



Active Careers through
On-Job Qualifications

NZOIA Assessment Process Assessor Guide

*For those people who hold an NZOIA Level 1 – Instructor
to gain National Certificate in Outdoor Recreation
(Instruction) (Level 4-5)*



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Resources

This is based on the following NZOIA resources:

- NZOIA Bush Instructor Level 1 Scope and Syllabus
- NZOIA Bush 1 Instructor Assessment Guide
- NZOIA Rock Instructor Level 1 Scope and Syllabus
- NZOIA Rock Instructor Level 1 Assessment Guide
- NZOIA Kayak Instructor Level 1 Scope and Syllabus
- NZOIA Kayak Instructor Level 1 Assessment Guide
- NZ Outdoor Instructors Ass Core Generic Instruction Skills

This **Assessor Guide** is a reference tool for you, the assessor. It explains how to assess the trainee's performance against national standards. It includes:

- Information and instructions regarding the assessment process
- Guidelines on required evidence
- Guidelines on assessing answers to written tasks
- Guidelines for assessing on-job tasks
- Guidelines in signing off the trainee's assessment.

This RCC Assessment is only valid against version 20151013 it was benchmarked against.

Introduction

The New Zealand Outdoor Instructors Association (NZOIA) assessment collects evidence that trainees are consistently performing the following key aspects of their role to the unit standard requirements and in accordance with NZOIA's policies and procedures.

Resources in this module

The **Assessment** is for the trainee to collect evidence and/or complete tasks that are required for assessment. It contains written and on-job tasks they must be able to perform consistently to meet the requirements of the unit standards/qualification.

This **Assessor Guide** is a reference tool for you, the assessor. It explains how to assess the trainee's performance against national standards. It includes:

- Information and instructions regarding the assessment process
- Guidelines on required evidence
- Guidelines on assessing answers to written tasks
- Guidelines for assessing on-job tasks
- Guidelines in signing off the trainee's assessment.

The assessment process

The assessor's responsibility

As the assessor, you are required to communicate with the following people about this assessment.

The trainee

Communication with the trainee **MUST** include guidance on the:

- Assessment process
- Assessment requirements
- Assessment plan including assessment date(s) and/or timeframes
- Process if they are assessed as Not Yet Competent, including possible resit/re submission dates and trainee right of appeal.

The trainee's verifier

Communication with the trainee's verifier (if a verifier is used) must be carried out when the trainee begins the module. Communication **MUST** include guidance on:

- What evidence needs to be recorded
- How much evidence is required (sufficiency)
- How and where evidence is to be recorded (refer to Guidelines on next page)
- Appropriate comments on trainee performance (provide example comments if applicable).

The trainee's Learning Support Advisor or Learning and Development Advisor

Communication with the trainee's Learning Support Advisor (LSA) or Learning and Development Advisor (LDA) should include:

- How credits will be reported (Via assessor portal or send forms to LSA/LDA)
- Assessment date(s) and/or timeframes agreed on with the trainee.

Using this Assessor Guide

You are responsible for judging the evidence provided by the trainee in their completed assessment. This Assessor Guide provides you with evidence requirements and judgement statements to use as a guideline when making assessment decisions.

- **Evidence requirement:** What the assessor can expect to see, hear and/or read.
- **Judgement statement:** The minimum level of trainee performance required to achieve the unit standard.

This Assessor Guide is for assessor use only and is not to be shared with trainees.

Moderation requirements

You will be required to participate in moderation activities annually with Skills Active. You must keep a copy of every trainee's assessment and your assessment decisions, for **at least two years** as evidence for moderation.

Assessment matrix

This assessment matrix provides guidance on how the organisation's training and assessment material was matched to the unit standards, and what assessment method(s) was used to demonstrate competency against the unit standard.

Unit	Title	Level	NZOIA evidence	RCC Assessment process/method used to meet requirements of unit standard
451	Manage risk for an outdoor recreation activity	5	NZOIA Instructor Syllabus – Level 1 <ul style="list-style-type: none"> Section: Group Management and Leadership <ul style="list-style-type: none"> 12. Apply effective safety management Section: Group Management and Leadership <ul style="list-style-type: none"> 10. Plan and prepare for a multi-day tramping trip 8. Demonstrate and/or describe cultural and environmental knowledge of the bush and alpine environment Section: Instruction <ul style="list-style-type: none"> 13. Prepare and deliver teaching sessions Covered in Bush 1	<ul style="list-style-type: none"> Attestation One Copy of a risk management plan
20145	Demonstrate knowledge of theories and processes associated with instructing in the outdoors	4	NZOIA Instructor Syllabus – Level 1 <ul style="list-style-type: none"> Section: Instruction <ul style="list-style-type: none"> 13. Prepare and deliver teaching sessions Covered in Bush 1	<ul style="list-style-type: none"> Attestation One Copy of a risk management plan for a multi-night trip

Unit	Title	Level	NZOIA evidence	RCC Assessment process/method used to meet requirements of unit standard
NZOIA ALPINE 1 to NCOR Instruction (Level 4-5) Strand – Tramping				
4573	Communicate in the outdoors using two way radio	2	NZOIA Bush Instructor Level 1 Scope and Syllabus NZOIA Bush 1 Instructor Assessment Guide <ul style="list-style-type: none"> Section: Group Management and Leadership <ul style="list-style-type: none"> 12. Apply effective safety management 	<ul style="list-style-type: none"> Attestation One
430	Demonstrate bush survival skills	3	NZOIA Bush Instructor Level 1 Scope and Syllabus NZOIA Bush 1 Instructor Assessment Guide <ul style="list-style-type: none"> Section: Technical Competence <ul style="list-style-type: none"> 2. Demonstrate campcraft skills Section: Group Management and Leadership <ul style="list-style-type: none"> 12. Apply effective safety management 	<ul style="list-style-type: none"> Attestation One
431	Navigate in good visibility on land	2	NZOIA Bush Instructor Level 1 Scope and Syllabus NZOIA Bush 1 Instructor Assessment Guide <ul style="list-style-type: none"> Section: Technical Competence <ul style="list-style-type: none"> 1. Demonstrate advanced navigation and location awareness 	<ul style="list-style-type: none"> Attestation One
432	Navigate in poor visibility on land (pre-requisite 431)	4	NZOIA Bush Instructor Level 1 Scope and Syllabus NZOIA Bush 1 Instructor Assessment Guide <ul style="list-style-type: none"> Section: Technical Competence <ul style="list-style-type: none"> 1. Demonstrate advanced navigation and location awareness 	<ul style="list-style-type: none"> Attestation One

Unit	Title	Level	NZOIA evidence	RCC Assessment process/method used to meet requirements of unit standard
427	Cross rivers (at least three rivers with different characteristics must be crossed)	3	NZOIA Bush Instructor Level 1 Scope and Syllabus NZOIA Bush 1 Instructor Assessment Guide <ul style="list-style-type: none"> Section: Technical Competence <ul style="list-style-type: none"> 4. Demonstrate safe river crossing practices 	<ul style="list-style-type: none"> Attestation One
20161	Apply knowledge of weather to analyse and forecast conditions for an outdoor recreation activity	4	NZOIA Bush Instructor Level 1 Scope and Syllabus NZOIA Bush 1 Instructor Assessment Guide <ul style="list-style-type: none"> Section: The Environment <ul style="list-style-type: none"> 6. Apply weather interpretation and forecasting skills 	<ul style="list-style-type: none"> Attestation One Risk Management Plan
428	Demonstrate on-track tramping skills for multi-night tramping	3	NZOIA Bush Instructor Level 1 Scope and Syllabus NZOIA Bush 1 Instructor Assessment Guide <ul style="list-style-type: none"> Section: Group Management and Leadership <ul style="list-style-type: none"> 10. Plan and prepare for a multi-day tramping trip 11. Lead and manage a group in a bush and above the bushline environment Section: Technical Competence <ul style="list-style-type: none"> 2. Demonstrate campcraft skills Section: The Environment <ul style="list-style-type: none"> 7. Role model accepted environmental practices 8. Demonstrate and/or describe cultural and environmental knowledge of the bush and alpine environment 	<ul style="list-style-type: none"> Attestation One Attestation Two
455	Develop a personal and professional philosophy for the outdoors	4	NZOIA Bush Instructor Level 1 Scope and Syllabus NZOIA Bush 1 Instructor Assessment Guide <ul style="list-style-type: none"> Section: The Environment <ul style="list-style-type: none"> 7. Role model exemplary environmental practices 	<ul style="list-style-type: none"> Attestation One A short written assignment

Unit	Title	Level	NZOIA evidence	RCC Assessment process/method used to meet requirements of unit standard
14222	Instruct in multi-night on-track tramping	5	NZOIA Bush Instructor Level 1 Scope and Syllabus NZOIA Bush 1 Instructor Assessment Guide <ul style="list-style-type: none"> Section: Technical competence <ul style="list-style-type: none"> 1-5 Section: Group Management and Leadership <ul style="list-style-type: none"> 10-12 	<ul style="list-style-type: none"> Attestation Two
20158	Instruct in river crossing	5	NZOIA Bush Instructor Level 1 Scope and Syllabus NZOIA Bush 1 Instructor Assessment Guide <ul style="list-style-type: none"> Section: Technical Competence <ul style="list-style-type: none"> 11. Teach advanced bushcraft and navigation skills 	<ul style="list-style-type: none"> Attestation Two
20816	Demonstrate off track tramping skills for multi-night tramping	4	NZOIA Bush Instructor Level 1 Scope and Syllabus NZOIA Bush 1 Instructor Assessment Guide <ul style="list-style-type: none"> Section: Technical Competence <ul style="list-style-type: none"> Demonstrate campcraft skills above the bushline Section: The Environment <ul style="list-style-type: none"> 5. Role model exemplary environmental practices 6. Demonstrate and/or describe cultural and environmental knowledge of the bush and alpine environment 	<ul style="list-style-type: none"> Attestation One Attestation Two
9692	Deliver an oral presentation to an audience	5	NZOIA Bush Instructor Level 1 Scope and Syllabus NZOIA Bush 1 Instructor Assessment Guide <ul style="list-style-type: none"> Section: Instruction <ul style="list-style-type: none"> 10. Instruct safe, well managed and positive learning experiences for participants 	<ul style="list-style-type: none"> Attestation One Oral presentation overview

Unit	Title	Level	NZOIA evidence	RCC Assessment process/method used to meet requirements of unit standard
NZOIA ROCK 1 to NCOR Instruction (Level 4-5) Strand – Single Pitch Rock Climbing				
14216	Set up and operate client abseils at a specific site	4	NZOIA Rock Instructor Level 1 Scope and Syllabus NZOIA Rock Instructor Level 1 Assessment Guide <ul style="list-style-type: none"> Section: Technical Competence <ul style="list-style-type: none"> 4. Construct an abseil system 7. Demonstrate efficient and safe belaying technique 8. Demonstrate rock climbing and abseiling rescue skills Section: Group Management and Leadership <ul style="list-style-type: none"> 11. Plan and prepare a top rope climbing/abseiling experience 12. Lead and manage a group during a top rope climbing/abseiling session 	<ul style="list-style-type: none"> Attestation One
20149	Demonstrate lead climbing on bolted rock climbs	3	NZOIA Rock Instructor Level 1 Scope and Syllabus NZOIA Rock Instructor Level 1 Assessment Guide <ul style="list-style-type: none"> Section: Technical Competence <ul style="list-style-type: none"> 1. Demonstrate the care and correct use of rock climbing equipment 2. Construct a variety of workable, fail safe anchor systems 3. Construct a variety of workable, efficient and fail safe anchor systems 4. Construct a top rope climbing system 6. Demonstrate efficient and safe personal climbing techniques 7. Demonstrate efficient and safe belaying technique Section: Group Management and Leadership <ul style="list-style-type: none"> 13. Apply effective safety management 	<ul style="list-style-type: none"> Attestation One

Unit	Title	Level	NZOIA evidence	RCC Assessment process/method used to meet requirements of unit standard
20150	Demonstrate rock climbing on natural rock	4	NZOIA Rock Instructor Level 1 Scope and Syllabus NZOIA Rock Instructor Level 1 Assessment Guide <ul style="list-style-type: none"> Section: Technical Competence <ul style="list-style-type: none"> 1. Describe rock climbing history and ethics Section: The Environment <ul style="list-style-type: none"> 10. Demonstrate and/or describe cultural and environmental knowledge and interpretation of climbing sites Section: Group Management and Leadership <ul style="list-style-type: none"> 11. Plan and prepare for a top rope climbing/abseiling experience 	<ul style="list-style-type: none"> Attestation One
20151	Demonstrate skills with ropes, knots, anchors, and belays for rock climbing and abseiling	3	NZOIA Rock Instructor Level 1 Scope and Syllabus NZOIA Rock Instructor Level 1 Assessment Guide <ul style="list-style-type: none"> Section: Technical Competence <ul style="list-style-type: none"> 1. Describe rock climbing history and ethics 2. Demonstrate the care and correct use of rock climbing equipment 3. Construct a variety of workable, efficient and fail safe anchor systems 4. Construct a top rope climbing system 5. Construct an abseil system 	<ul style="list-style-type: none"> Attestation One
20153	Instruct in skills for lead climbing on indoor bolted rock climbs	5	NZOIA Rock Instructor Level 1 Scope and Syllabus NZOIA Rock Instructor Level 1 Assessment Guide <ul style="list-style-type: none"> Section: Instruction <ul style="list-style-type: none"> 14. Instruct the rock climbing skills required for a positive, educational and safe experience. 15. Instruct the abseiling skills required for a fun, positive and educational experience 	<ul style="list-style-type: none"> Attestation One Attestation Two A short written assignment

Unit	Title	Level	NZOIA evidence	RCC Assessment process/method used to meet requirements of unit standard
20154	Instruct in single-pitch rock climbing	5	NZOIA Rock Instructor Level 1 Scope and Syllabus NZOIA Rock Instructor Level 1 Assessment Guide <ul style="list-style-type: none"> Section: Instruction <ul style="list-style-type: none"> 14. Instruct the rock climbing skills required for a positive, educational and safe experience. 15. Instruct the abseiling skills required for a fun, positive and educational experience 	<ul style="list-style-type: none"> Attestation One Attestation Two A short written assignment
20155	Demonstrate knowledge of anchor systems and belaying for lead climbing on bolted natural rock climbs	3	NZOIA Rock Instructor Level 1 Scope and Syllabus NZOIA Rock Instructor Level 1 Assessment Guide <ul style="list-style-type: none"> Section: Technical Competence <ul style="list-style-type: none"> 1. Describe rock climbing history and ethics 3. Construct a variety of workable, efficient and fail safe anchor systems 5. Demonstrate efficient and safe personal climbing and belaying 	<ul style="list-style-type: none"> Attestation One
20157	Demonstrate the use of basic rope systems for top rope rock climbing and abseiling	2	NZOIA Rock Instructor Level 1 Scope and Syllabus NZOIA Rock Instructor Level 1 Assessment Guide <ul style="list-style-type: none"> Section: Technical Competence <ul style="list-style-type: none"> 2. Demonstrate the care and correct use of rock climbing gear and equipment 3. Construct a variety of workable, fail safe anchor systems 4. Construct an abseil system 7. Demonstrate efficient and safe belaying technique 	<ul style="list-style-type: none"> Attestation One

Unit	Title	Level	NZOIA evidence	RCC Assessment process/method used to meet requirements of unit standard
20161	Apply knowledge of weather to analyse and forecast conditions for an outdoor recreation activity	4	NZOIA Rock Instructor Level 1 Scope and Syllabus NZOIA Rock Instructor Level 1 Assessment Guide <ul style="list-style-type: none"> Section: Group Management and Leadership <ul style="list-style-type: none"> 11. Plan and prepare for a top rope climbing/abseiling experience 	<ul style="list-style-type: none"> Attestation One Copy of Risk Management plan
NZOIA KAYAK 1 to NCOR Instruction (Level 4-5) Strand – Kayaking				
476	Roll a kayak	2	NZOIA Kayak Instructor Level 1 Scope and Syllabus NZOIA Kayak Instructor Level 1 Assessment Guide <ul style="list-style-type: none"> Section : Technical Competence <ul style="list-style-type: none"> 3. Demonstrate personal kayaking skills on class 2 and class 3 whitewater 	<ul style="list-style-type: none"> Attestation One
14224	Instruct kayaking on a grade II white water	5	NZOIA Kayak Instructor Level 1 Scope and Syllabus NZOIA Kayak Instructor Level 1 Assessment Guide <ul style="list-style-type: none"> Section - Group Management and Leadership <ul style="list-style-type: none"> 7. Lead and manage a group kayaking up to and including class2 whitewater 8. Apply effective safety management 	<ul style="list-style-type: none"> Attestation One Attestation Two A copy of risk management plan
20121	Demonstrate kayaking skills on grade II white water	2	NZOIA Kayak Instructor Level 1 Scope and Syllabus NZOIA Kayak Instructor Level 1 Assessment Guide <ul style="list-style-type: none"> Section : Technical Competence <ul style="list-style-type: none"> 3. Demonstrate personal kayaking skills on class 2 and class 3 whitewater 4. Demonstrate river rescue skills 6. Demonstrate and/or describe cultural and environmental knowledge of NZ rivers 	<ul style="list-style-type: none"> Attestation One

Unit	Title	Level	NZOIA evidence	RCC Assessment process/method used to meet requirements of unit standard
20122	Demonstrate kayaking skills on grade III white water	3	NZOIA Kayak Instructor Level 1 Scope and Syllabus NZOIA Kayak Instructor Level 1 Assessment Guide <ul style="list-style-type: none"> Section : Technical Competence <ul style="list-style-type: none"> 3. Demonstrate personal kayaking skills on class 2 and class 3 whitewater 	<ul style="list-style-type: none"> Attestation One
20123	Demonstrate canoeing and kayaking river rescue skills on grade III white water	4	NZOIA Kayak Instructor Level 1 Scope and Syllabus NZOIA Kayak Instructor Level 1 Assessment Guide <ul style="list-style-type: none"> Section : Technical Competence <ul style="list-style-type: none"> 3. Demonstrate personal kayaking skills on class 2 and class 3 whitewater 4. Demonstrate river rescue skills 	<ul style="list-style-type: none"> Attestation One Attestation Two
20124	Instruct kayak roll	5	NZOIA Kayak Instructor Level 1 Scope and Syllabus NZOIA Kayak Instructor Level 1 Assessment Guide <ul style="list-style-type: none"> Section : Technical Competence <ul style="list-style-type: none"> 3. Demonstrate personal kayaking skills on class 2 and class 3 whitewater Instruction <ul style="list-style-type: none"> Section Instruction Teach a pool session 	<ul style="list-style-type: none"> Attestation One Attestation Two
20126	Demonstrate independent kayaking skills on Grade II white water	3	NZOIA Kayak Instructor Level 1 Scope and Syllabus NZOIA Kayak Instructor Level 1 Assessment Guide <ul style="list-style-type: none"> Section : Technical Competence <ul style="list-style-type: none"> 3. Demonstrate personal kayaking skills on class 2 and class 3 whitewater 4. Demonstrate river rescue skills 	<ul style="list-style-type: none"> Attestation One

Unit	Title	Level	NZOIA evidence	RCC Assessment process/method used to meet requirements of unit standard
20127	Demonstrate independent kayaking skills on grade III white water	4	NZOIA Kayak Instructor Level 1 Scope and Syllabus NZOIA Kayak Instructor Level 1 Assessment Guide <ul style="list-style-type: none"> Section : Technical Competence <ul style="list-style-type: none"> 3. Demonstrate personal kayaking skills on class 2 and class 3 whitewater 4. Demonstrate river rescue skills 	<ul style="list-style-type: none"> Attestation One
20818	Demonstrate kayaking skills on sheltered or slow moving water	1	NZOIA Kayak Instructor Level 1 Scope and Syllabus NZOIA Kayak Instructor Level 1 Assessment Guide <ul style="list-style-type: none"> Section : Technical Competence <ul style="list-style-type: none"> 2. Demonstrate the care and correct use of kayaking gear and equipment commonly used in New Zealand 3. Demonstrate personal kayaking skills on class 2 and class 3 whitewater 4. Demonstrate river rescue skills 	<ul style="list-style-type: none"> Attestation One
26237	Demonstrate kayaking knowledge and skills	3	NZOIA Kayak Instructor Level 1 Scope and Syllabus NZOIA Kayak Instructor Level 1 Assessment Guide <ul style="list-style-type: none"> Section : Technical Competence <ul style="list-style-type: none"> 1. describe the development of kayaking and discuss contemporary issues 2. Demonstrate the care and correct use of kayaking gear and equipment commonly used in New Zealand 3. Demonstrate personal kayaking skills on class 2 and class 3 whitewater 4. Demonstrate river rescue skills 	<ul style="list-style-type: none"> Attestation One

Unit	Title	Level	NZOIA evidence	RCC Assessment process/method used to meet requirements of unit standard
26239	Lead a kayaking experience in a flat or sheltered water environment for a group	4	<p>NZOIA Kayak Instructor Level 1 Scope and Syllabus NZOIA Kayak Instructor Level 1 Assessment Guide</p> <ul style="list-style-type: none"> Section : Instruction <ul style="list-style-type: none"> 11. Teach flat water kayaking skills <p>Completed Kayak Leader</p>	<ul style="list-style-type: none"> Attestation One
20161	Apply knowledge of weather to analyse and forecast conditions for an outdoor recreation activity	4	<p>NZOIA Kayak Instructor Level 1 Scope and Syllabus NZOIA Kayak Instructor Level 1 Assessment Guide</p>	<ul style="list-style-type: none"> Attestation One Attestation Two A copy of a risk management plan



Candidate's RCC Assessment documents

Note to Assessor: copy of RCC Assessment resource given to candidate





Evidence checklist for NZOIA Candidate

Instructions

You need to provide evidence of the following to gain the *National Certificate in Outdoor Recreation (Instruction) (Level 4) – Tramping*. All the evidence needs to be given to the NZOIA assessor to verify and attest to.

Tick when completed

General Requirements

Part A

The following tasks need to be completed and handed to your NZOIA assessor to mark and sign off.

1. A short written assignment

Assignment: Use your experience and technical skills in leading and instructing in a variety of activities in the outdoors to write about how you reflect on your practice. (Needs to be approximately 250-500 words)

You need to cover the following using examples from your specialist strand(s) to base your assignment on.

- What works well and what you have changed or put into practice that has improved your skills in leading or instructing.
- Statements about your own personal philosophy and how it may differ from your professional philosophy. Also look at your strengths and weakness as an instructor and leader.

2. Risk management plan

One Risk Management Plan for a multi-night trip – needs to include:

- relevant weather information and interpretation
- trip plan
- emergency plans.

3. Oral presentation overview

Complete the Oral presentation overview task and give to your assessor.

PLEASE NOTE:

This only needs to be completed once if you are seeking recognition in several strands.

Part B

Log Book detailing specific logged hours within at least the last 36 months in area of selected expertise.

See *Verification form* for details required to meet the specific strand requirements.

Attestation Form

This attestation form is signed by NZOIA assessor attesting to your experience, knowledge and skills, and your logged evidence in the Verification form.

Oral presentation overview

As part of completing your Bush or Alpine warrant you would have completed a presentation and/or lesson.

To support the presentation/lesson assessment you need to complete this form, to outline the preparation you did prior to the presentation or lesson delivery.

You need to complete the following questions:

Presentation/Lesson date:

.....

Presentation/Lesson delivery time:

.....

1. What was your topic?

.....

2. List the sources of information you used to research your topic?

.....

.....

.....

.....

3. List two key points that were part of the presentation/lesson.

1.....

2.....

4. Where was the presentation/lesson delivered?

.....

5. Who was the audience?

.....

6. Who was the assessor who observed the presentation/lesson?

.....

Course director name:

.....

Tramping Attestation form

This attestation form is to be completed by a person who is an NZOIA Skills Active registered assessor, who can attest to your experience, skills and knowledge.

To be completed by person attesting to the candidate's experience, skills and knowledge

Candidate name: _____

I _____ attest that I have known and/or worked with the above candidate within the last 12-18 months.

Please indicate relationship to the candidate _____ e.g. course director

This attestation validates the candidate has achieved the relevant NZOIA qualification and provided additional evidence thereby meeting the unit standard requirements of the unit standards that make up the *National Certificate in Outdoor Recreation (Instruction) (Level 4) – Tramping*.

I attest to the experience, skills and knowledge of the candidate in the areas outlined below.

The candidate:

- ☐ has the current NZOIA Bush 1 – Instructor qualification
- ☐ displays competent instructional skills and management of groups
- ☐ applies appropriate risk management planning and strategies when leading groups in activities in the outdoors
- ☐ has completed all sections of the Verification Form.

Attester Name: _____

Signature: _____ Date: _____

Attestation Form Two

Strand specific knowledge, skills and experience

Instructions to NZOIA candidate

To meet the outcomes of the strand specific unit standards for the *National Certificate in Outdoor Recreation (Instruction) (Level 4-5)*, you need to provide evidence to support your skills and experience against the strand specific unit standard requirements. When you have collated your logbook evidence into the table, you need to give it to your NZOIA assessor to sign off.

Important note: Any evidence provided must have been collected within the last 36 months.

SINGLE PITCH ROCK CLIMBING (ROCK 1)					
Evidence requirements					
1. Evidence of ten days rock climbing (a day being at least 4 hours) that includes the following:					
Five days lead climbing and instructing single-pitch or bolted rock climbs and abseiling in different locations	Climb 1 Location	Climb 2 Location	Climb 3 Location	Climb 4 Location	Climb 5 Location
	Date:	Date:	Date:	Date:	Date:
Five days instructing in lead climbing on bolted route (indoor or outdoor)	Climb 1 Location	Climb 2 Location	Climb 3 Location	Climb 4 Location	Climb 5 Location
	Date:	Date:	Date:	Date:	Date:
Verification of Candidate Evidence					
I verify the evidence provided by the candidate is a true and accurate reflection of their logged hours and any other evidence provided in support of their skills, knowledge and experience in rock climbing and abseiling					
Name:			Signature:		Date:

TRAMPING (BUSH 1)

Evidence requirements

1. Evidence they have completed **at least two multi day trips** (at least three days and two nights) with **two** different groups, **two** different locations and with a mix of camping and huts for each of the following

Off track	Trip 1	Trip 2
	Date:	Date:
	Camping <input type="checkbox"/> Hut <input type="checkbox"/>	Camping <input type="checkbox"/> Hut <input type="checkbox"/>
On track	Trip 1	Trip 2
	Date:	Date:
	Camping <input type="checkbox"/> Hut <input type="checkbox"/>	Camping <input type="checkbox"/> Hut <input type="checkbox"/>

2. Evidence of **at least eight instruction sessions** (can be within the multi-day trips) that include:

Three sessions instructing river crossing	Location River 1	Location River 2	Location River 3
	Date:	Date:	Date:
Five sessions instructing in tramping and bush skills	Need to ensure you cover the following: bush survival skills, navigation, tramping skills, and weather interpretation.		
	Skill instructed	Skill instructed	Skill instructed
	Date:	Date:	Date:

Verification of Candidate Evidence

I verify the evidence provided by the candidate is a true and accurate reflection of their logged hours and any other evidence provided in support of their skills and experience in tramping

Name:

Signature:

Date:



Assessor Guide



Oral presentation overview

As part of completing your Bush or Alpine warrant you would have completed a presentation and/or lesson.

To support the presentation/lesson assessment you need to complete this form, to outline the preparation you did prior to the presentation or lesson delivery.

You need to complete the following questions:

Presentation/Lesson date:

.....

Presentation/Lesson delivery time:

.....

1. What was your topic?

.....

2. List the sources of information you used to research your topic?

.....

.....

.....

3. List two key points that were part of the presentation/lesson.

1.....

2.....

4. Where was the presentation/lesson delivered?

.....

5. Who was the audience?

.....

6. Who was the assessor who observed the presentation/lesson?

.....

Course director name:

.....

Tramping Attestation form

This attestation form is to be completed by a person who is an NZOIA Skills Active registered assessor, who can attest to your experience, skills and knowledge.

To be completed by person attesting to the candidate's experience, skills and knowledge

Candidate name: _____

I _____ attest that I have known and/or worked with the above candidate within the last 12-18 months.

Please indicate relationship to the candidate _____ e.g. course director

This attestation validates the candidate has achieved the relevant NZOIA qualification and provided additional evidence thereby meeting the unit standard requirements of the unit standards that make up the *National Certificate in Outdoor Recreation (Instruction) (Level 4) – Tramping*.

I attest to the experience, skills and knowledge of the candidate in the areas outlined below.

The candidate:

- ☐ has the current NZOIA Bush 1 – Instructor qualification
- ☐ displays competent instructional skills and management of groups
- ☐ applies appropriate risk management planning and strategies when leading groups in activities in the outdoors
- ☐ has completed all sections of the Verification Form.

Attester Name: _____

Signature: _____ Date: _____

Evidence requirements	Judgement statement
<p>The candidate has produced the following:</p> <ul style="list-style-type: none"> • Current NZOIA qualification • The short written assignment • Oral presentation overview • Risk management plan • Completed Verification Form. 	<p>The short written assignment must have covered the following:</p> <ul style="list-style-type: none"> • What works well and what have you changed of or put into practice in their instruction of outdoor skills • Statements about their personal philosophy. <p>Oral presentation overview Refer to comments on oral presentation overview page.</p> <p>Risk management plan The risk management plan must be for a multi -day trip of at least three days.</p>

Attestation Form Two

Strand specific knowledge, skills and experience

Instructions to NZOIA candidate

To meet the outcomes of the strand specific unit standards for the *National Certificate in Outdoor Recreation (Instruction) (Level 4-5)*, you need to provide evidence to support your skills and experience against the strand specific unit standard requirements. When you have collated your logbook evidence into the table, you need to give it to your NZOIA assessor to sign off.

Important note: Any evidence provided must have been collected within the last 36 months.

SINGLE PITCH ROCK CLIMBING (ROCK 1)					
Evidence requirements					
1. Evidence of ten days rock climbing (a day being at least 4 hours) that includes the following:					
Five days lead climbing and instructing single-pitch or bolted rock climbs and abseiling in different locations	Climb 1 Location	Climb 2 Location	Climb 3 Location	Climb 4 Location	Climb 5 Location
	Date:	Date:	Date:	Date:	Date:
Five days instructing in lead climbing on bolted route (indoor or outdoor)	Climb 1 Location	Climb 2 Location	Climb 3 Location	Climb 4 Location	Climb 5 Location
	Date:	Date:	Date:	Date:	Date:
Verification of Candidate Evidence I verify the evidence provided by the candidate is a true and accurate reflection of their logged hours and any other evidence provided in support of their skills, knowledge and experience in rock climbing and abseiling					
Name:			Signature: Date:		
Evidence requirements			Judgement statement		
The candidate has provided dates and locations for each climb required.			The candidate needs to provide evidence for the five days lead climbing and the five days instructing in lead climbing.		

TRAMPING (BUSH 1)										
Evidence requirements										
1. Evidence they have completed at least two multi day trips (at least three days and two nights) with two different groups, two different locations and with a mix of camping and huts for each of the following										
Off track	Trip 1	Trip 2								
	Date:	Date:								
	Camping <input type="checkbox"/> Hut <input type="checkbox"/>	Camping <input type="checkbox"/> Hut <input type="checkbox"/>								
On track	Trip 1	Trip 2								
	Date:	Date:								
	Camping <input type="checkbox"/> Hut <input type="checkbox"/>	Camping <input type="checkbox"/> Hut <input type="checkbox"/>								
2. Evidence of at least eight instruction sessions (can be within the multi-day trips) that include:										
Three sessions instructing river crossing	Location River 1		Location River 2		Location River 3					
	Date:	Date:	Date:	Date:	Date:	Date:				
Five sessions instructing in tramping and bush skills	Need to ensure you cover the following: bush survival skills, navigation, tramping skills, and weather interpretation.									
	Skill instructed	Skill instructed	Skill instructed	Skill instructed	Skill instructed	Skill instructed	Skill instructed	Skill instructed	Skill instructed	
	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	
Verification of Candidate Evidence										
I verify the evidence provided by the candidate is a true and accurate reflection of their logged hours and any other evidence provided in support of their skills and experience in tramping										
Name:					Signature:					Date:
Evidence requirements										
The candidate has provided dates and locations for each tramp and instructional skills sessions with dates.					Judgement statement The candidate needs to provide evidence for all sections on the attestation form that includes: <ul style="list-style-type: none"> • Off track and on track multi day trips • Evidence of at least eight instruction sessions 					



Moderation requirements checklist

The Assessor must submit the following for moderation if requested by Skills Active for a candidate/trainee:

Requirements	Tick
Evidence collected for their NZOIA qualification should include: (if relevant to strand chosen) <ul style="list-style-type: none">• Additional material sent E.g. Weather assessment, Bush 1 Quiz• NZOIA Instructor Level 1 Scope and Syllabus• NZOIA Instructor Level 1 Assessment Guide• Candidate Assessment report	
Additional evidence collected for the NZOIA Assessment Process <ul style="list-style-type: none">• Short Written Assignment• Oral presentation overview• Attestation One• Attestation Two	