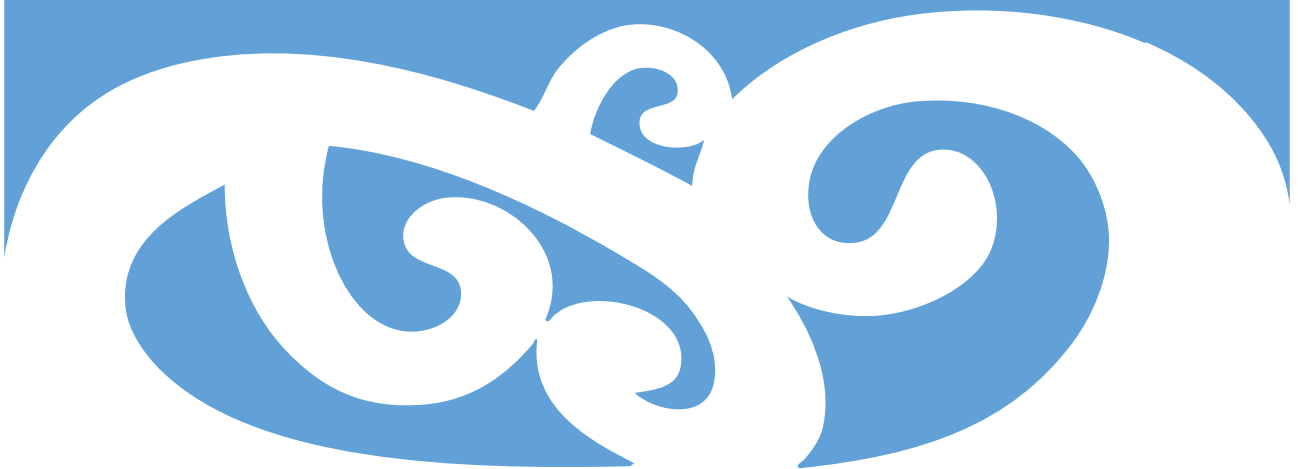




Active Careers through
On-Job Qualifications

NZOIA Assessment Process – Kayaking

*For those people who hold an NZOIA Kayak Leader
qualification to gain National Certificate in Outdoor Recreation
(Leadership) (Level 3) – Kayaking*





Evidence checklist for NZOIA Candidate

Instructions

You need to provide evidence of the following to gain the *National Certificate in Outdoor Recreation (Leadership) (Level 3) – Kayaking*. All the evidence needs to be given to the assessor to verify and attest to.

Trainee to tick when completed

Requisite requirements

To be awarded the *National Certificate in Outdoor Recreation (Leadership) (Level 3) – Kayaking* you need to hold the current First Aid unit standards (achieved in the last two years) and US 424. The relevant unit standards are identified below:

- US 6400, 6401 and 6402 or US 26551 and 26552
- US 424 *Assess and manage an emergency care situation during an outdoor recreation activity*

Please note: If struggling to find evidence for the first aid unit standards and US 424 contact a Skills Active LSA on phone 0508 4 SKILLS (0508 475 4557).

General requirements

This needs to be handed to your assessor to review.

A short written assignment

Assignment: In your leadership role use your experience and technical skills in leading activities in the outdoors to write about how you reflect on your practice. (Needs to be approximately 200-400 words).

You need to cover the following using examples from your specialist strand to base your assignment on:

- What works well and what you have changed or put into practice that has improved your skills in leading
- Evidence of feedback received from participants or instructor
- What are the key communication skills required to effectively communicate as an outdoor leader.
- As a leader of a group that includes people with impairments or disabilities, how would you ensure their experience enables them to fully participate and feel valued.

PLEASE NOTE:

This only needs to be completed **once** if seeking recognition in several strands

Attestation Form

This attestation form is signed by a course director attesting to your experience, knowledge and skills in area of selected expertise

Kayaking Attestation form

This attestation form is to be completed by a person who is an NZOIA Skills Active Registered Assessor who can attest to your experience, skills and knowledge.

To be completed by person attesting to the candidate's experience, skills and knowledge.

Candidate name: _____

I _____ attest that I have known and/or worked with the above candidate within the last 12-18 months.

Please indicate relationship to the candidate _____ e.g. course director

This attestation validates, the candidate has achieved the relevant NZOIA qualification and provided additional evidence thereby meeting the unit standard requirements of the core compulsory and the strand specific unit standards that make up the *National Certificate in Outdoor Recreation (ILeadership) (Level 3) – Kayaking*.

I attest to the experience, skills and knowledge of the candidate in the areas outlined below.

The candidate:

- has the current NZOIA Kayak Leader qualification
- has completed the short written assignment and provided appropriate answers
- displays competent management of groups and effective communication skills when leading outdoor activities.

Attester Name: _____

Signature: _____ Date: _____

Credit reporting form

Trainee information	
Full name	
Workplace	
Date of birth	
NZQA number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Assessment information				
Module	NZOIA – Outdoor Leader RCC Assessment Process – Kayaking			
Qualification	National Certificate in Outdoor Recreation (Leadership) (Level 3) – Kayaking			
Unit	Name	Level	Credit	Result
20143	Demonstrate knowledge of leadership for outdoor recreation (v3)	4	7	
20146	Apply concepts of basic risk management as an outdoor recreation leader (v3)	3	5	
20159	Gather and apply weather information to an outdoor recreation activity (v2)	2	2	
26391	Lead an outdoor recreation activity (v1)	3	4	
26237	Demonstrate kayaking knowledge and skills (v1)	3	5	
26239	Lead a kayaking experience in a flat or sheltered water environment for a group (v1)	4	12	

Assessor information	
Print full name	
Signature	
Date	
Office use only: Credits entered on/...../..... by:	

Complete the credit reporting form and send it along with the completed NZOIA Assessment Process booklet to:
 NZOIA Administration, PO Box 1620, Nelson 7040.