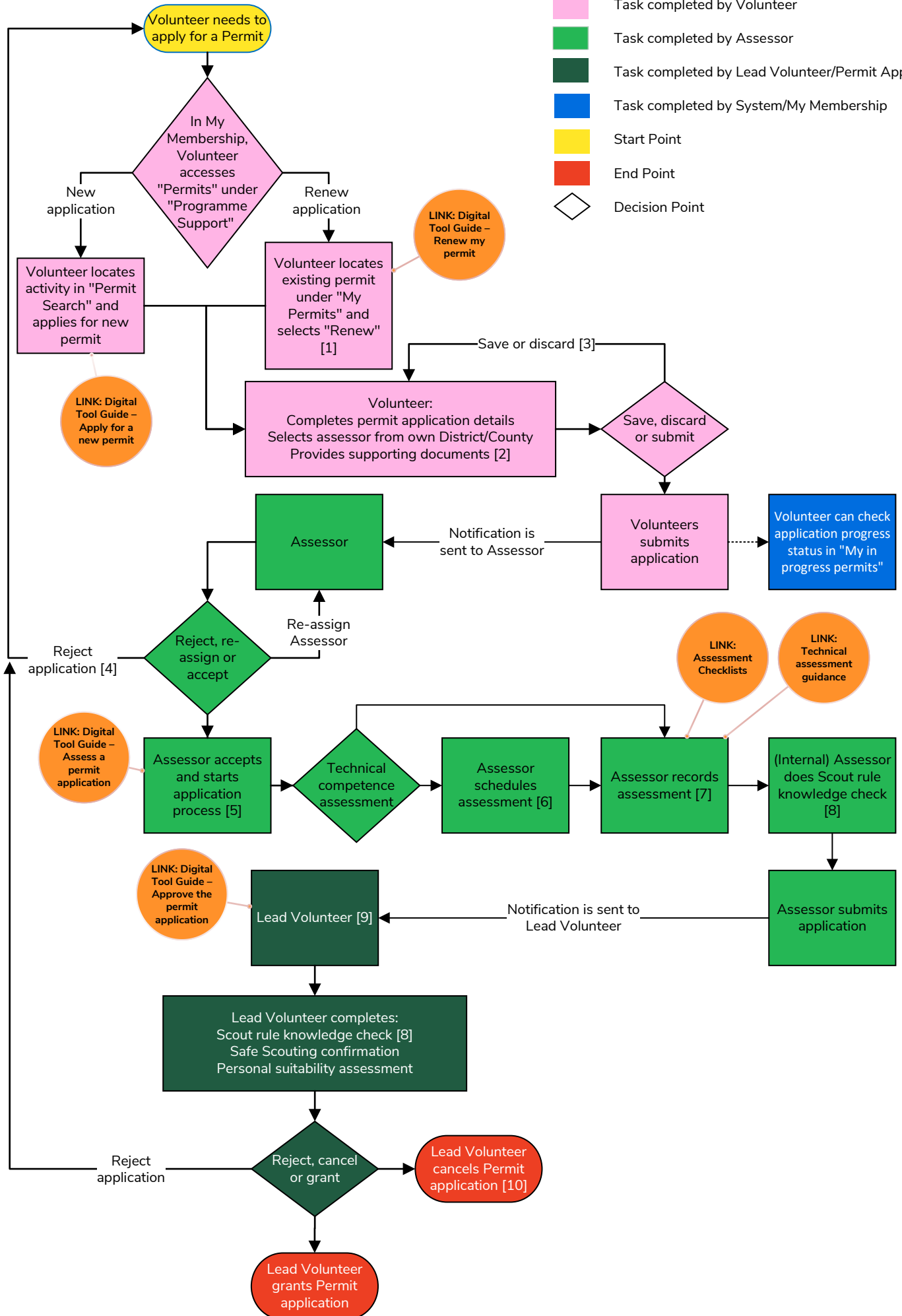


# Permits

## Process Flowchart

### Key

- Task completed by Volunteer
- Task completed by Assessor
- Task completed by Lead Volunteer/Permit Approver
- Task completed by System/My Membership
- Start Point
- End Point
- Decision Point



# Permits

## Process Flowchart

### Footnotes:

- [1] If Volunteer wants to increase the permit level, they can renew an already granted (and active) permit and use it to apply for the increased level.
- [2] Volunteer needs to select an internal or external assessor from their own District/County. The Volunteer can use the location filter to search for nearby Assessors. For an Internal assessor, the Volunteer should talk with their County/Area/Region Programme Team Leader or the Manager of the Activity Permit Scheme to help them choose the most appropriate assessor.
- [2] Volunteer can upload more than one supporting document. NOTE: currently, once a document has been uploaded, the application has to be submitted; it cannot be saved.
- [2] Volunteer has option to save permit application for six months - after which it'll be withdrawn.
- [3] 'Save' keeps all the changes made in the current session. 'Discard' undoes any changes from the current session and reverts to when it was last saved.
- [4] If the application is rejected, the Assessor needs to document the reason in the membership system. This Reason will not be visible to the Volunteer, so the Assessor should explain the reason in a conversation with the Volunteer. The Volunteer will need to submit a new permit request.
- [5] NOTE: If the Assessor is also a Lead Volunteer, the membership system won't automatically prevent them from also completing the steps of the Lead Volunteer. The Assessor should make sure not to complete these steps but to submit the application to the Lead Volunteer/Permit Approver.
- [6] When Assessor schedules an assessment, a notification will be sent to the Volunteer
- [7] The Assessor should complete and upload a copy of the relevant assessment checklist. Any restrictions should be based on the competence levels as seen within the assessment.
- [8] Only an internal Assessor can complete the Scout rule knowledge check. If the Assessor is external, then the Lead Volunteer needs to complete it.
- [9] Lead Volunteer or Permit Approver
- [10] Lead Volunteer withdraws the application on behalf of Volunteer.

### Further Information

**Last reviewed:** 29 April 2025

If you have been sent this process flowchart, please ensure you are viewing the most up-to-date version. You can download the latest version going to link: <https://www.scouts.org.uk/volunteers/volunteer-experience/digital-tool-guides/permits/>

or clicking the button below:

[Digital Tool Guide - Permits](#)