

Girl Guides Australia  
Australian Learning and  
Qualification Program

# INSTRUCT AND ASSESS CANOE/KAYAK SKILLS



**GIRL GUIDES**  
**AUSTRALIA**

# Instruct and Assess Canoe / Kayak Skills

## Purpose:

This module allows you to conduct canoe / kayak activities and instruct canoe and / or kayak skills. You can assess adult members for the Conduct Canoe / Kayak Activities module and youth members for Boating (canoeing / kayaking) 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 Canoe / Kayak –Conduct Activities module or an equivalent qualification, and have held it for 2 years.
- Adults who have completed the VET modules listed below are deemed to have equivalent qualifications but must show a log to demonstrate currency.
  - SISOCNE409A Instruct canoeing skills on Grade 2 water
  - SISOKYK408A Instruct kayaking skills on Grade 2 water
- Recognition of prior learning is subject to running a canoe/kayak activity under the supervision of an Outdoor Skills Assessor.
- Have 20 hours canoeing / kayaking 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 Canoe & kayak 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 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.

Assessment will be conducted under one of the following conditions chosen by the candidate:

1. flat and undemanding water
2. open / moving water
3. sea kayaking.

This module can be completed in either canoes or kayaks.

## Instruct and Assess Canoe / Kayak Skills

<b>Activities to complete: Plan and conduct training sessions:</b>	<b>OSA Signature &amp; Date</b>
<p>1. Plan a practical canoeing / kayaking training session for a small group (6 participants).</p> <p><i>With your Outdoor Skills Assessor, discuss:</i></p> <ul style="list-style-type: none"><li>• <i>Identifying learners needs and current skills</i></li><li>• <i>Activities to enhance learning</i></li><li>• <i>Preparing participants with information, kit lists etc.</i></li><li>• <i>Selection of appropriate equipment and learning resources</i></li><li>• <i>Communication:</i><ul style="list-style-type: none"><li>• <i>Aim of the session</i></li><li>• <i>Safety information</i></li><li>• <i>Activity boundaries</i></li><li>• <i>Encourage questions and feedback</i></li></ul></li><li>• <i>Check participants' clothing, footwear and safety items</i></li><li>• <i>Instruct in the selection, fitting and use of equipment.</i></li></ul>	<p><i>Attach a copy of the plan.</i></p> <p><i>Key points from the discussion:</i></p>
<p>2. Complete a GGA Risk Assessment Plan (ADM.56B) for a sailing activity at which you are instructing and forward it with the appropriate Outdoor forms to your Manager.</p> <p><i>With your Outdoor Skills Assessor, discuss:</i></p> <ul style="list-style-type: none"><li>• <i>Rescue procedures</i></li><li>• <i>Contingency plans</i></li></ul>	<p><i>Attach a copy of the Risk Assessment Plan.</i></p>

<p>3. With other instructors, instruct adults at three Canoe / Kayak activities (totalling a minimum of 12 hours) covering all aspects of canoe / kayak skills.</p> <p><i>This will be short instruction sessions within longer practical sessions.</i></p> <p><b>Note the details of your activities which could include:</b></p> <ul style="list-style-type: none"> <li>• Warm up / introductory activities</li> <li>• Preparation</li> <li>• Safety and risk management</li> <li>• Canoe / kayak skills as detailed in Boating Trefoil 1, 2 or 3</li> <li>• Knowledge of codes of behaviour;</li> <li>• Minimum environmental impact practices;</li> <li>• Points of local interest;</li> <li>• Selection, use and care of equipment;</li> <li>• Packing the canoe / kayak</li> <li>• Signalling and communication</li> <li>• Rescue procedures and whether you also need to have a rescue boat available for the activity.</li> </ul> <p><b>Evaluation</b></p>	<p><b>Details of Activity 1:</b></p> <p><b>Details of Activity 2:</b></p> <p><b>Details of Activity 3:</b></p>	
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<b>Activities to complete: Assess an adult for a module</b>	<b>OSA Signature &amp; Date</b>	
<p>1. With another Outdoor Skills Assessor, take a leading role in assessing an adult for a canoe / kayak module.</p> <p><b>Discuss with your Outdoor Skills Assessor:</b></p> <ul style="list-style-type: none"> <li>• How you made the adult being assessed feel comfortable</li> <li>• The methods used to check her level of skill and understanding</li> </ul>	<p><b>Notes from your experience:</b></p>	
<p>2. Complete the <i>completion of qualification</i> form to notify State Office and have it co-signed by your Outdoor Skills Assessor.</p>	<p><b>Attach a copy of the form.</b></p>	

		Signature & Date
<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 canoe / kayak 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>	

Reflection on learning followed by discussion with Outdoor Skills Assessor:	Signature & Date
<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 canoe / kayak activities according to the supervision ratios stated in *Guide Lines*. You may also instruct and assess other adults. For large groups, several members who hold this module will be required to meet supervision ratios.

The canoe / kayak activities will be:

1. On flat and undemanding water or
2. On open / moving water or
3. Sea kayaking.

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 canoe log showing
  - **average of twenty hours of canoeing / kayaking activities per year, totalling sixty hours over three years. This must include a minimum of ten hours actual paddling but can include up to ten hours of preparation and instruction time in each twelve-month period.**
  - a risk assessment plan for a recent canoeing / kayaking activity
  - **demonstration of current paddling and rescue skills.**
- If the holder does not meet endorsement criteria, she cannot conduct, instruct or assess canoe / kayaking activities
- For each successful endorsement, the Outdoor Skills Assessor will complete the *OUT 07a Completion of Canoe / Kayak Module* form and forward to State Office.
- Each endorsement extends your qualification for 3 years.

### Outdoor Skills Assessors:

Holders of this module may become Outdoor Skills Assessors by:

- Hold the outdoor module: Instruct and Assess Canoe / Kayak 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 canoeing / kayaking activity at least 4 times (or equivalent).
- Hold a current *Provide First Aid* certificate or equivalent or higher
- Show their canoe / kayak 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 Canoe / Kayak Skills, and the Conduct Canoe / Kayak Activities module. She can also assess youth members for Boating (Canoeing / Kayaking) Achieve a Challenge Trefoil 1, 2 and 3.



## Completion of Module: *Instruct and Assess Canoe / Kayak Skills*

This form is for notifying State Office of the completion of the Module, subsequent endorsements after three years or for changing craft / conditions.

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

MODULE ACHIEVED	Instruct and Assess Canoe / Kayak Skills		
ENDORSEMENTS (circle all that apply)	Canoe	Kayak	Sea Kayak
	Flat / Undemanding Water		Open / Moving Water

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:	