

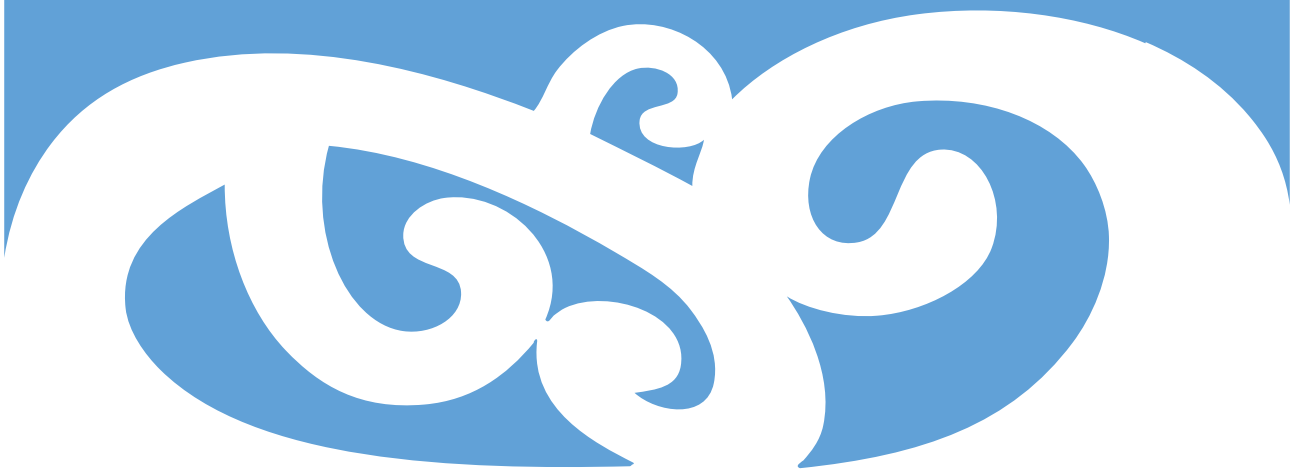


**NZOIA**  
*Excellence in Outdoor Leadership*

Active Careers through  
On-Job Qualifications

## NZOIA Assessment Process – Kayaking

*For those people who hold an NZOIA Kayak 1 – Instructor  
to gain National Certificate in Outdoor Recreation (Instruction)  
(Level 4) – Kayaking*





# Evidence checklist for NZOIA Candidate

## Instructions

You need to provide evidence of the following to gain the *National Certificate in Outdoor Recreation (Instruction) (Level 4) – Kayaking*. All the evidence needs to be given to the NZOIA assessor to verify and attest to.

Tick when completed

## General Requirements

### Part A

The following tasks need to be completed and handed to your NZOIA assessor to mark and sign off.

#### 1. A short written assignment

Assignment: Use your experience and technical skills in leading and instructing in a variety of activities in the outdoors to write about how you reflect on your practice. (Needs to be approximately 250-500 words)

You need to cover the following using examples from your specialist strand(s) to base your assignment on.

- What works well and what you have changed or put into practice that has improved your skills in instructing.
- Statements about your own personal philosophy and how it may differ from your professional philosophy. Also look at your strengths and weakness as an instructor and leader.

#### 2. Risk management plan

**One Risk Management Plan for a kayaking trip needs to include:**

- relevant weather information and interpretation
- trip plan
- emergency plans.

#### PLEASE NOTE:

This only needs to be completed once if you are seeking recognition in several strands.

### Part B

**Log Book** detailing specific logged hours within at least the last 36 months in area of selected expertise:

See *Verification form* for details required to meet the specific strand requirements.

### Attestation Form

This attestation form is signed by NZOIA assessor attesting to your experience, knowledge and skills, and your logged evidence in the Verification form.

# Kayaking Verification form

## Strand specific knowledge, skills and experience

### Instructions to NZOIA candidate

To meet the outcomes of the strand specific unit standards for the *National Certificate in Outdoor Recreation (Instruction) (Level 4) – Kayaking*, you need to provide evidence to support your skills and experience against the strand specific unit standard requirements. **When you have collated your logbook evidence into the table and any other evidence required, you need to give it to your Skills Active NZOIA assessor to verify and sign off.**

**Important note:** Any evidence provided must have been collected within the last 36 months.

KAYAKING (Kayak 1)							
Evidence requirements							
1. Evidence of at least two river rescues on Grade III water (can be simulated) Simulated rescues should be carried out at a site where the boat and/or swimmer are in proximity to a big rock, shallow water or the riverbank but still on Grade III whitewater.	<table border="1"> <tr> <td>River rescue 1 location:</td> <td>River rescue 2 location:</td> </tr> <tr> <td>Date:</td> <td>Date:</td> </tr> </table>	River rescue 1 location:	River rescue 2 location:	Date:	Date:		
River rescue 1 location:	River rescue 2 location:						
Date:	Date:						
2. Evidence of at least three kayak rolling instruction sessions with two different groups and two different locations:	<table border="1"> <tr> <td>Location River 1:</td> <td>Location River 2:</td> <td>Location River 3:</td> </tr> <tr> <td>Date:</td> <td>Date:</td> <td>Date:</td> </tr> </table>	Location River 1:	Location River 2:	Location River 3:	Date:	Date:	Date:
Location River 1:	Location River 2:	Location River 3:					
Date:	Date:	Date:					
3. Evidence of one trip plan and/or RAM form or similar form that documents weather conditions and information for a kayak trip.	<table border="1"> <tr> <td>Evidence of one trip, where the weather conditions and information is documented</td> <td>Trip Plan or similar document (sighted or attached):</td> </tr> <tr> <td>Location and duration:</td> <td></td> </tr> <tr> <td>Date:</td> <td></td> </tr> </table>	Evidence of one trip, where the weather conditions and information is documented	Trip Plan or similar document (sighted or attached):	Location and duration:		Date:	
Evidence of one trip, where the weather conditions and information is documented	Trip Plan or similar document (sighted or attached):						
Location and duration:							
Date:							
<b>Verification of Candidate Evidence</b> I verify the evidence provided by the candidate is a true and accurate reflection of their logged hours and other evidence provided (short written assignment) in support of their skills and experience in kayaking.							
Name: _____ Signature: _____ Date: _____							

# 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 unit standards that make up the *National Certificate in Outdoor Recreation (Instruction) (Level 4) – Kayaking*.

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

The candidate:

- has the current NZOIA Kayak – Instructor qualification
- displays competent instructional skills and management of groups
- applies appropriate risk management planning and strategies when leading groups in activities in the outdoors
- has completed all sections of the Verification Form.

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 Instructor RCC Assessment Process – Kayaking			
Qualification	National Certificate in Outdoor Recreation (Instruction) (Level 4) – Kayaking			
Unit	Name	Level	Credit	Result
451	Manage risk for an outdoor recreation activity (v7)	5	4	
20145	Demonstrate knowledge of theories and processes associated with instructing in the outdoors (v3)	4	4	
476	Roll a kayak (v6)	2	2	
14224	Instruct kayaking on Grade II whitewater (v3)	5	10	
20121	Demonstrate kayaking skills on Grade II whitewater (v1)	2	4	
20122	Demonstrate kayaking skills on Grade III whitewater (v2)	3	4	
20123	Demonstrate canoeing and kayaking (v2)	4	4	
20124	Instruct kayak rolling (v1)	5	11	
20126	Demonstrate independent kayaking skills on Grade II whitewater (v2)	3	6	
20127	Demonstrate independent kayaking skills on Grade II whitewater (v2)	4	10	
20818	Demonstrate kayaking skills on sheltered or slow-moving water (v1)	1	2	
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	
20161	Apply knowledge of weather to analyse and forecast conditions for an outdoor recreation activity (v3)	4	3	

Assessor information	
Print full name	
Signature	
Date	
<b>Office use only:</b> 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.