have a desire to learn and participate well in the weekend.

It is strongly recommended that you do attend a Drill Training Weekend, if possible.

And the Assessment?

Your Drill assessment can only be carried out by an Officer authorised by the BBQld Operations Director. Assessment can take place at:

- A Drill Training Weekend;
- Some other training course conducted by The Boys' Brigade Queensland;
- Battalion/Group Council Drill Competition; or
- Company level (subject to attendance by an approved Assessor)

Assessment at Company Level

If you are not able to attend a Drill Training Weekend, you will need to put in the effort at your Company to practise and become proficient at both leading a Drill Squad and teaching Drill.

When you and your Captain both agree that you are ready to be assessed, ask your Captain to arrange a date, time and venue with an assessor. Remember that you need a Squad to be involved in your assessment – it's not just yourself, you need to organise for all the Boys to be available as well.

Things to keep in mind if you are being assessed at Company level include:

- You will need to teach up to 6 movements and present your routine to complete the assessment
- The assessment is going to take some time – perhaps over several hours if there is more than one boy being assessed
- A copy of the written sequence, including full words of command, is to be submitted to the Assessing Officer before commencement
- Copies of any written lesson plans should also be offered to the assessor for information
- You may not be successful in passing on the first attempt – if so, you and your Captain will be briefed on the areas that will require re-assessment

THE BB KNOWLEDGE DRILL STANDARD

Overview

The candidate is assessed on two principal areas:

- the ability to instruct a squad; and
- the ability to Drill a squad using the movements specified below.

Instruction

Candidates must be prepared to instruct a squad in the required movements, as set out below. The candidate is being assessed on his knowledge of the particular movements and on his ability as an instructor to teach those movements to Boys. Page 8 of the BB Drill Manual provides hints on instruction.

Candidates are strongly encouraged to make use of appropriate training aids during their presentation. (ie chalk board or white board, models, notes and diagrams, etc.)

Candidates may not simply read from notes in "lecture" style but should approach the exercise as though they were teaching a squad of new recruits, requiring full and detailed instruction in each movement.

Instruction Exercises

Part A - any 2 of the following

- Turning at the halt (right or left)
- Right dress
- Saluting
- Stepping forward, Back or to the Side

Part B - any 3 of the following

- Turning on the march (right, left or about)
- Changing time (Quick to slow, or slow to quick)
- Marching in Slow Time (in Line)
- Marching on the Incline (in Line)
- Falling In, including Posting the Marker

Part C - either

- Forming Squad (halt to halt); or
- Changing Direction when in Line (move to halt)

Drill Sequence

Candidates shall demonstrate competence in drilling a squad using all of the following movements:

- Fall in
- Marching in Line & in File
- Right & Left Turns (at the halt)
- Right, Left or About Turns (on the march)
- Change Time (quick to slow, or slow to quick)
- Change Direction when in Line (halt to halt)
- Form Squad (move to halt)
- Change direction when in File (wheel)
- Fall out

Candidates may use any sequence provided it includes all the movements listed above - these are the minimum. Quick and Slow March should be included in the sequence. The sequence should be structured to make best available use of the area.

The candidate will be required to complete this section without reference to their written sequence.

A copy of the written sequence, including full words of command, is to be submitted to the Assessing Officer before commencement.

A SAMPLE A DRILL LESSON

Preliminaries

Select site...Put squad in teaching position...Number squad

Revision

Revise previous lesson, or lesson appropriate to this lesson. Correct Faults. Use revision time to switch on your squad.

Lesson

1. Explain what you are going to teach and why they need to learn this movement.
2. Give a complete demonstration of the movement. Use the words "Watch a demonstration".
3. Explain: Break the movement down into parts for easy teaching. For each part demonstrate it, get boys to practice and correct any faults before moving on to the next part
4. Introduce Timing:
 - Explain and demonstrate how this movement fits to timing.
 - Practice squad calling time. Correct Faults.
 - Practice squad judging the time Correct Faults.
 - Question squad on movement.
 - Allow squad to ask questions.
5. Practice

Conclude Lesson

Tell squad how they went and mention any points that need special attention. Advise individual practice before next lesson if necessary. Fall Out squad.

An Example Lesson

The following is for Boys attempting Drill for the Boys' Brigade Knowledge Badge and is a suggested method of instruction, as it might be applied to the movement -

TURNING RIGHT WHILE ON THE MARCH (refer Drill Book - page 22).

1. Explain that this movement involves all members of the squad simultaneously completing a full turn to the right (90 degrees), and that it is not to be confused with a Wheel to the right. After having completed the turn the squad continues in the new direction. This has involved a change in formation - either Line to File, or File to Line.
2. You may illustrate what the squad does by using a black/chalk board or model, etc. It is also helpful to turn the squad to the right at the halt, to help them understand what is about to happen.
3. Tell the squad that the command will be: Move to the Right, Right - Turn, and that the command will be given as the left foot comes to the ground.
4. While demonstrating the movement in slow motion, explain that a full pace is taken, after the word Turn, with the right foot (the Check Pace) and the arms are immediately brought to the side when in quick time. The left foot is then placed down with the ball of the foot immediately in front of the right toe. As the left foot comes to the ground the body turns through 90 degrees. A full pace is then taken, with the right foot, in the new direction and at the same time, the arms commence swinging (if in quick time). Repeat this whole procedure several times - 'talking' it through each time.
5. It is important then to further demonstrate the movement several times at the normal correct speed. Again, it is helpful to talk through the movement, giving the squad a simple set of words to remember the movement by; e.g. Move to the Right, Right - Check - Turn - Check T Off (on the right foot). This repeated demonstration at full speed is necessary to enable the squad to visualize what the movement will be like in the context of a drill sequence.
6. The next step is to give the squad a go. If necessary, slowly 'walk' them through each step, correcting any faults as you go. Then try it at the full speed, using your little word ditty each time, until they have fully grasped it. It is critical, as with all Drill, that you correct faults every time you see them.

Note: When teaching a new movement at your company, more time may be taken to help the learning process. However, remember that you are primarily teaching boys, and only secondarily teaching drill. Do not expect the squad to get it right the first night. Revise it next week.

THE INTERVIEW

The purpose of the BB Knowledge Interview is to assess your general knowledge of The Boys' Brigade in a way that provides freedom to explore the depth and breadth of your understanding. The interview also provides an opportunity for Officers independent of your Company to develop an appreciation of your attitude, presentation and personal attributes and, therefore, your suitability for the Queen's Badge.

How Do I Prepare for My Interview?

Your preparation for your interview should take place start well in advance of the date you are going to be interviewed on (i.e. not the night before). You need to go over the material in the Seniors Boys Handbook and additional resources available from the BBQld Operations Director or the Boys' Brigade office. Read and learn as much as you can about the topics that are outlined on the next page.

Your Captain/Seniors OIC should spend time with you and assist you to build confidence in answering the types of questions likely to be asked at the interview.

Most Battalions/Group Councils run an annual interview session which is open to all boys in that Battalion/Group Council. If your Battalion/Group Council is not running an interview session this year, ask your Captain to arrange a panel, date, time and venue.

What Will Happen at the Interview?

The interview itself takes 45-60 minutes, depending on your knowledge of the topics and ability to answer the questions. You are expected to undertake your interview in full uniform.

Where practical, you will be assessed by two Officers, or an Officer and Church Official. All assessors must be approved by the BBQld Operations Director. At least one of the people conducting the interview will be independent of you and your Company.

The interview panel will encourage you to demonstrate both the breadth and detail of your knowledge on the topics covered. The panel will select questions from a range of topics within the scope of BB Knowledge supplied to them by the BBQld Operations Director.

You may consider bringing samples of work you have already done at Company level to help you present your level of knowledge and experience (i.e. samples of program material you may have put together, initiative tasks carried out, etc).

You need to present yourself in the most positive manner you can. You will be encouraged to share your goals for your own personal development and what you have gained from BB.

How is the Interview Assessed?

Assessment will be documented and you will be provided with feedback on your performance. The specific areas under which assessment takes place include:

- Presentation (uniform, personal bearing and attitude)
- Breadth of knowledge of subject material
- Depth of knowledge of subject material

Your assessment will be graded as:

- meets requirements;
- requires additional training or development in specific areas; or
- requires extensive development (in exceptional circumstances)

And If I Need Further Assessment?

If you are assessed as 'requiring additional training or development in specific areas' you will be given encouragement and direction on those areas by the panel and invited to have another interview within a specific time (normally no longer than 3 months).

Your Captain will be advised and will need to arrange any subsequent interview with you and the panel. At your second interview you may be asked to only cover the areas in which you did not do well at the first interview.

Where your assessment requires 'extensive development', your Captain will be provided with a detailed report so he can assist you prepare. You will normally have to wait until next year for another interview.

Remember - with proper preparation and practise you should meet requirements at the interview.

INTERVIEW TOPICS

The following topics will be covered during the Boys' Brigade Knowledge Badge interview:

- Knowledge of BB at Company Level
- Role of the Senior Boy
- Role of the NCO
- Role of the Squad Leader
- Knowledge of BB at Battalion Level
- Knowledge of BB at State Level
- BB International
- PRF
- Role of the Company
- Seniors Awards System (inc. Queen's Badge Requirements)

BRINGING IT TOGETHER

– A CHECKLIST

The BB Knowledge Project

1. Explore the possibilities and choose a topic that gives you scope to prepare a project, then develop a simple plan
2. Write to the BBQld Operations Director for approval, before you start, using the Application Form provided
3. Prepare your project – be sure to:
 - Include your name and Company details, etc;
 - describe the topic, and why you chose it;
 - document or present your project by one of the approved methods (written, video, audio tape)
4. When complete, ask someone you trust to proofread your project and make any suggested corrections
5. Ask your Captain to review and comment on possible improvements and gaps
6. Ask your Captain to submit the project for assessment through the BBQld Office – allow several weeks for assessment and handling – if longer, enquire on its progress

The Drill Assessment

7. Read the Drill Manual and additional resources
8. Choose the elements you are going to teach and prepare your routine
9. Practise teaching and leading Squad Drill in your Company
10. Arrange for a Drill Assessment – either plan to go to a Drill Training Weekend, or a competition where an assessor is able to conduct a full assessment, or ask your Captain to arrange for an assessor to visit your Company.

The Interview

11. Study the Interview topics
12. Plan for your Interview – ask your Captain to arrange a date and time and also a back up date in case of a requirement to re-assess
13. Check the date and time of the Interview
14. Have a practise runs for your interview – With your Captain's or Seniors OIC's assistance by researching and practicing the skills you need to demonstrate
15. Be sure to turn up to your interview early and in FULL uniform – Don't forget any information you may want to share with the panel