

25 February 2013

Dear Candidates

Welcome to the NZOIA Kayak 2 Instructor assessment programme. Please read the following information carefully.

**Dates, Times & Location**

The programme will run from 7.30 pm on Thursday the 29th November to approximately 5.00 p.m. on Sunday the 2 December 2012. Please meet your assessor at the Riverview Holiday Park TV Room at 7.30 pm on Thursday.

During this meeting logistics for the programme will be discussed and there will be a chance to clarify any issues in relation to the assessment. There will also be an explanation of feedback processes.

**Assessors**

The assessors for the programme are:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Course Director | Second Assessor | Trainee Assessor |
| NamePhoneEmail |  |  |  |

**Food and Accommodation**

You will need to organise your own accommodation. You can stay at the NZ Kayak School. This is the ideal arrangement as it makes for easier logistics, meetings, gear etc. The rate is $20 per night and includes kitchen facilities.

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**

For Yourself

You need to supply all the personal gear you would normally have for a days personal boating on grade three/four water and for running a two day instruction programme to intermediate – advanced boaters who are wishing to become NZOIA Kayak I instructors in the future. Along with this you must provide at least three slalom gates and rope for the rigging of these. A wetsuit is also highly recommended for use in the pool session and river rescue components of the programme. The availability and use of a video/TV could be worth considering. The consideration of several kayaks for this assessment is advised.

For Model Students

We will arrange for the clients to bring the basic paddling equipment required (boat, paddle, helmet, spray-deck, lifejacket). You should bring any additional gear you would take with you if you were responsible for a small group of students on a kayak instruction programme during this time of the year. The course will run almost regardless of the weather. It is suggested that you bring along a waterproof notebook to record feedback during the assessment.

The clients will be a mix of paddlers of intermediate-advanced skill level. They are mostly NZOIA members keen to sit their level 1 in the near future and come from all over the South Island

**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 Kayak 2 syllabus, this can be accessed from the website <http://www.nzoia.org.nz/qualifications/kayaking> . Feedback from past assessments strongly emphasise the value of training.

**The assessment programme:**

At this level of assessment it is expected that you are actively involved in the design of the Kayak 2 assessment programme. NZOIA offers a broad assessment programme below, and encourages you as a candidate to design a programme whereby you can negotiate with the assessors what and when it is being assessed; bearing in mind NZOIA needs to assess a good proportion of the syllabus.

|  |  |  |  |
| --- | --- | --- | --- |
| **Meeting** | **Day 1 – Fri 30th Dec** | **Day 2 – Sat 1st Dec**  | **Day 3 – Sun 2nd Dec**  |
| Meet 8 pm Thursday 29 Dec at Riverview Holiday Park TV room. | Personal Paddling;- descend grade 4 water.- role model paddling on grade 3 water.- rescue techniques.- demonstrate competence in play-boating and slalom techniques. | Client days1. - the focus will be on you instructing intermediate / advanced personal paddling and river rescue skills to clients &2. - instructing the clients ‘How to Instruct others’ as a step towards their Kayak I Assessment or instructing career.NB: We will being doing 2 pool sessions, 0800-0930 & 1000-1130 (Advanced rolling and teach to teach rolling). |

You will not be required to give a formal presentation as part of this assessment course. However you will be requested to be involved in impromptu discussions on topics covered in the syllabus ‑ for example types of equipment, ethics, history, legislation, access issues, environmental issues, training, risk management, checking equipment and the question of why people paddle.

Your fellow assessees are:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Location** | **Email address** | **Phone Number** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Fees**

The course fee for this programme is $730.

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