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| **Workbook – Scout Kayaking Course/Kayaking Level 2****(flat and undemanding water)** |
|  | Course number: ......................................................................................Course venue: ........................................................................................Course Leader: ......................................................................................Course date(s): ....................................................................................... |
| **Scout Kayaking Course/Kayaking Level 2** | **Module: Apply kayaking skills** |
| Candidate’s personal details: **My Name:** ………………………………………………………………………………….............My Branch: ……………….. My Membership No: ………………… My Scouting Role: ………………………………………….Mobile: …………………… Email: …………………………… Address: …………………………………………………………. |
| **Assessment summary** | **Not satisfactory** | **Satisfactory** |
| **1**: **Questions** (summative)**: Kayaking** |  |  |
| **2. Exercise** (summative)**: Planning a kayaking activity or expedition** |  |  |
| **3: Evaluation checklist** (summative) **– Applying kayaking skills** |  |  |
| **4**: **Observation checklist** (summative)**: Applying kayaking skills** |  |  |
| **5: Logbook** (summative)  |  |  |
| Scout module requirements are complete**Supervisor Name: Signature: Date:** |
| The candidate satisfies the requirements for the above module and is considered to be proficient.**Scout Assessor / Instructor Name**: …………………………… **Scout Assessor No**: …………………. & **Instructor No**: ………………….**Signature**: …………………………................................... **Date**: ……….. |

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|  Candidate’s Statement of AcceptanceI accept the assessment decision and agree that the process was valid and fair.**OR** I wish to appeal the assessment decision:**Candidate’s signature:** ..................................................................  **Date:** ...................... |

**Note to Scout Assessor / Instructor:**

**When this module workbook is complete, detach this page and forward to your Branch Training Administration Officer. Return the rest of this module workbook to the candidate.**

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**This module workbook is to be kept by the candidate as evidence for possible RPL**

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| **ASSESSMENT RESULT SHEET** |
|  | Course number: ......................................................................................Course venue: ........................................................................................Course Leader: ......................................................................................Course date(s): ....................................................................................... |
| **Scout Kayaking Course/Kayaking Level 2** | **Module: Apply kayaking skills** |
| Candidate’s personal details: **My Name:** ………………………………………………………………………………….............My Branch: ……………….. My Membership No: ………………… My Scouting Role: ………………………………………….Mobile: …………………… Email: …………………………… Address: …………………………………………………………. |
| **Based on my observations and from verified information available, the candidates listed above can:** | **Not satisfactory** | **Satisfactory** |
| **1 Plan for a kayaking activity**  |  |  |
| 1.1 Identify food and water requirements according to nutrition principles and conditions of activity.  |  |  |
| 1.2 Identify an appropriate activity site and course to take according to relevant legislation and organisational policies and procedures.  |  |  |
| 1.3 Access relevant sources to interpret weather and environmental information  |  |  |
| 1.4 Identify potential hazards associated with activity and minimise risks as advised by supervisor.  |  |  |
| **2 Select equipment**  |  |  |
| 2.1 Select craft and equipment according to contextual issues and check in good working condition.  |  |  |
| 2.2 Fit and adjust equipment to ensure comfort, safety and suitability to the participant and kayak.  |  |  |
| 2.3 Select personal clothing for the activity and identify the design and or construction features that make it appropriate.  |  |  |
| 2.4 Waterproof and pack equipment not required on hand and stow or fasten in suitable manner.  |  |  |
| 2.5 Prepare equipment, where required, for safe transportation to activity location.  |  |  |
| **3 Apply control and manoeuvring techniques**  |  |  |
| 3.1 Embark and disembark the kayak while maintaining stability.  |  |  |
| 3.2 Direct the kayak in a controlled manner.  |  |  |
| 3.3 Apply efficient stroke technique while directing the kayak, using the rudder if fitted.  |  |  |
| 3.4 Apply navigation skills to determine location and follow planned course during the activity.  |  |  |
| **4 Apply capsize procedures**  |  |  |
| 4.1 Exit the kayak in controlled manner, recover paddles and other equipment, following capsize.  |  |  |
| 4.2 Manoeuvre upturned kayak to shore or to rescue craft and empty out, with assistance if required.  |  |  |
| 4.3 Demonstrate deep water re-entry techniques or take the kayak ashore.  |  |  |
| **5 Secure kayak** |  |  |
| 5.1 Secure the kayak to the bank, shore or jetty.  |  |  |
| 5.2 Secure the kayak, where appropriate, for road transport using suitable methods  |  |  |
| **6 Evaluate the kayaking activity** |  |  |
| 6.1 Evaluate relevant aspects of the kayaking activity.  |  |  |
| 6.2 Identify improvements for future kayaking experiences  |  |  |
| The candidate has provided the following portfolio of evidence:**1**: **Questions** (summative)**: Kayaking****2. Exercise** (summative)**: Planning a kayaking activity or expedition****3: Evaluation checklist** (summative) **– Applying kayaking skills****4**: **Observation checklist** (summative)**: Applying kayaking skills****5: Logbook** (summative)  |
| The candidate satisfies the requirements for the above module and is considered to be proficient.**Scout Assessor / Instructor Name**: …………………………… **Scout Assessor No**: …………………. & **Instructor No**: ………………….**Signature**: …………………………................................... **Date**: ……….. |

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| **Appointing your Supervisor:** |
| All Supervisors must hold the units that they are supervising.**Supervisor for Scout Kayaking Course/Kayaking Level 2 (flat and undemanding water)** can be a Leader who has any of the following appointments:* Scout Association Guide Kayaking
* Scout Association Instructor kayaking
* A person with an industry registration e.g. NOLRS registered Kayaking Guide or Instructor
 |
| **Supervisor’s Details:**The **Scout Kayaking Course/Kayaking Level 2** course Instructor appointed this person as the candidate’s Supervisor and mentor: |
| Supervisor’s name: …………………………………………………………………………………...................................................Supervisor’s kayaking qualifications: …………………………………………………………………………………..............Membership No: ………………… Scouting Role: …………………………………………...........................................................Contact: Mobile: ……………………....................... Email: …………………………….........................................................  |

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| **Information regarding VET Assessment:** |
| On successful completion of Scouts Australia Adult Training & Development modules in Adventurous Activities, candidates may apply to the Scouts Australia Institute of Training (SAIT - RTO # 5443) for Recognition of Prior Learning (RPL) for units of competence from the SIS10 Sport, Fitness and Recreation Training Package. Candidates will need to request an RPL pre enrolment checklist from their Branch Training Administration Officer. The RPL assessment process will normally occur when sufficient modules have been completed to provide evidence towards Guide and/or Instructor Skill Sets, or for full qualifications at the Certificate II, Certificate III and/or Certificate IV levels.Successful completion of the four modules included in the Scout Kayaking Course/Level 2 Kayaking, may provide evidence towards the RPL of the following units of competence:* **PUAOPE002B**: Operate communications systems and equipment
* **SISOKYK201A**: Demonstrate simple kayaking skills
* **SISOCNE202A**: Perform deep water rescues
* **SISOKYK302A**: Apply kayaking skills
* **SISONAV201A**: Demonstrate navigation skills in a controlled environment
* **SISOOPS202A**: Use and maintain a temporary or overnight site
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| **Assessment 1: Questions** (summative): **Kayaking** |
|  | **Questions** | **Candidate’s answers** |
| 1 | List 10 factors or issues to consider when you are planning a kayaking expedition?  | 12345 | 678910 |
| 2 | List 4 environmental conditions that could impact on a canoe expedition and explain how you will plan for each one? | 1 |
| 2 |
| 3 |
| 4 |
| 3 | List your top 6 safety rules and actions to follow for a Scouting group on a kayaking expedition? | 123456 |
| 4 | Emergency and rescue procedures should be appropriate for the kayaking location. Good planning helps to reduce the impact of the emergency. List 6 measures to implement to reduce the impact of the emergency. | 123456 |
| 5 | After a kayaking activity, what are 4 aspects of the activity that you would evaluate and why? | 1234 |
| The candidate demonstrated kayaking skills and knowledge and is satisfactory**Supervisor’s Name:** ................................... **Signature**: …………………………… Date: …...... |

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| **Assessment 2: Exercise** (summative)**: Planning a kayaking activity** |
|  | **My Plan** |
| 1 |

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| --- | --- | --- |
| **Kayaking activity planning checklist:** | Tick when done | Tick if not applicable |
| Design and develop the kayaking activity plan |  |  |
| Confirm suitability and selection of kayaking site with colleagues and participants  |  |  |
| Seek approval for activity from relevant land manager (i.e. camping permits and fees paid) |  |  |
| Assess environmental impacts and develop an environmental minimum impact plan |  |  |
| Clearly state objectives and learning outcomes for the kayaking activity |  |  |
| Complete area assessment (e.g. route, area significance, maps, terrain) |  |  |
| Assess qualifications and competence of leaders and assistant leaders  |  |  |
| Determine the leader to participant ratio (check Branch policy and AAS) |  |  |
| Scout management approval – Activity Advice & Approval – completed and approval received (use standard state Branch form and **attach copy**) |  |  |
| Seek parental consent – completed and distributed (use standard state Branch form and **attach copy**) |  |  |
| Collect the names, addresses, and medical and emergency contact details for all participants |  |  |
| Identify participants’ social and cultural needs |  |  |
| Check weather and made necessary alterations (e.g. gear, clothing, route, food, water) |  |  |
| Plan appropriate personal clothing for activity and weather and advise participants |  |  |
| Plan and check all appropriate kayaking activity equipment |  |  |
| Plan and check transport arrangements |  |  |
| Plan and check all water, food, arrangements |  |  |
| Check and pack appropriate first aid kits |  |  |
| Establish cancellation, modification or postponement procedures |  |  |
| Assess the risks and develop a risk management plan (attach a copy of risk management plan) |  |  |
| Complete and share the communication plan (include with risk management plan) |  |  |
| Identify emergency procedures (include with risk management plan) |  |  |
| Identify support and evacuation abilities |  |  |
| Complete and share the contingency plan |  |  |
| Brief all staff on activities, objectives, allocated jobs and responsibilities, communications and emergency procedures, and risk management plan |  |  |
| Brief all participants on activities, expectations, communications and emergency procedures |  |  |
| **Post activity:** |
| Check equipment for damage and arrange for repair or replacement as needed |  |  |
| Review/evaluate the kayaking activity with team  |  |  |

 |
| 2 | Kayaking activity date(s) and times |  |
| 3 | Kayaking activity location |  |
| 4 | Aims of the kayaking activity:  |  |
| 5 | Description of the participant group including number, age and skill level:  |  |
| 6 | **Activity Leaders**: names, qualifications, and contact details | Expedition Leader:Name: ................................................................. Qualifications: ............................................................................................ Mobile: ......................................... E-mail: ............................................... |
| Assistant Expedition Leaders:Name: ................................................................. Qualifications: ............................................................................................ Mobile: ......................................... E-mail: ...............................................Name: ................................................................. Qualifications: ............................................................................................ Mobile: ......................................... E-mail: ............................................... |
| 7 | Name and contact details of emergency contact who holds a copy of this plan: | Name: .................................................................Position / role: ............................................................................................Mobile: ......................................... E-mail: ............................................... |
| 8 | **Forecast weather conditions:*** What to expect
* What needs to be planned to cope with any expected weather events, etc.
 |  | **Attach:*** **Climate information** for region and time of year
* Attach **timely weather reports**, warnings, tide table, etc.
 |
| 9 | **Navigation and route plan**  | **Attach: route plan** for the kayaking activity  |
| 10 | **Program Constraints**Comment on and plan for any of the following:* Site constraints, including environmental issues
* Equipment constraints
* Participants’ social and cultural needs that may impact on program delivery and details of adjustments or changes planned to accommodate these needs
* Participant health issues that will need special attention
* Other special needs issues for participants
 |  |
| 11 | Planning for Water:* What will be needed
* What will be carried
* How will water supplies be replenished
* Water purification techniques to be used
 |  |
| 12 |

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| **My Plan for Minimal Environmental Impact (Leave No Trace)****A Scout takes care of the environment** |
| **Leave No Trace principles** | **Some of my actions to reduce my impact:** |
| 1. Plan ahead and prepare | 1234 |
| 2. Paddle and camp  | 12345678 |
| 3. Dispose of waste properly | Rubbish12Human Waste1234Hygiene12 |
| 4. Leave what you find | 123 |
| 5. Minimise the impact of fire | 123 |
| 6. Respect wildlife | 123 |
| 7. Be considerate of your hosts and other visitors | 123 |

 |
| 13 | **Menu and shopping list**

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| --- | --- |
| **Menu Day 1** | **Shopping list** |
| Snacks  |  |  |
|  |  |
| Lunch |  |  |
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|  |  |
|  |  |
| Dinner  |  |  |
|  |  |
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| **Menu Day 2** |  |  |
| Snacks  |  |  |
|  |  |
| Breakfast |  |  |
|  |  |
|  |  |
|  |  |
| Lunch |  |  |
|  |  |
|  |  |
|  |  |
| Dinner  |  |  |
|  |  |
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|  |  |
| **Menu Day 3** |  |  |
| Snacks  |  |  |
|  |  |
| Breakfast |  |  |
|  |  |
|  |  |
|  |  |
| Lunch |  |  |
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| 14 | **Transport plan** | **Forward journey details:** ................................................................................................................................................................................................Driver name: .................................................................Vehicle details: ......................... Mobile: ........................ E-mail: ..............................Driver name: .................................................................Vehicle details: ......................... Mobile: ........................ E-mail: .............................. |
| **Forward journey details:** ................................................................................................................................................................................................Driver name: .................................................................Vehicle details: ......................... Mobile: ........................ E-mail: ..............................Driver name: .................................................................Vehicle details: ......................... Mobile: ........................ E-mail: .............................. |
| **Transport contingency plans:** |
| 15 | **Equipment lists** | **Leader’s equipment/gear list** |
| Emergency response plan |  |
|  |  |
|  |  |
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|  |  |
| **Group share equipment/gear list** |
| Copy of emergency response plan, procedures, phone numbers | A signalling device |
|  |  |
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| **Participant’s equipment/gear list** |
| Barrel or dry bags |  |
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| 16 | **Budget** |

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| **Budget** (hopefully A will = B) |
| **Items that need to be paid for:** | **Item cost $** |
| Transport  |  |
| Camp site fees |  |
| Equipment hire |  |
| Food purchases |  |
|  |  |
|  |  |
| **A = Total costs** |  |
| **Cost recovery:** |  |
| Participant fees (No of participants x fee per person) |  |
| Amount subsidised by Group |  |
| Fundraising |  |
|  |  |
|  |  |
|  |  |
| **B = Total income** |  |

 |
| 17 | **Emergency Response Plan:**

|  |
| --- |
| **Emergency Response Plan for Kayaking activity** Activity Location: Activity Date: |
| **Emergency, accident and rescue procedures** should be appropriate for the outdoor activity and location to ensure risk minimisation to self and group.* Specify the response procedures to be followed in an emergency situation
* Allocate specific tasks
* List emergency, survival and first aid equipment needed
* Have pre-planned escape routes and emergency transportation arrangements
* Detail communications plan and equipment

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| **Emergency contact details** (name, location and phone number):Police ……………………………………… Ambulance ………....................................................Hospital …………………………………… Medical ………….....................................................Ranger ……………………………………. . Other ………………................................................ |

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| 18 | **Risk Management:**

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| **RISK MANAGEMENT PLAN**Activity: |
| **DANGER** | **RISK** | **MANAGEMENT STRATEGIES** |
| **ENVIRONMENT** |
| Rain | Wet EquipmentHypothermia | Pre-briefing and equipment list outlines appropriate clothing and wet weather gear.Participants are shown how to waterproof equipment.Group condition is monitored closely during wet weather. |
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| **EQUIPMENT** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **PEOPLE** |
|  |  |  |
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 |
| The candidate demonstrated knowledge of planning for a kayaking activity and is considered satisfactory**Supervisor’s Name:** ................................... **Signature**: …………………………… Date: …...... |

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| **Assessment 3: Evaluation checklist** (summative) **– Applying kayaking skills** |
| **Completed by SELF, PEER and GUIDE/SUPERVISOR*** Third-party reports from a peer and supervisor detailing performance.
* Observation of safe participation and applying kayaking skills
* Seek advice and feedback from others to improve skills and ensure safety of self and group
* Evaluate and reflect on own performance to identify strengths, weaknesses and areas that need improvement

You should rate yourself for each of the following areas using the 6-point rating scale below. Also ask a peer who also participated in your instructional session to rate your performance in these areas as well. A supervisor should also rate you as well. You should discuss areas where you need to improve.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. Unsure
 | 1. Poor
 | 1. OK
 | 1. Good
 | 1. Very good
 | 1. Not applicable
 |

 |
| **Rate how well the candidate can:** | **Date:****Self** | **Date:** **Peer** | **Date:****Guide/****Supervisor** |
| **Plan for the kayaking activity:*** Food and water
* Site selection
* Weather information
* Risk management
 |  |  |  |
| **Select gear for the kayaking activity:*** Considered contextual issues
* Ensured good working order
* Selected craft and gear
* Fitted and adjusted for comfort and safety
* Appropriate clothing
* Waterproof and packed appropriately
 |  |  |  |
| **Embark and disembark the kayak while maintaining stability.** * from a bank
* from a jetty
* smoothly coming alongside other craft or the shore
* maintain craft stability in the water
 |  |  |  |
| **Demonstrate a range of basic kayak strokes** Demonstrate efficiency of strokes whilst directing the kayak:* Holding and using the paddle
* Forward and backward paddling
* forward and reverse sweeps
* draw stroke and sculling draw
* bow draw strokes
* stopping
* low brace and high brace
* stern rudder and bow rudder
 |  |  |  |
| **Direct the kayak in a controlled manner.*** forward
* backwards
* sideways
* turning
* stopping
* support
 |  |  |  |
| **Apply efficient paddling technique*** hand placement on paddle
* blade placement
* paddle depth in water
* paddle blade angle throughout stroke
* paddle entry and exit points
 |  |  |  |
| **Apply navigation skills:*** Determine location and follow a planned course
 |  |  |  |
| **Capsize:*** Exit kayak in a controlled manner
* Manoeuvre the upturned canoe
* Demonstrate deep water re-entry
 |  |  |  |
| **Perform deep water rescues:*** Identify and negotiate hazards
* Determine most appropriate rescue method
* Select equipment and human resources available
* Deliver concise directions
* Perform rescue in a safe manner
 |  |  |  |
| **Secure the kayak:*** to the bank, shore or jetty
* for road transport
 |  |  |  |
| **Areas that need improvement:** |
| **VERIFICATION DETAILS** |
|  | Name | Signature | Phone contact details |
| **Peer** |  |  |  |
| **Guide/Supervisor** |  |  |  |

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| **Assessment 4: Observation checklist** (summative): **Applying kayaking skills** |
| **Based on my observations and verified information the candidate demonstrated:**  | **Supervisor’s comments** | **Not satisfactory** | **Satisfactory** |
| **Plan for the kayaking activity:*** Food and water
* Site selection
* Weather information
* Risk management
 |  |  |  |
| **Select gear for the kayaking activity:*** Considered contextual issues
* Ensured good working order
* Selected craft and gear
* Fitted and adjusted for comfort and safety
* Appropriate clothing
* Waterproof and packed appropriately
 |  |  |  |
| **Embark and disembark the kayak while maintaining stability.** * from a bank
* from a jetty
* smoothly coming alongside other craft or the shore
* maintain craft stability in the water
 |  |  |  |
| **Demonstrate a range of basic kayak strokes** Demonstrate efficiency of strokes whilst directing the kayak:* Holding and using the paddle
* Forward and backward paddling
* forward and reverse sweeps
* draw stroke and sculling draw
* bow draw strokes
* stopping
* low brace and high brace
* stern rudder and bow rudder
 |  |  |  |
| **Direct the kayak in a controlled manner.*** forward
* backwards
* sideways
* turning
* stopping
* support
 |  |  |  |
| **Apply efficient paddling technique*** hand placement on paddle
* blade placement
* paddle depth in water
* paddle blade angle throughout stroke
* paddle entry and exit points
 |  |  |  |
| **Apply navigation skills:*** Determine location and follow a planned course
 |  |  |  |
| **Capsize:*** Exit kayak in a controlled manner
* Manoeuvre the upturned canoe
* Demonstrate deep water re-entry
 |  |  |  |
| **Perform deep water rescues:*** Identify and negotiate hazards
* Determine most appropriate rescue method
* Select equipment and human resources available
* Deliver concise directions
* Perform rescue in a safe manner
 |  |  |  |
| **Secure the kayak:*** to the bank, shore or jetty
* for road transport
 |  |  |  |
| **Areas that need improvement:** |
| The candidate demonstrated simple kayaking skills and performed deep water rescues is considered to be satisfactory.**Supervisor’s Name:** ................................... **Signature**: …………………………… Date: …...... |

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| **Assessment 5: Logbook**Logbook has been sighted and provides satisfactory evidence of participating in kayaking activities on flat and undemanding water on multiple occasions.**Supervisor’s Name:** ................................... **Signature**: …………………………… Date: …...... |