

[Date]

Dear Candidate,

Welcome to the NZOIA Bush Walking Leader assessment course. Please read the following information carefully.   
  
**Dates, Times & Location**  
The programme will run over two days - [Saturday 31th March – 1st April]. Please meet your assessors at 8.30 am on the [Saturday] at the [CMC Kennedy Hut at Arthur’s Pass].   
Directions (if necessary): [The hut is at the end of Brake Hill in AP village, turn right just after the motels and then right again. It is the last building on the right. The CMC Hut is at GR 828/443 on the NZTopo50 BV20, Otira].

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 |
| Name  Phone  Email | e.g John Entwisle  021 149 7824  johnkate@clear.net.nz |  |

**Food and Accommodation**

*\*Depending on where the assessment is will determine whether accommodation is arranged. For example, for an assessment run in the Waitakere ranges which has few huts, candidates will need to arrange their own accommodation. For a more isolated assessment, a hut may be chosen and accommodation will be booked for the candidates. Candidates are expected to pay hut fees.*

Accommodation for the night has been arranged for you. You will need to [pay your hut fees to NZOIA prior to the assessment. It costs $ per night] or [pay the lodge directly upon arrival].

OR

[Accommodation and] 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 all the tramping gear you would normally use. T The course will run almost regardless of the weather. 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. Please include a personal 1st aid kit and a compass.

The maps you will need are the [NZTopo50 BV20 Otira, for the personal days and the NZTopo50 BW21 Springfield for the model student day (meeting at GR 968/215)]. Please bring these with you.

**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.  
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**

There will be an impromptu presentation component during the assessment on any subject contained within the syllabus. During the model student day you will need to be prepared to give instruction to a group of students on a topic *relevant to the day*. For example, map reading skills, route finding, weather, environmental care. Instruction time will be approximately 20 minutes. You will be allocated an area of instruction in consultation with the assessors on the [Saturday] night.

The assessment will follow a format similar to what is outlined below. Changes may be made depending on circumstances at the time of assessment.

|  |  |
| --- | --- |
| [Saturday] | [Sunday] |
| 08:30am Meet & Briefing, walking on  tracks.  Assessment Tasks:   * Navigation * Flora & Fauna * Geology * Cultural & human history * Stream Crossing * Access & Conservation Etiquette * Weather Interpretation | Model student day.  Finish approximately 2.30-3pm |

**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 Bush Walking Leader syllabus, this can be accessed from the website [www.nzoia.org.nz/qualifications/bush](http://www.nzoia.org.nz/qualifications/bush). 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