



Active Careers through
On-Job Qualifications

NZOIA Assessment Process Assessor Guide

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



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Resources

This is based on the following NZOIA resources:

- NZOIA Leader Qualifications CORE KNOWLEDGE WORKBOOK
- Abseiling Leader – Assessment Guide
- Abseiling Leader – Scope and Syllabus
- NZOIA Leader Qualifications ABSEILING LEADER WORKBOOK
- Bush walking Leader – Assessment Guide
- Bush walking Leader – Scope and Syllabus
- NZOIA Leader Qualifications BUSH WALKING LEADER WORKBOOK
- Kayak Leader – Assessment Guide
- Kayak Leader – Scope and Syllabus
- NZOIA Leader Qualifications KAYAK LEADER WORKBOOK
- Sea Kayaking Leader – Assessment Guide
- Sea Kayaking Leader – Scope and Syllabus
- NZOIA Leader Qualifications SEA KAYAK LEADER WORKBOOK
- Rock Leader – Assessment Guide
- Rock Leader – Scope and Syllabus
- NZOIA Leader Qualifications ROCK CLIMBING LEADER WORKBOOK

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 20151015 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
20143	Demonstrate knowledge of leadership for outdoor recreation	4	<ul style="list-style-type: none"> NZOIA Leader Qualifications CORE KNOWLEDGE WORKBOOK Group Management Pg. 11-14 Q. 9-13 Abseiling Leader – Assessment Guide Section 8 – Lead and manage a group for an introductory abseiling session Bush walking Leader – Assessment Guide Section 8 – Lead and manage a group for an introductory abseiling session Kayak Leader – Assessment Guide Section 7 – Lead and manage a group for an introductory abseiling session Sea Kayaking Leader – Assessment Guide Section 7 – Lead and manage a group for an introductory abseiling session Rock Leader – Assessment Guide Section 9 – Lead and manage a group for an introductory abseiling session 	<ul style="list-style-type: none"> Attestation One Copy of a risk management plan

Unit	Title	Level	NZOIA evidence	RCC Assessment process/method used to meet requirements of unit standard
20143	Demonstrate knowledge of leadership for outdoor recreation	4	<ul style="list-style-type: none"> All strands (bush-walking, abseiling, rock, kayaking, sea kayaking) <ul style="list-style-type: none"> Section: The Environment 7. Demonstrate cultural and environmental knowledge and interpretation of areas visited. 8. Understand and role model accepted environmental practices 	<ul style="list-style-type: none"> Attestation One Copy of a risk management plan Short written assignment
20146	Apply concepts of basic risk management	3	<ul style="list-style-type: none"> NZOIA Leader Qualifications CORE KNOWLEDGE WORKBOOK <ul style="list-style-type: none"> Pg. 7-10, Q1 - 9 Abseiling Leader – Assessment Guide <ul style="list-style-type: none"> Section 9 - Demonstrate effective safety management NZOIA Leader Qualifications ABSEILING LEADER WORKBOOK <ul style="list-style-type: none"> Page 11-15 Safety Management and Activity Plan Bush walking Leader – Assessment Guide <ul style="list-style-type: none"> Section 9 - Demonstrate effective safety management NZOIA Leader Qualifications BUSH WALKING LEADER WORKBOOK <ul style="list-style-type: none"> Page 13-16 Safety Management and Activity Plan Kayak Leader – Assessment Guide <ul style="list-style-type: none"> Section 8 - Demonstrate effective safety management NZOIA Leader Qualifications KAYAK LEADER WORKBOOK <ul style="list-style-type: none"> Page 10-13 Safety Management and Activity Plan 	<ul style="list-style-type: none"> Attestation One

Unit	Title	Level	NZOIA evidence	RCC Assessment process/method used to meet requirements of unit standard
20146	Apply concepts of basic risk management	3	<ul style="list-style-type: none"> • NZOIA Leader Qualifications SEA KAYAK LEADER WORKBOOK <ul style="list-style-type: none"> • Page 12-16 Safety Management and Activity Plan • Rock Leader – Assessment Guide • Section 10 - Demonstrate effective safety management • NZOIA Leader Qualifications ROCK CLIMBING LEADER WORKBOOK <ul style="list-style-type: none"> • Page 11-15 Safety Management and Activity Plan 	
20159	Gather and apply weather information to an outdoor recreation activity	3	<ul style="list-style-type: none"> • Abseiling Leader – Assessment Guide <ul style="list-style-type: none"> • Section 5 – Obtain a weather forecast and apply weather interpretation • Bush walking Leader – Assessment Guide <ul style="list-style-type: none"> • Section 5 – Obtain a weather forecast and apply weather interpretation • Kayak Leader – Assessment Guide <ul style="list-style-type: none"> • Section 4 – Obtain a weather forecast and apply weather interpretation • Sea Kayaking Leader – Assessment Guide <ul style="list-style-type: none"> • Section 4 – Obtain a weather forecast and apply weather interpretation • Rock Leader – Assessment Guide <ul style="list-style-type: none"> • Section 6 – Obtain a weather forecast and apply weather interpretation 	<ul style="list-style-type: none"> • Attestation One

Unit	Title	Level	NZOIA evidence	RCC Assessment process/method used to meet requirements of unit standard
26391	Lead an outdoor recreation activity for a group	3	<p>The different strands all have an assessment part for planning an activity:</p> <ul style="list-style-type: none"> • Example: NZOIA Bush Walking Leader Section: Instruction • 11. Plan and prepare an introductory bush walking experience • 12. Instruct a group in the bush walking skills required for a positive introductory experience • NZOIA Bush Walking Leader Section: Group Management and Leadership • Lead and manage a group walking on tracks 	<ul style="list-style-type: none"> • Attestation One • Short Written assignment
424	Assess and manage an emergency carte situation during an outdoor recreation activity	3	<ul style="list-style-type: none"> • NZOIA Bush Walking Leader Section: Technical • 5. Demonstrate emergency skills • Section: Group Management and Leadership • 10. Demonstrate effective safety management <p>Candidates have First Aid Certificate</p>	<ul style="list-style-type: none"> • Evidence of achievement of unit standard
6400 - 6402 Or 26552 - 26551				<ul style="list-style-type: none"> • Evidence of achievement of unit standard

Unit	Title	Level	NZOIA evidence	RCC Assessment process/method used to meet requirements of unit standard
NZOIA ABSEIL LEADER to NCOR Leadership (Level 3) Strand – Abseiling				
26243	Demonstrate abseiling knowledge and skills	3	<ul style="list-style-type: none"> • Abseiling Leader – Assessment Guide • Abseiling Leader – Scope and Syllabus • Section 1 – Technical Competence • Section 3 – Demonstrate efficient and safe abseiling technique • Section 4 – Demonstrate abseil rescue skills • Section 2 – Construct an abseil system suitable for use with participants • NZOIA Leader Qualifications ABSEILING LEADER WORKBOOK 	<ul style="list-style-type: none"> • Attestation One
26245	Lead an abseil experience for a group	3	<ul style="list-style-type: none"> • Abseiling Leader – Assessment Guide • Abseiling Leader – Scope and Syllabus • Section 2 – Construct an abseil system suitable for use with participants • Section 10 – Plan and prepare an introductory abseiling experience • Section 7 – Understand and role model accepted environmental practices • Section 5 – Obtain weather forecast and apply weather interpretation skills • Section 9 – Demonstrate 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
26245	Lead an abseil experience for a group	3	<ul style="list-style-type: none"> Group Management and Leadership Section 11 – Instruct a group in the abseiling skills required for a positive introductory experience Section 8 – Lead and manage a group for an introductory abseiling session 	<ul style="list-style-type: none"> Attestation One
NZOIA KAYAK 1 to NCOR Leadership (Level 3)				
Strand – Kayaking				
26237	Demonstrate kayaking knowledge and skills	3	<ul style="list-style-type: none"> NZOIA Leader Qualifications KAYAK LEADER WORKBOOK Kayak Leader – Assessment Guide Kayak Leader – Scope and Syllabus Section 1 – Technical Competence Section 2 – Demonstrate effective personal paddling skills on flat or slow moving water Section 3 – Demonstrate effective rescue skills on flat or slow moving water 	<ul style="list-style-type: none"> Attestation One
26239	Lead a kayaking experience in a flat or sheltered water environment for a group	3	<ul style="list-style-type: none"> NZOIA Leader Qualifications KAYAK LEADER WORKBOOK Kayak Leader – Assessment Guide Kayak Leader – Scope and Syllabus Section 9 – Plan and prepare an introductory kayak experience Section 7 – Lead and manage a group kayaking on flat or slow moving water 	

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	3	<ul style="list-style-type: none"> Section 6 – Understand and role model accepted environmental practices Section 4 – Obtain a weather forecast and apply weather interpretation skills Section 8 – Demonstrate effective safety management Section 10 – Instruct a group in the kayaking skills required for a positive introductory experience 	
NZOIA KAYAK 1 to NCOR Leadership (Level 3) Strand – Sea Kayaking				
19429	Demonstrate rescue procedures for sea kayaking in close proximity to landing sites	4	<ul style="list-style-type: none"> NZOIA Leader Qualifications SEA KAYAK LEADER WORKBOOK Sea Kayaking Leader – Assessment Guide Sea kayaking Leader – Scope and Syllabus Section 3 – Demonstrate effective rescue techniques and management on flat or sheltered water 	<ul style="list-style-type: none"> Attestation One Additional Sea Kayak assessment
19432	Demonstrate sea kayaking skills in open water	4	<ul style="list-style-type: none"> NZOIA Leader Qualifications SEA KAYAK LEADER WORKBOOK Sea Kayaking Leader – Assessment Guide Sea kayaking Leader – Scope and Syllabus Section 1. – Demonstrate knowledge, care and appropriate use of sea kayaking gear and equipment Section 10 – Instruct a group in the sea kayaking skills required for a positive introductory experience 	<ul style="list-style-type: none"> Attestation One Additional Sea Kayak assessment

Unit	Title	Level	NZOIA evidence	RCC Assessment process/method used to meet requirements of unit standard
12407	Guide clients through an adventure tourism activity of less than a day	4	<ul style="list-style-type: none"> NZOIA Leader Qualifications SEA KAYAK LEADER WORKBOOK Sea Kayaking Leader – Assessment Guide Sea kayaking Leader – Scope and Syllabus Section 5 – Demonstrate cultural and environmental knowledge and interpretation of areas visited. Section 7 – Lead and manage a group sea kayaking on flat or sheltered water Section 6 – Understand and role model accepted environmental practices Section 8 – Demonstrate effective safety management 	<ul style="list-style-type: none"> Attestation One Additional Sea Kayak assessment
19433	Demonstrate rescue procedures for sea kayaking on open water	5	<ul style="list-style-type: none"> Sea Kayaking Leader – Assessment Guide Sea kayaking Leader – Scope and Syllabus Section 3 – Demonstrate effective rescue techniques and management on flat or sheltered water 	<ul style="list-style-type: none"> Attestation One Additional Sea Kayak assessment

Unit	Title	Level	NZOIA evidence	RCC Assessment process/method used to meet requirements of unit standard
NZOIA BUSH 1 to NCOR Leadership (Level 3) Strand – Bush walking				
26249	Demonstrate bush-walking knowledge and skills	3	<ul style="list-style-type: none"> • NZOIA Leader Qualifications BUSH WALKING LEADER WORKBOOK • Section: Technical <ul style="list-style-type: none"> • Demonstrate knowledge, care and appropriate use of gear and equipment commonly used in New Zealand for bush walking • Demonstrate bush walking skills • Demonstrate navigation skills on tracks • Demonstrate emergency skills • Demonstrate practices around rivers and waterways 	<ul style="list-style-type: none"> • Attestation One
26251	Lead a bush-walking experience for a group	3	<ul style="list-style-type: none"> • NZOIA Leader Qualifications BUSH WALKING LEADER WORKBOOK • NZOIA Bush Walking Leader • Section: Instruction <ul style="list-style-type: none"> • 11. Plan and prepare an introductory bush walking experience • 12. Instruct a group in the bush walking skills required for a positive introductory experience • NZOIA Bush Walking Leader • Section: Group Management and Leadership <ul style="list-style-type: none"> • Lead and manage a group walking on tracks 	



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 (Leadership) (Level 3) – Bush Walking*. 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) – Bush Walking* 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 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

Bush Walking 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) – Bush Walking*.

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

The candidate:

- has the current NZOIA Bush Leader qualification
- has completed the short written assignment and provided appropriate answers

displays competent management of groups and effective communication skills when leading outdoor activities.

Attester Name: _____

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



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"> <input type="checkbox"/> Rescue an able bodied kayaker who has capsized from a single sea kayak <input type="checkbox"/> Rescue two people in double kayak, assistance given to one swimmer <input type="checkbox"/> Help one of the kayakers, who is weak, cold or injured, back into their sea kayak using a stirrup or similar 	<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"> <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"> <input type="checkbox"/> A safety briefing <input type="checkbox"/> Information around natural environment (history, flora, and fauna) <input type="checkbox"/> A risk management and emergency plan is available 	<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"> <input type="checkbox"/> Preparing for the activity <input type="checkbox"/> Preparing and briefing the group 	<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

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

<i>Skills/tasks to be demonstrated</i>	<i>Assessor or verifier comments</i>
<p>End of the sea kayaking adventure tourism activity</p> <p>The trainee:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Gets feedback on the activity from the group <input type="checkbox"/> Gets feedback from the assessor/supervisor/other participants <input type="checkbox"/> Completes any necessary post activity documentation required by the workplace after any adventure tourism activity 	<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>Assessor sign-off</p> <p>Assessor name: _____ Date: __/__/__</p> <p>Assessor signature: _____</p>	



Assessor Guide



Bush Walking 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) – Bush Walking*.

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

The candidate:

- has the current NZOIA Bush Leader qualification
- has completed the short written assignment and provided appropriate answers

displays competent management of groups and effective communication skills when leading outdoor activities.

Attester Name: _____

Signature: _____ Date: _____

Evidence requirements	Judgement statements
<ul style="list-style-type: none"> • Appropriate NZOIA qualification sighted • Short written assignment has covered: <ul style="list-style-type: none"> • what works well • what have you put in practice • evidence of feedback • key communication skills required in the outdoors • inclusiveness practices • Section 2 and 3 completed 	<p>All items in Sections One, Two and Three have been ticked and the attestor has completed all other relevant sections</p>



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">• NZOIA Leader Scope and Syllabus• NZOIA Leader Assessment Guide• Candidate Assessment report	
Additional evidence collected for the NZOIA Assessment Process <ul style="list-style-type: none">• Short Written Assignment• Attestation One	