

[Date]

Dear Candidate,

Welcome to the NZOIA Rock 1 assessment course. Please read the following information carefully.   
  
**Dates, Times & Location**  
The programme will run from the evening of [Thursday 15th November until the late afternoon of Sunday the 18 November 2012]. Please meet your assessors at 7.30 pm on the [Thursday night] at the [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_].   
Directions (if necessary):

This is an introductory session to talk about the assessment and answer any questions. This time may be used to test some theoretical knowledge, but it is not a practical assessment session.

**Assessors**

The assessors for the programme are:

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

**Food and Accommodation**

You will need to organise your own accommodation. [We recommend….].

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

**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. There is a list of candidates on the last page, should you wish to try and arrange some carpooling.

**Equipment & Maps**

You will need to bring your own personal climbing gear. Between the group of assesses you will need enough gear to set up top ropes and abseils as well as harnesses, belay devices and helmets for approximately [number] students (it is suggested that you each bring enough gear to cater for 3-4 students each). You will also need the instructional gear, which would normally be carried while instructing a group in rock-climbing.

The model students on [Sunday] will be given a gear list but it is a good idea to have a few spare jerseys and the like in case their clothing is inadequate. The course will run almost regardless of the weather, so make sure you bring all that you and your clients will need to enjoy being outside in New Zealand’s range of weather.

**Model Students**

Generally students on assessments are at various skill and confidence levels. It is your job to provide a safe and educational experience for them during the client day. [Your model students are from…..]

[If a model student group has not been confirmed, and you know of a group who may be interested then please let us know].

**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.

|  |  |  |  |
| --- | --- | --- | --- |
| Thursday | Friday | Saturday | Sunday |
| Meet at 7.00pm [Turangi Holiday Park] | Assessment of personal climbing skills i.e. top rope and abseil setups and rescues. Based around [Mt Ruapehu] area | Assessment of instructional skills day with model students. Based at [Kinloch crag]. | Meet at 7.00pm [Turangi Holiday Park] |

**Presentation**

It can be difficult to assess all aspects of the syllabus over a weekend. To help ease the pressure, each one of you will need to deliver a 15 minute presentation during the assessment. It needs to be engaging, informative, accurate and demonstrate good presentation skills. It should be able to be delivered without the use of computer technology – unless you provide your own. It is important that you come prepared.

The topics are assigned as follows: [Ideas only – delete and add as required]

|  |  |
| --- | --- |
|  | How to become more involved as a climber in New Zealand |
|  | Access issues in New Zealand Rock Climbing |
|  | History of Rock Climbing in New Zealand |
|  | The inspection and care of Rock Climbing Equipment |
|  | Ideas on how to incorporate geology into a rock climbing experience |
|  | Belay techniques – pro’s & con’s/do’s and don’ts of different techniques and devices (include back-up belaying) |
|  | Ideas on how to incorporate Tangata whenua, history into a rock climbing experience |
|  | The development of traditional protection |

**Other Information**

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

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

**Candidate Contacts**

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

The course fee for this programme is $[545]. **You will be invoiced for** **any outstanding fees and it is NZOIA policy *that these are paid prior to the programme starting*.**

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