

11 February 2013

Dear Candidate,

Welcome to the NZOIA Kayak 1 assessment course. Please read the following information carefully.   
  
**Dates, Times & Location**  
The programme will run from 8am Friday 8th March to until approximately 6pm Sunday 10th March. Please meet your assessor/s at the New Zealand Kayak School at 8 am on the Friday. During this meeting, logistics for the programme will be discussed and there will be a chance to clarify any issues in relation to the assessment. There will also be an explanation of feedback processes.

**Assessors**

The assessors for the programme are:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Course Director | Second Assessor | Trainee Assessor |
| Name  Phone  Email |  |  |  |

**Food, Accommodation & Venue**

You will need to organise your own accommodation. You can stay at the NZ Kayak School. This is the ideal arrangement as it makes for easier logistics, meetings, gear etc. The rate is $20 per night and includes kitchen facilities.

Catering arrangements are your own responsibility, you will need to bring along enough food for the whole assessment.

You will be using the Murchison Pool for your rolling session. This will cost is $7 per head. You will need to cover your cost and the model students will cover theirs.

**Transport**

Transport during the course will be coordinated by the assessors depending on the needs of the programme. If personal vehicles are used during the programme, it is assumed that the other candidates will contribute to the running costs. You need to organise your own transport to and from the assessment. We encourage you to car-pool where possible to reduce your costs. There is a list of candidates on the last page, should you wish to try and arrange this.

**Equipment & Maps**

**For yourself**

* All the personal gear you would normally have for instructing kayaking.
* A waterproof notebook to record feedback during the assessment is suggested. Also a personal wetsuit is recommended for the rolling session and river rescue components of the course.

**For the Model students:**

* We expect to have 3-4 students per instructor from Tapawera Area School outdoor programme. Their teacher is John Valentine. They will arrange their own gear – using what they have and hiring from the kayak school.
* As gear provision is an inexact science, I suggest you communicate amongst yourselves and determine how many extra sets of gear you need to feel secure ie. That you can cater for missing bits eg. Spare paddles, spare lifejackets, helmets, in fact spare entire sets of gear that may be needed. My advice is to have more gear than you think you need.

If in doubt get hold of Mick at the NZ Kayak School and he may be able to help you. [mick@nzkayakschool.com](mailto:mick@nzkayakschool.com)

* You should individually bring any additional gear you would take with you if you were responsible for a small group of students on a day-kayak experience during this time of the year. ie. Extra jerseys, hot heads, booties etc. The course will run almost regardless of the weather.

**Model Students**

On the Saturday and Sunday you will be involved in teaching students to roll and instructing them on flat and moving water. The clients (model students) will have a range of abilities. Some will have paddled before and have started a roll progression. However some may be new to kayaking. Your responsibility will be to improve their skill level.

**Programme**

The assessment will follow a format similar to what is outlined below. Changes may be made depending on circumstances at the time of assessment.

|  |  |  |  |
| --- | --- | --- | --- |
| Meeting | Day 1 – Friday 8th March. | Day 2–Sat 9th March. | Day 3 – Sun 10th March. |
| Meet 8 am Friday morning at NZ Kayak School | 1. Personal Paddling 2. Flat-water techniques 3. Descend grade 3 rapids 4. Role model paddling on grade two rapids 5. Rescue techniques | 1. Boat fitting 2. Instruction 3. Rolling progression with students at Murchison Pool 4. Flat-water skills or introductory river trip or use of a teaching rapid | 1. Instruction 2. River trip on grade two water 3. Instruction of white water skills 4. Debrief |

You will not be required to give a formal presentation as part of the assessment course. However you will be requested to be involved in impromptu discussions on topics covered in the syllabus ‑ for example types of equipment, ethics, history, access issues, environmental issues, training, risk management, checking equipment and the question of why people paddle.

**Other Information**

Copies of the feedback methods used on assessment, as well as the Assessment Process document have been attached to this letter.

*Please note there has been some ambiguity highlighted in the scope of this award. A clarification of the first sentence should read “For those who* ***instruct students how to be independent kayakers*** *on moving water up to and including Grade 2”. Further to this, in recent kayak assessments there has been a focus on the teaching of rolling skills. It is suggested that your preparation in this area is thorough, especially in relation to trouble shooting when the paddle is introduced.*

You should already be familiar with the Kayak 1 syllabus, this can be accessed from the website <http://www.nzoia.org.nz/qualifications/kayaking> . Feedback from past assessments strongly emphasise the value of training.

**Candidate Contacts**

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| **Name** | **Location** | E-mail | **Phone number** |
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**Fees**

The course fee for this programme is $730.

The course fee covers less than 50% of the costs to run the assessment scheme.

This includes:   
 (1) Assessors fees, and expenses of travel to the assessment venue, food and accommodation.   
 (2) Organisational and administrative costs.  
 (3) Operational costs of the Technical Sub Committee - the group responsible for monitoring,   
 developing and managing the qualification scheme.   
NZOIA absorbs over 50% of the assessment scheme costs. This is achieved through significant effort being invested by the executive committee to reduce costs and access funding from organisations such as Sport NZ and Water Safety NZ.

When a participant withdraws from a course:

* Six weeks or more before the course date, being the application closing date, NZOIA will reimburse the course fee in full or will permit the fee to be transferred to another course.
* After the closing date of the course, the fee is non-refundable. It is transferable under exceptional circumstances (e.g. bereavement, medical reasons), medical certificates/other evidence may be required.

All the best for your assessment. Should you have any queries please contact myself or the course director.

Kind Regards

**Programme and Membership Manager**

03 539 0509

admin@nzoia.org.nz