

Girl Guides Australia  
Australian Learning and  
Qualification Program

# INSTRUCT AND ASSESS SAILING SKILLS



GIRL GUIDES  
AUSTRALIA

# Instruct and Assess Sailing Skills

## Purpose:

This module allows you to conduct sailing activities and instruct sailing skills. You can assess adult members for the Conduct Sailing Activities module and youth members for Boating (Sailing) Achieve a Challenge Trefoil 1, 2 and 3 activities.

## Before you begin:

- Be an adult member.
- Hold current Provide First Aid HLTAID003 or equivalent or higher
- Complete the Conduct Sailing Activities module or an equivalent qualification and have held it for 2 years.
- Adults who have completed the VET modules or hold current Australian Sailing Instructor qualifications as listed below are deemed to have equivalent qualifications but must show a log to demonstrate currency.
  - SISOYSB404A Instruct small boat yachting.
  - Australian Sailing Sailing Instructor
- Have 20 hours sailing experience recorded in a log and show this to your Outdoor Skills Assessor.

Note First Aid Certificate Details here	Date copy sent to your State Office.
Certificate:	

## Process:

- A Leader / Manager wishing to complete a module should
- meet the entry competencies for the appropriate outdoor module in the Australian Learning and Qualification Program; and
  - have one member of staff who holds the outdoor module applicable to the type of module being undertaken
  - Follow relevant State procedures to link them with an Outdoor Skills Assessor (OSA)
  - Contact the Outdoor Skills Assessor
  - Print this booklet and complete the reading, training, activities and reflection exercises
  - Relevant GGA Sailing Basic Skills Training should be undertaken prior to the assessment. The training may be a course run by the State Learning & Development and/ or Outdoor Activities Team. The Outdoor Skills Assessor will discuss with the applicant if RPL can be given for part or all of the training. In States where there is less demand the training may consist of individual mentoring.

The requirements are similar for each type of module, with only minor variations. The activities are based on the things you need to do for each skill, although they can be completed in the order that suits your needs.

## Assessment:

By an Outdoor Skills Assessor who holds this module or a person with an equivalent external qualification approved by the relevant State body.

This module will be assessed during at least two instructional sessions for other adults.

This module can be completed in any small sailing craft. The type and details of the crafts used must be recorded and the qualification endorsed for that type of craft used as annotated in Boating Log.





<b>Activities to complete: Evaluate and report</b>		<b>OSA Signature &amp; Date</b>
<p>1. Evaluate the activity with the participants.</p> <p><i>Add personal evaluation notes to your program for future reference. Discuss with your Outdoors Skills Assessor.</i></p>	<p><i>Notes from evaluation with participants:</i></p>	
<p>2. Contribute to the instructors Camp / Adventure-based / Event report OUT.03 and any other reporting or follow-up required (eg Incident notification, report to District or Region Manager or SOAM).</p>	<p><i>Attach a copy of the Report/s.</i></p>	
<p>3. Update your sailing log.</p> <p><i>Discuss the requirements with your Outdoor Skills Assessor.</i></p>	<p><i>Attach a copy of your updated log.</i></p>	
<p>4. Discuss with your Outdoor Skills Assessor:</p> <ul style="list-style-type: none"> <li>• What was successful?</li> <li>• What you would do differently next time?</li> </ul>	<p><i>Key points from the discussion:</i></p>	

<b>Reflection on learning followed by discussion with Outdoor Skills Assessor:</b>	<b>Signature &amp; Date</b>
<p>When assessing outdoor modules, what are your responsibilities to GGA, your State Girl Guide Organisation and ultimately the participants?</p>	<p><i>Outdoor Skills Assessor</i></p>
<p>What can you do to improve your assessing skills?</p>	<p><i>Outdoor Skills Assessor</i></p>

## Completion of the Module

Now that you have completed all the required reading, training, activities and reflection exercises, your Outdoor Skills Assessor will complete the attached form and sign it. You will also sign the form and then the Outdoor Skills Assessor will forward it to the State Office. In due course, you will receive a certificate.

You may now conduct sailing activities according to the supervision ratios stated in *Guide Lines*. <https://www.guidelinesforgirlguides.org.au> You may also instruct and assess other adults. For large groups, several members who hold this module will be required to meet supervision ratios.

This qualification may be used as evidence towards Outdoor Recreation Qualifications.

### Endorsement Procedure:

- **This module must be endorsed every 3 years.**
- **This module will be endorsed by Outdoor Skills Assessor who holds this module.**  
**The assessor will want to see:**
  - **a current Provide First Aid certificate or equivalent or higher**
  - **a sailing log showing average of twenty hours of sailing activities per year, totalling sixty hours over three years. This must include a minimum of ten hours actual sailing but can include up to ten hours of preparation and instruction time in each twelve-month period.**
  - **a risk assessment plan for a recent sailing activity**
  - **demonstration of current sailing and rescue skills.**
- If the holder does not meet endorsement criteria, she cannot conduct, instruct or assess sailing activities
- For each successful endorsement, the Outdoor Skills Assessor will complete the *OUT 11a Completion of Sailing Module* form and forward to State Office.

### Outdoor Skills Assessors:

Holders of this module may become Outdoor Skills Assessors by:

- Hold the outdoor module: Instruct and Assess Sailing Skills, for a minimum of 2 years (and be actively seeking to have the modules endorsed in line with this Outdoor Module).
- Have been in charge of / conducted a sailing activity at least 4 times (or equivalent).
- Hold a current Provide First Aid certificate or equivalent or higher
- Show their sailing log
- Be recommended by the Region Manager (or her nominee) to the State Outdoor Activities Manager, who will manage this appointment.

Outdoor Skills Assessors can assess adults for this module, Instruct and Assess Sailing Skills, and the Conduct Sailing Activities module. She can also assess youth members for Boating (Sailing) Achieve a Challenge Trefoil 1, 2 and 3.

## Completion of Module: *Instruct and Assess Sailing Skills*

This form is for notifying State Office of the completion of the Module, subsequent endorsements after three years.

PERSONAL DETAILS		
Preferred Title:	Given Names:	Surname:
Previous surname (if ever appointed or warranted under that name):		
Address:		Email:
	State:	Postcode:
Phone (BH): ( )	Mobile: ( )	
Phone (AH): ( )	Fax: ( )	
Membership No:	Expiry: / / 20	

<b>MODULE ACHIEVED</b>	Instruct and Assess Sailing Skills
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CONFIRMATION	
I have completed the requirements for the module and have read and understood the endorsement conditions.	Signature: Date:
As the Outdoor Skills Assessor, I am satisfied that all aspects of the Module have been completed.	Name: Signature: Date:

FOR OFFICE USE ONLY	
Date records updated:	Updated by:
Date certificate sent:	Sent to:
For endorsements – the original date of completion of the qualification should not be deleted from records, but the latest endorsement date updated.	
For endorsements – date acknowledgement email sent to module holder and DM:	