



A Guide to NZOIA Qualifications' Revalidation and Registration June 2009



Background

Over the past few years the executive has been working to develop a qualifications revalidation system. The impetus for this has come from you as members voting on this at the 2003 AGM, from other organisations within the sector and from our desire to align with similar organisations overseas. In 2005 we commissioned a researcher to look at revalidation systems within the outdoor sector and also in other vocational groups, both in NZ and overseas. On the basis of this we have tried to design a model that will work for the particular circumstances in which NZOIA operates, and have communicated with you periodically to inform you of our progress and direction.

The task has been a challenging one in a number of ways. NZOIA is unlike most other outdoor qualifying bodies here and overseas in that we offer qualifications in a range of different activities rather than just one. Because of this we have had to come up with a solution that will work fairly for people with one qualification as well as for people with four or five. This has proved a difficult task and we have tried our best not to disadvantage anyone while producing a credible system.

Over the past 12 months we have received feedback on the model we presented last June. We have also spent considerable time working through the practicalities of implementing that model, and particularly running both refresher and training courses for members who need to revalidate their qualifications.

As a consequence we have modified the model and made it simpler, and you will find this described in the following pages. Experience will inform us as to whether the model meets the needs of members and the broader outdoor community; we'll be reviewing how things go over the next few years and making further modifications as needed.

Definitions

Qualification

A qualification is evidence that an individual has demonstrated the required level of competence in a particular activity at a specific point in time. Qualifications are gained through a process of learning, training and experience gathering leading to an assessment event. Competence includes skills, knowledge and attitudes and the ability to apply these and demonstrate sound judgement in a leadership or instructional situation. Thus a qualification indicates that a defined standard was met at the time of assessment.

Continuing Professional Development (CPD)

The process by which a person with a qualification further develops their skills, keeps abreast of new ideas and changing standards and thus can be regarded as currently qualified. CPD may include a wide range of activity such as reading journals, attending further training or refresher courses, actively working as a leader or instructor, attending conferences, working in new situations or environments

Revalidation

The process by which CPD is evaluated by the authority that issued a qualification for the purpose of assessing whether an individual is up to date and able to lead or instruct at the current standard of accepted best practice. To keep this process simple only some aspects of CPD are evaluated, while others are encouraged. At this time NZOIA recognises and requires:

- A log of personal and instructional experience
- Successful completion of a revalidation refresher course
- A current first aid certificate
- A declaration of any criminal convictions, physical and medical fitness

Registration

This is the formality of giving official recognition to a person who has been assessed as having current competency through the qualifications revalidation process. Registration is recognised by the issuing of a registration card and by listing the individual on the NZOIA database and the NZ Outdoors Registration Board website.

Why qualifications, revalidation and registration are important in the outdoor sector:

- Those who lead or instruct others in outdoor pursuit activities do so within an environmental and activity context that involves a varying degree of risk. On many activities there is a very real risk of loss, whether that is personal injury or loss of life, emotional distress, or environmental or equipment damage. Of primary concern is risk of injury or loss of life and because of this, standards of safety are extremely important.
- Leaders and instructors work in a dynamic environment where nothing is more constant than change. While the physical environment alters from hour to hour so to does the overall context within which the leader or instructor operates. Changes include:
 - Societal expectations in terms of safety and risk management
 - The legal and regulatory framework
 - New techniques and processes of teaching and programme delivery
 - Developments in equipment and technique
 - Changing expectations of environmental preservation and sustainability
 - Improvements in communication and information technologies
 - Changes in land management, access, search and rescue, environmental monitoring
- Many of the techniques used by outdoor leaders and instructors require a high degree of skill. Some of these skills are critical to personal and particularly client safety. The ability to perform these essential skills and techniques quickly and instinctively can be critical to avoiding harm in certain situations.

Thus it is essential that anyone working as a leader or instructor is trained, qualified and up to date; and particularly in terms of safety, is able to act with ease and confidence to prevent the loss of life or serious injury. This ease and confidence comes from experience, regular repetition in varying conditions, training and exposure to new and best practice.

A Shared Responsibility

It is the responsibility of every professional instructor or leader to keep themselves up to date and able to work safely with ease and confidence.

It is the responsibility of NZOIA to ensure that any instructor or leader working on the basis of a NZOIA qualification is currently competent and working to standards of accepted best practice.

It is the responsibility of employers to support the system of qualifications, continuing professional development, revalidation and registration; to assist their employees to become qualified, and to make opportunities available for continuing professional development

The role of NZOIA

The function of NZOIA is primarily to provide training and qualifications to members. As such we set the standards and assesses to these. We also function as the revalidating body for those people who have gained our qualifications. So, NZOIA sets the standard, assesses to it, issues qualifications, and then checks that people are still working to the standard on a three yearly qualifications revalidation cycle.

The role of the NZ Outdoor Registration Board (NZORB)

The NZ Outdoor Registration Board is a collective of organisations that, like NZOIA, provide and revalidate qualifications for outdoor leaders, instructors and guides. Currently it serves NZOIA and SKOANZ. In future it is our hope that other organisations will join the registration board so that more outdoor leaders will carry the common NZORB registration card.

NZORB is simply a database that recognises individuals who have revalidated and registered their qualifications.

It is owned by those organisations that chose to join and include their members / qualifications.

NZORB provides registered instructors and leaders with a publicly recognisable registration card by which they can demonstrate both their qualification level and current competency.

The NZOIA Revalidation Process

Qualifications expiry

From now on NZOIA considers all qualifications it qualifications to individuals to expire after a period of 12 months. From July 2009 all NZOIA certificates will clearly indicate this.

Every year

Holders of NZOIA qualifications will be asked to fill out the **Annual Revalidation Form**. This is a simple revalidation process in which you make a declaration by honestly answering the following questions:

1. *Are you engaging in work, personal recreation or contact with other professionals that is contributing to your currency as an instructor?*
YES / NO
2. *Do you hold a current first aid certificate? YES / NO. If no, you will need to confirm with the NZOIA office that you have a valid certificate before your registration card is sent out to you. Registration is considered valid only if you have a current first aid certificate.*
3. *Have you had any criminal convictions in the past 5 years?*
YES / NO Please detail on reverse. If you have a conviction and are unsure whether it might be relevant please contact NZOIA to discuss.
4. *Do you have any medical condition that might impact on your suitability as an outdoor instructor? YES / NO* Please detail on reverse. If you have a medical condition and are unsure whether it might be relevant please contact NZOIA to discuss.
5. *Is there anything else that you are aware of that might impact on your suitability as an outdoor instructor? YES / NO* Please detail on reverse. If there is something and you are unsure whether it might be relevant please contact NZOIA to discuss.

Every third year (after gaining a qualification)

Qualification holders will be expected to fill out a **Qualification Revalidation Form** (next page) every third year after gaining a qualification. People with lots of qualifications may well end up completing this form every year. On this form you can indicate whether to revalidate your qualification or whether to 'shelve' it if you are no longer using it.

If you choose to revalidate you will need to:

- Provide a summary of your log book
- Indicate when you attended a 'revalidation refresher course', or:
- Be signed of by an Assessor*, or:
- Be signed off by an Approved Employer*, or:
- Indicate when you attended a training course towards a higher qualification

*Sign off by an Assessor or Approved employer can only occur every second three year cycle i.e. three years after your initial assessment and then every six years.

The Importance of Logged Experience

The Three Yearly Revalidation form asks for a summary of your logged personal and instructional / leadership days. This is not only to encourage you to maintain your log book but to emphasise the importance of experience as part of remaining current in your qualifications. When it comes to attending a Revalidation Refresher Course the course leader will ask to view your log book as an indicator of how much experience you have gained since your assessment or last revalidation.

The Revalidation Refresher Workshop

This is an official NZOIA run course that is facilitated by an NZOIA Trainer or Assessor. Sometimes there will be more than one Trainer or Assessor present. Each course has a designated Course Leader who will be one of the Trainers or Assessors

As a refresher course the primary purpose is to offer an opportunity for members to:

- Exchange knowledge and ideas
- Learn new skills and techniques
- Be updated in terms of standards

Write or tick in the grey boxes only.

Choose **any one** of the options below (A to D) for **each** of your qualifications.

If you have more than 3 qualifications, please fill out another sheet.

Enter qualification names here e.g. Rock 1, Bush 2:		
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Logged instructional and personal time

Logged time means days of 4 hours or more logged in the 3 year revalidation period.

Logging instructional and personal time is an important part of maintaining currency.

Attendance at a training event or workshop, observing a course, or industry conference = personal days

Summary of your logbook

Logged personal days	Logged instruct days	Logged personal days	Logged instruct days	Logged personal days	Logged instruct days
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Option A. Attend a NZOIA Revalidation Refresher

Workshop

This is the normal requirement to maintain currency, regardless of how many days you have logged. Bring your logbook to the Revalidation Workshop.

/ / Workshop date	/ / Workshop date	/ / Workshop date
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Option B. Attend a NZOIA Training Workshop for a higher qualification

The higher qualification must be in the relevant discipline. Bring your logbook to the Training Workshop.

/ / Workshop date	/ / Workshop date	/ / Workshop date
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Option C. Sign-off by Assessor or Approved Employer

NZOIA Assessor - current Assessor of relevant discipline, or
Your employer - approved by NZOIA

Assessor or manager signs to attest that they have evaluated your performance in that discipline, and you are current in that discipline at the appropriate level. Apply to NZOIA for the Sign-off form, and make sure you have attached it to this form.

Option C is possible every **second** cycle of 3 years only.

Name of assessor or manager	Name of assessor or manager	Name of assessor or manager
Their signature	Their signature	Their signature

Option D. Shelve

If you no longer instruct in a particular discipline then you should put your qualification on hold. If you require it in the future for work, you will have to demonstrate that you have achieved currency by successfully attending a Revalidation Refresher Workshop and logging some personal time. After a period of 5 years on hold you will be required to re-sit the full assessment. Full or Associate membership of NZOIA must be maintained while a qualification is on hold. If membership is not maintained an additional admin fee will be payable on re-joining.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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With this form I have included both:

- A copy of a current First Aid certificate
- Assessor / Employer Sign-off form (where relevant under Option C)

Name: Signature: Date: / /

As a revalidation event the workshop will involve you in a number of tasks in which you will be able to demonstrate that you are up to the standard of currently accepted best practice.

There are two possible outcomes of the Revalidation Refresher Workshop:

1. The Course Leader will recommend to NZOIA that your registration be renewed.
2. The Course Leader will indicate that there are some things you need to work on to get up to the standard of current accepted best practice. This will be discussed with you and a plan of how to remedy this will be worked out with your Course Leader. Once this has been achieved your registration will be renewed.

In all cases you will receive written feedback from the Course Leader and it is our hope that in most instances this will provide you with positive reinforcement and an action plan towards the next higher qualification.

Training towards a higher qualification

NZOIA wishes to encourage its members to work towards higher qualifications as they progress in their career in the outdoors. By attending a NZOIA training course towards a higher qualification you will satisfy the Revalidation Refresher Workshop requirement, provided that the Trainer observes your practice as being above the competency requirement for the qualification you hold.

E.g. If you currently have Bush 1 you could attend a Bush 2 Training course. This would provide revalidation of your Bush 1 as well as valuable training towards Bush 2. While on that course you would need to demonstrate that you are up to the standard of competency required for Bush 1 revalidation in order for your registration to be renewed at that level.

For many people this may be an attractive option as the course will introduce you to more new skills and techniques than a straight refresher course.

Sign Off by an Assessor

If you work regularly with an Assessor, or if your employer contracts an Assessor in for the purpose of revalidating their staff, you may be recommended by that person for registration renewal.

As an Assessor that person will have a form to complete on which they record their observations of your competency.

This avoids the need to attend a Revalidation Refresher Workshop but may only occur every second three year cycle (once every six years) and in between time you will need to attend the Workshop. E.g:

- In 2007 you gained Rock 1
- In 2010 you must either:
 - Be signed off by an Assessor, or
 - Attend a Revalidation Refresher Workshop
- In 2013 you either:
 - Must attend a Revalidation refresher Workshop if you were signed off by an Assessor in 2010, or
 - You may be signed off by an Assessor if you attended a Revalidation Refresher Workshop in 2010

Sign Off by an Approved Employer

This can occur if you are employed by an approved employer. Such employers will have satisfied NZOIA that they have robust internal practices of staff training and Continuing Professional Development and the necessary level of expertise to deliver this. Within these organisations a senior manager will be given authority to sign off staff as being currently competent and recommend them to NZOIA for registration renewal.

Like Assessor sign off this can occur every second three year cycle.

Shelving one or more qualifications

If you no longer instruct in a particular discipline then you should shelve your qualification, effectively putting it 'on hold' until you require it in future. If you require it in the future for work, you will have to demonstrate that you have achieved currency by successfully attending a Revalidation Refresher Workshop and logging some personal time. After a period of 5 years shelved you will be required to re-sit the full assessment. Full or Associate membership of NZOIA must be maintained while a qualification is shelved. If membership is not maintained an additional admin fee will be payable on re-joining.

Timeframe – what you need to do

The following explains the timetable for attendance at revalidation refresher workshops. It's all based on the date you passed your qualification; and if you've got lots of qualifications, getting you through a revalidation programme that is manageable for you over the next three years.

- 1. Qualification/s gained in the year 1 July 2008 to 30 June 2009**
 - Attend a revalidation refresher workshop at any time prior to 30 June 2012

- 2. Qualification/s gained in the year 1 July 2007 to 30 June 2008**
 - Attend a revalidation refresher workshop at any time prior to 30 June 2011

- 3. Qualification/s gained in the year 1 July 2006 to 30 June 2007**
 - Attend a revalidation refresher workshop at any time prior to 31 December 2010

- 4. Qualification/s gained prior to 1 July 2006**
 - All qualifications must be revalidated by attending revalidation refresher workshops by 30 June 2012
 - A minimum of one workshop must be attended prior to 31 December 2010
 - If you have two or more qualifications you must attend workshops for each of these so that all are revalidated by 30 June 2012

Examples

- 1. You have a Rock 1 that you passed in May 2007**
 - Attend a revalidation refresher workshop at any time prior to 31 December 2010

- 2. You have 4 qualifications all gained prior to 1 July 2006**
 - Attend a workshop for any one of these prior to 31 December 2010
 - Attend workshops for each of the other qualifications at any time prior to 30 June 2012

- 3. You have a Bush 2 that you passed in February 2009 and a Rock 1 that you passed in October 2004**
 - Attend a revalidation refresher workshop for your Bush 2 prior to 2012
 - Attend a workshop for your Rock 1 by 31 December 2010

Exceptions

Assessors

If you are an Assessor for NZOIA and have maintained the Assessor revalidation requirements (these are not detailed in this document), you will automatically meet revalidation requirements for the qualifications in which you assess.

Trainers

If you work for NZOIA as a trainer running instructor training courses you will automatically meet revalidation requirements for the qualifications in which you train others.

People who are not current members of NZOIA

If you or someone you know have NZOIA qualifications but are not currently a member we would like you to rejoin the Association and come on board with the qualifications revalidation process.

Only if you are a part of this process do we consider that you are currently qualified.

If you rejoin prior to 31 December 2009

- You will simply be charged the normal annual membership, revalidation and registration fees.
- You will need to follow the above revalidation timeframe the same as all current members.

If you rejoin after 1 January 2010

- You will be required to pay a rejoining fee of \$150 in addition to the annual membership fee.
- If any or all of your qualifications were gained since 1 July 2006 you will be automatically registered for these.
- If any or all of your qualifications were gained between 1 July 2004 and 1 July 2006 you will be required to successfully complete revalidation fresher workshops for each of these, after which they will be registered.
- **If any or all of your qualifications were gained prior to 1 July 2004 you will need to resit your assessment**

Frequently Asked Questions

1. Is there a problem with people not being up to date?

Yes, while some members do keep themselves currently skilled others do not. Registration is a simple means of demonstrating to employers, other agencies, overseas bodies, and the public, that a person has revalidated their qualifications, is up to date and working to best practice.

2. Why has NZOIA decided to introduce registration now?

There are a number of reasons:

- The Executive was asked to investigate registration at the 2001 AGM.
- Members voted on revalidation at the 2003 AGM and we've been working on it since then. It was also discussed at the 2001 and 2002 AGM's.
- Both SPARC and Water Safety NZ are providing funding to NZOIA for this purpose as they see the value of registration.
- Through the Qualifications Alignment process run by Outdoors NZ there has been a call from all parts of the outdoor sector for a revalidation system due to concern about standards.
- We are currently working to establish cross-credit arrangements with overseas bodies that already have established revalidation systems.

3. Will I still get a certificate when I pass an qualification?

Yes. But in future all certificates will clearly state that the qualification is deemed to have expired after 12 months unless annual revalidation takes place

4. How will people know that I'm registered and someone else is not?

You will be able to show them your registration card, or they can check on the NZOIA or Registration Board website

5. Do I have to pay to register all my qualifications?

No, the most you pay for is three. If you have more than three qualifications these are registered free of further charges.

6. What if I have a Level 1 and a Level 2 qualification in the same pursuit?

In this case you just register the Level 2 qualification. The Level 1 will be registered automatically at no additional cost.

7. Do I have to register all my qualifications?

You are required to register those qualifications applicable to the activities you intend to instruct or guide. However if you no longer instruct a particular activity you may shelve that qualification. If you wish to you can shelve all your qualifications for up to five years from the date they were passed or last revalidated. If all of your qualifications are shelved you are required to maintain either full or associate membership.

8. What happens if I shelve a qualification now and decide to reactivate it in a few years time?

- If you reactivate within three years of passing or last attending a Revalidation Refresher Workshop you will simply step back into the three yearly cycle as if you had never been away.
- If its three years since you passed or last attended a Revalidation Refresher Workshop you will need to successfully attend a Revalidation Refresher Workshop and meet all normal three yearly revalidation requirements the same as anyone else.
- After five years shelved you will be required to resit the full assessment.

9. I'm studying at University next year and won't be doing any instructing, do I still need to register my qualifications?

- No, you can shelve your qualifications.
- You will still be required to maintain membership, either Full or Associate
- When you reactivate your qualifications you will need to meet the requirements in '8' above.
- If your period of study (or maternity leave etc) does not correspond with the July to June revalidation year just let us know and we'll adjust your fees accordingly.

10. In what other circumstances can I shelve my qualifications?

You can shelve your qualifications for things like child birth, an extended overseas trip where you won't be instructing or guiding, or if you are taking up a position in a job outside the outdoor sector and wish to keep your future instructional options open, or in other circumstances that are reasonable; if in doubt please ask.

11. What if I'm not registered for a particular qualification but then get offered some work?

You need to contact us and reactivate your registration.

12. What happens if I work without being registered for the activity I'm working in?

- If you hold an NZOIA qualification but have not registered you are not classed as being currently qualified by NZOIA.
- If anything happens such as an accident to one of your clients NZOIA will be unable to support you.
- As it is a requirement to register all the qualifications that you are working with, failure to do so becomes a disciplinary matter for NZOIA and may jeopardise your ongoing registration and membership.

13. Do I need to register my qualifications if I've moved into a non-instructor role while still being employed in the outdoors?

- If you won't be doing any instructing or guiding then you don't need to register but should maintain membership. That way, if you change roles and need to use your qualifications again in future you can reactivate them.
- Once five years pass you will need to resit your assessments so think carefully before letting registration lapse.
- If your role involves the supervision or management of other instructors and guides, particularly where you are making judgements regarding their competency, you should maintain your qualifications and stay registered.
- If you only occasionally instruct or lead others, attending the revalidation refresher workshops every three years and maintaining your personal skills is not too arduous. It will keep you current, ensure NZOIA support should things go wrong, and through registration will provide those employing you with evidence that you are keeping up to date.

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