

[Date]

Dear Candidate,

Welcome to the NZOIA Cave 1 assessment course. Please read the following information carefully.   
  
**Dates, Times & Location**  
The programme will run from the morning of [Saturday 8th November until the late afternoon of Sunday the 9th November 2012]. Please meet your assessors at [8.00am on the Saturday at 13 Te Reiti Tamara Grove, off Ohuanga Road, Turangi].

During this meeting, logistics for the programme will be discussed and there will be an explanation of the self/peer feedback model if you are unfamiliar with it.

**Assessors**

The assessors for the programme are:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Course Director | Second Assessor | Trainee Assessor |
| Name  Phone  Email |  |  |  |

**Food and Accommodation**

You will need to organise your own accommodation. [We recommend….].

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 need to supply all your personal gear you would normally have for instructing. I.e. harness, a number and range of karabiners, belay rope and caving ladder, not SRT gear. It is also suggested you bring along a waterproof notebook to record feedback during the assessment.

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. The course will run almost regardless of the weather, so make sure you bring all that you and your clients will need to enjoy the day.

**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. [Your model students are from…..]

[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**

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

|  |  |  |  |
| --- | --- | --- | --- |
| Thursday | Friday | Saturday | Sunday |
| Meet at 7.00pm [Turangi Holiday Park] | Assessment of personal climbing skills i.e. top rope and abseil setups and rescues. Based around [Mt Ruapehu] area | Assessment of instructional skills day with model students. Based at [Kinloch crag]. | Meet at 7.00pm [Turangi Holiday Park] |

**Presentation**

It can be difficult to assess all aspects of the syllabus over a weekend. To help ease the pressure, each one of you will need to deliver a 5 minute presentation during the assessment. These presentations are to be at a suitable level for a group of your peers. It is expected that this presentation will be informative and interactive (eg: game or activity that could be used by others). It is best if the presentation can be delivered without the use of technology, unless you can provide your own.

The topics are assigned as follows: [Ideas only – delete and add as required]

|  |  |
| --- | --- |
| Name | Topic |
|  | Rock types and characteristics of caves in New Zealand. |
|  | Care, maintenance and longevity of caving gear and equipment. |
|  | Environmental impacts of caving and how to minimise them. |
|  | Cultural concerns when caving and how you could incorporate Tangata Whenua into a Caving experience. |

**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 Cave 1 syllabus, this can be accessed from the website <http://www.nzoia.org.nz/qualifications/caving>. **Feedback from past assessments strongly emphasise the value of training.**

**Candidate Contacts**In the interests of sharing transport the other candidates on the assessment are:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Location** | E-mail | **Phone number** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**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