



Active Careers through
On-Job Qualifications

NZOIA Assessment Process – Tramping

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





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 1 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 Verification form 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) – Tramping*, 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 and any other evidence required, you need to give it to your NZOIA Skills Active assessor to verify and sign off.**

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

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	<table border="1"> <tr> <td>Trip 1 Date: Camping <input type="checkbox"/> Hut <input type="checkbox"/></td> <td>Trip 2 Date: Camping <input type="checkbox"/> Hut <input type="checkbox"/></td> </tr> </table>	Trip 1 Date: Camping <input type="checkbox"/> Hut <input type="checkbox"/>	Trip 2 Date: Camping <input type="checkbox"/> Hut <input type="checkbox"/>	
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Trip 1 Date: Camping <input type="checkbox"/> Hut <input type="checkbox"/>	Trip 2 Date: 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	<table border="1"> <tr> <td>Location River 1 Date:</td> <td>Location River 2 Date:</td> <td>Location River 3 Date:</td> </tr> </table>	Location River 1 Date:	Location River 2 Date:	Location River 3 Date:
Location River 1 Date:	Location River 2 Date:	Location River 3 Date:		
Five sessions instructing in tramping and bush skills	<p>Need to ensure you cover the following: bush survival skills, navigation, tramping skills, and weather interpretation.</p> <table border="1"> <tr> <td>Skill instructed Date:</td> <td>Skill instructed Date:</td> <td>Skill instructed Date:</td> </tr> </table>	Skill instructed Date:	Skill instructed Date:	Skill instructed Date:
Skill instructed Date:	Skill instructed Date:	Skill instructed Date:		
Verification of Candidate Evidence				
I verify the evidence provided by the candidate is a true and accurate reflection of their logged hours and other evidence (short written assignment, risk management plan and oral presentation overview) provided in support of their skills and experience in tramping.				
Name:	Signature: _____ Date: _____			





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: _____

Credit reporting form

Trainee information	
Full name	
Workplace	
Date of birth	
NZQA number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Assessment information				
Module	NZOIA – Outdoor Instructor RCC Assessment Process – Tramping			
Qualification	National Certificate in Outdoor Recreation (Instruction) (Level 4) – Tramping			
Unit	Name	Level	Credit	Result
Core				
451	Manage risk for an outdoor recreation activity (v7)	5	4	
20145	Demonstrate knowledge of theories and processes associated with instructing in the outdoors (v3)	4	4	
427	Cross rivers (v7)	3	2	
428	Demonstrate on-track tramping skills for multi-night tramping (v7)	3	14	
430	Demonstrate bush survival skills (v7)	3	3	
431	Navigate in good visibility on land (v6)	2	3	
432	Navigate in poor visibility on land (v7)	4	5	
455	Develop a personal and professional philosophy for the outdoors (v6)	4	1	
4573	Communicate in the outdoors using two-way radio (v6)	2	1	
9692	Deliver an oral presentation to an audience (v5)	5	4	
14222	Instruct in multi-night on-track tramping (v3)	5	7	
20158	Instruct in river crossing (v1)	5	3	
20161	Apply knowledge of weather to analyse and forecast conditions for an outdoor recreation activity (v3)	4	3	
20816	Demonstrate off track tramping skills for multi-night tramping (v2)	4	16	

Assessor information	
Print full name	
Signature	
Date	
Office use only: Credits entered on/...../..... by:	

Complete the credit reporting form and send it along with the completed NZOIA Assessment Process booklet to:
 NZOIA Administration, PO Box 1620, Nelson 7040.