

[Date]

Dear Candidate,

Welcome to the NZOIA Rock 2 assessment course. Please read the following information carefully.

**Dates, Times & Location**
The programme will run from 8am [Friday 16th November until the late afternoon of Sunday the 18 November 2012]. Please meet your assessors at 8.00 am on the [Friday] at the [Long Beach Carpark].
Directions (if necessary):

This is where your assessor will meet you and have an introductory session to talk about the weekend and answer any questions you may have. It is planned to run the assessment at [Long beach] and [Mihiwaka crags], however weather may dictate otherwise.

**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. [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**

You will need to bring your own personal climbing gear as well as enough gear to instruct your students (max. 2-3 students each) in lead climbing on placed and natural protection and multi pitch. The model students will be of at least intermediate ability. Most have an interest in sitting their Rock 1 in the near future. We will arrange that they will bring their personal climbing gear (harness, shoes, quick-draws, belay device and they might bring some hardware). They will also bring their basic personal clothing and wet weather gear. So you are expected to bring helmets, racks, ropes and whatever else you think they might need. If you have any questions about this contact your assessor. (A copy of the information letter for the students is enclosed for your information).

**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.

**Programme**

You may be asked during the course of the assessment to give an impromptu talk on some aspect of the syllabus, eg history and ethics of climbing, climbing areas in NZ, care and use of your gear, modern climbing techniques, etc.

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

|  |  |  |
| --- | --- | --- |
| Friday | Saturday | Sunday |
| Meet at 8am.Assessment of Personal Skills  | am: Personal skills (cont)pm: Assessment of instructional skills day with model students from 12.30pm | Assessment of instructional skills day with model students |

**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 Rock 2 syllabus, this can be accessed from the website <http://www.nzoia.org.nz/qualifications/rock> . 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 $730. **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