



Active Careers through  
On-Job Qualifications

## NZOIA Assessment Process – Sea Kayaking

*For those people who hold an NZOIA Sea Kayak Leader  
qualification to gain National Certificate in Outdoor Recreation  
(Leadership) (Level 3) – Sea Kayaking*





# Evidence checklist for NZOIA Candidate

## Instructions

You need to provide evidence of the following to gain the *National Certificate in Outdoor Recreation (Leadership) (Level 3) – Sea Kayaking*. All the evidence needs to be given to the assessor to verify and attest to.

Trainee to tick when completed

### Requisite requirements

To be awarded the *National Certificate in Outdoor Recreation (Leadership) (Level 3) – Sea Kayaking* you need to hold the current First Aid unit standards (achieved in the last two years) and US 424. The relevant unit standards are identified below:

- US 6400, 6401 and 6402 or US 26551 and 26552
- US 424 *Assess and manage an emergency care situation during an outdoor recreation activity*

**Please note:** If struggling to find evidence for the first aid unit standards and US 424 contact a Skills Active LSA on phone 0508 4 SKILLS (0508 475 4557).

### General requirements

This needs to be handed to your assessor to review.

#### A short written assignment

Assignment: In your leadership role use your experience and technical skills in leading activities in the outdoors to write about how you reflect on your practice. (Needs to be approximately 200-400 words).

You need to cover the following using examples from your specialist strand (e.g. Rock) to base your assignment on:

- What works well and what you have changed or put into practice that has improved your skills in leading
- Evidence of feedback received from participants or instructor
- What are the key communication skills required to effectively communicate as an outdoor leader.
- As a leader of a group that includes people with impairments or disabilities, how would you ensure their experience enables them to fully participate and feel valued.

#### PLEASE NOTE:

This only needs to be completed **once** if seeking recognition in several strands

### Attestation Form

This attestation form is signed by a course director attesting to your experience, knowledge and skills in area of selected expertise

### Strand specific - Sea Kayak (only)

#### Sea Kayak Assignment

To gain the National Certificate with the Sea Kayaking strand, you must complete the additional assignment provided in this booklet.

# Sea Kayaking 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 core compulsory and the strand specific unit standards that make up the *National Certificate in Outdoor Recreation (Leadership) (Level 3) – Sea Kayaking*.

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

The candidate:

- has the current NZOIA Sea Kayak qualification
- has completed the short written assignment and provided appropriate answers
- displays competent management of groups and effective communication skills when leading outdoor activities
- has successfully met the requirements of the additional sea kayak assessment.

Attester Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Workplace: \_\_\_\_\_ Date: \_\_\_\_\_



# Sea Kayaking

Additional Assessment





# Sea Kayaking

## Observation form

### Trainee instructions

- Your assessor/verifier will observe your technical rescue skills in open water and you guiding clients through a sea kayaking tourism activity.
- You will be assessed on how you apply skills and techniques to maximise client comfort and enjoyment, food preparation and serving, how you inform clients of the natural environment and maintain client safety during the activity.
- You must have an activity plan and risk management available for the assessor/verifier to use when they observe you guiding a group. (The plan doesn't necessarily need to be developed by you, it could be one developed by your workplace).

### Assessor/verifier instructions

- Observe the trainee demonstrate rescue skills in open water and guiding a client group in an adventure tourism activity.
- The technical rescue skills must be demonstrated in open water under the following conditions. Minimum environmental conditions should not be less than: surf of 0.5 metres, swell of 1 metre, current of three knots, wind of 15 knots. Maximum conditions should not exceed: winds up to 30 knots, surf up to 1.5 metres, waves or swell up to 1.5 metres, current up to four knots.
- Provide comments that are specific to tasks.
- All activities and processes carried out by the trainee must be in accordance with workplace requirements.

### Part A: Technical rescue skills in open water (Open water is water exposed to ocean seas or considerable fetch from at least one direction)

Skills/tasks to be demonstrated	Assessor or verifier comments
<p>The trainee is required to:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Competently swim 50 metres wearing all sea kayaking gear and carrying a paddle in 2 mins or less.</li> <li><input type="checkbox"/> Successfully rolls kayak in surf between waves in open water.</li> </ul>	<p>Assessor/verifier: (Specific to the descriptions opposite and include examples of the trainee's performance)</p>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Tow a sea kayak using a long distance towing system in open water.</li> <li><input type="checkbox"/> Capsize whilst long towing, release, and roll up.</li> </ul>	<p>Assessor/verifier: (Specific to the descriptions opposite and include examples of the trainee's performance)</p>



# Sea Kayaking

## Observation form

**Part A: Technical rescue skills in open water (Open water is water exposed to ocean seas or considerable fetch from at least one direction)**

Skills/tasks to be demonstrated	Assessor or verifier comments
<p>The trainee is required to:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Rescue an able bodied kayaker who has capsized from a single sea kayak.</li> <li><input type="checkbox"/> Rescue two people in double kayak, assistance given to one swimmer.</li> <li><input type="checkbox"/> Help one of the kayakers, who is weak, cold or injured, back into their sea kayak using a stirrup or similar.</li> </ul>	<p>Assessor/verifier: (Specific to the descriptions opposite and include examples of the trainee's performance)</p>

**Part B: Guiding clients through a sea kayaking tourism activity**

<p>The trainee:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Has an activity plan for a small group they will be responsible for and manage in an adventure tourism activity. The plan must include the following:                             <ul style="list-style-type: none"> <li><input type="checkbox"/> a safety briefing</li> <li><input type="checkbox"/> information around natural environment (history, flora, and fauna)</li> <li><input type="checkbox"/> a risk management and emergency plan is available.</li> </ul> </li> </ul>	<p>Assessor/verifier: (Specific to the descriptions opposite and include examples of the trainee's performance)</p>
<p>The trainee uses the plan to guide a group sea kayaking adventure tourism activity. This includes:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> preparing for the activity</li> <li><input type="checkbox"/> preparing and briefing the group.</li> </ul>	<p>Assessor/verifier: (Specific to the descriptions opposite and include examples of the trainee's performance)</p>



# Sea Kayaking

## Observation form

### Part B: Guiding clients through a sea kayaking tourism activity

<b>Skills/tasks to be demonstrated</b>	<b>Assessor or verifier comments</b>
<p>Guiding the clients in the adventure tourism activity</p> <p>The trainee:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Guides the sea kayaking activity according to plan.</li> <li><input type="checkbox"/> Uses appropriate skills and techniques to ensure client comfort and enjoyment.</li> <li><input type="checkbox"/> Informs clients about the features of the natural environment, this may include the history, flora and fauna.</li> <li><input type="checkbox"/> Prepares and serves food to clients ensuring hygiene practices are covered along with any health and safety requirements.</li> <li><input type="checkbox"/> Clears away and stores food and equipment when everyone is finished.</li> </ul>	<p>Assessor/verifier: <i>(Specific to the descriptions opposite and include examples of the trainee's performance)</i></p>
<p>Maintaining client safety</p> <p>The trainee:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Manages risk and meets applicable safety requirements.</li> <li><input type="checkbox"/> Factors affecting client safety are monitored and dealt with is required. Factors may include: client competency, refreshments, weather, pace and level of activity and group leadership.</li> </ul>	<p>Assessor/verifier: <i>(Specific to the descriptions opposite and include examples of the trainee's performance)</i></p>



# Sea Kayaking

## Observation form

### Part B: Guiding clients through a sea kayaking tourism activity

Skills/tasks to be demonstrated	Assessor or verifier comments
<p>End of the sea kayaking adventure tourism activity</p> <p>The trainee:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Gets feedback on the activity from the group.</li> <li><input type="checkbox"/> Gets feedback from the assessor/supervisor/other participants.</li> <li><input type="checkbox"/> Completes any necessary post activity documentation required by the workplace after any adventure tourism activity.</li> </ul>	<p>Assessor/verifier: <i>(Specific to the descriptions opposite and include examples of the trainee's performance)</i></p>
<p>Verifier name: _____ Date: __/__/__</p> <p>Verifier signature: _____ Phone number: _____</p>	
<p><b>Assessor sign-off</b></p> <p>Assessor name: _____ Date: __/__/__</p> <p>Assessor signature: _____</p>	



# 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"/>

Assessment information				
Module	NZOIA – Outdoor Leader RCC Assessment Process – Sea Kayaking			
Qualification	National Certificate in Outdoor Recreation (Leadership) (Level 3) – Sea Kayaking			
Unit	Name	Level	Credit	Result
20143	Demonstrate knowledge of leadership for outdoor recreation (v3)	4	7	
20146	Apply concepts of basic risk management as an outdoor recreation leader (v3)	3	5	
20159	Gather and apply weather information to an outdoor recreation activity (v2)	2	2	
26391	Lead an outdoor recreation activity (v1)	3	4	
12407	Guide clients through an adventure tourism activity of less than a day (v5)	4	10	
19429	Demonstrate rescue procedures for sea kayaking in close proximity to landing sites (v2)	4	10	
19432	Demonstrate sea kayaking skills on open water (v2)	4	8	
19433	Demonstrate rescue procedures for sea kayaking on open water (v2)	5	10	

Assessor information	
Print full name	
Signature	
Date	
<b>Office use only:</b> 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.