Girl Guides Australia Australian Learning and Qualification Program

INSTRUCT AND ASSESS SAILING SKILLS



Instruct and Assess Sailing Skills

Purpose:

This module allows you to conduct sailing activities and instruct sailing skills. You can assess adult members for the Conduct Sailing Activities module and youth members for Boating (Sailing) Achieve a Challenge Trefoil 1, 2 and 3 activities.

Before you begin:

- Be an adult member.
- Hold current Provide First Aid HLTAID003 or equivalent or higher
- Complete the Conduct Sailing Activities module or an equivalent qualification and have held it for 2 years.
- Adults who have completed the VET modules or hold current Australian Sailing Instructor qualifications as listed below are deemed to have equivalent qualifications but must show a log to demonstrate currency.
 - o SISOYSB404A Instruct small boat yachting.
 - Australian Sailing Sailing Instructor
- Have 20 hours sailing experience recorded in a log and show this to your Outdoor Skills Assessor.

Note First Aid Certificate Details here	Date copy sent to your State Office.		
Certificate:			

Process:

A Leader / Manager wishing to complete a module should

- meet the entry competencies for the appropriate outdoor module in the Australian Learning and Qualification Program; and
- have one member of staff who holds the outdoor module applicable to the type of module being undertaken
- Follow relevant State procedures to link them with an Outdoor Skills Assessor (OSA)
- Contact the Outdoor Skills Assessor
- Print this booklet and complete the reading, training, activities and reflection exercises
- Relevant GGA Sailing Basic Skills Training should be undertaken prior to the assessment.
 The training may be a course run by the State Learning & Development and/ or Outdoor
 Activities Team. The Outdoor Skills Assessor will discuss with the applicant if RPL can be
 given for part or all of the training. In States where there is less demand the training may
 consist of individual mentoring.

The requirements are similar for each type of module, with only minor variations. The activities are based on the things you need to do for each skill, although they can be completed in the order that suits your needs.

Assessment:

By an Outdoor Skills Assessor who holds this module or a person with an equivalent external qualification approved by the relevant State body.

This module will be assessed during at least two instructional sessions for other adults.

This module can be completed in any small sailing craft. The type and details of the crafts used must be recorded and the qualification endorsed for that type of craft used as annotated in Boating Log.

Instruct and Assess Sailing Skills

Activities to complete: Plan and conduct to	OSA Signature & Date	
Plan a practical sailing training session for a small group (6 participants).	Attach a copy of the plan.	
Small group (o partioipartio).	Key points from the discussion:	
 With your Outdoor Skills Assessor, discuss: Identifying learners needs and current skills Activities to enhance learning Preparing participants with information, kit lists etc. Selection of appropriate equipment and learning resources Communicating: Aim of the session Safety information Activity boundaries Encourage questions and feedback Checking participants' clothing, footwear and safety items Instruction in the selection, fitting and use of equipment 		
2. Complete a GGA Risk Assessment Plan (ADM.56B) for a sailing activity at which you are instructing and forward it with the appropriate Outdoor forms to your Manager.	Attach a copy of the Risk Assessment Plan.	
 With your Outdoor Skills Assessor, discuss: Rescue procedures Contingency plans 		

Activities to complete: Plan and conduct to	OSA Signature & Date	
3. With other instructors, instruct adults at three sailing activities (totalling a minimum of 12 hours) covering all aspects of sailing skills.	Details of Activity 1:	
This will be short instruction sessions within longer practical sessions.		
	Details of Activity 2:	
Note the details of your activities which could include: Warm up / introductory activities Preparation Safety and risk management Sailing skills as detailed in Boating Trefoil 1, 2 or 3 Knowledge of codes of behaviour; Minimum environmental impact practices; Points of local interest; Selection, use and care of equipment; Packing the sailboat Signalling and communication Rescue procedures Monitoring participant's performance and progress Evaluation of the session	Details of Activity 3:	

Activities to complete: Assess an adult for	OSA Signature & Date		
With another Outdoor Skills Assessor, take a leading role in assessing an adult for a sailing module.	Notes from your experience:		
Discuss with your Outdoor Skills Assessor: How you made the adult being assessed feel comfortable The methods used to check her level of skill and understanding			
2. Complete the <i>completion of qualification</i> form to notify State Office and have it co-signed by your Outdoor Skills Assessor.	Attach a copy of the form.		

Activities to complete: Evaluate and report	OSA Signature & Date	
1. Evaluate the activity with the participants.	Notes from evaluation with participants:	
Add personal evaluation notes to your program for future reference. Discuss with your Outdoors Skills Assessor.		
2. Contribute to the instructors Contribute to the instructors Camp / Adventure—based / Event report OUT.03 and any other reporting or follow-up required (eg Incident notification, report to District or Region Manager or SOAM).	Attach a copy of the Report/s.	
3. Update your sailing log.	Attach a copy of your updated log.	
Discuss the requirements with your Outdoor Skills Assessor.		
 4. Discuss with your Outdoor Skills Assessor: What was successful? What you would do differently next time? 	Key points from the discussion:	

Reflection on learning followed by discussion with Outdoor Skills Assessor:		
When assessing outdoor modules, what are your responsibilities to GGA, your State Girl Guide Organisation and ultimately the participants?		
What can you do to improve your assessing skills?	Outdoor Skills Assessor	
What can you do to improve your assessing skins:		
	Outdoor Skills Assessor	

Completion of the Module

Now that you have completed all the required reading, training, activities and reflection exercises, your Outdoor Skills Assessor will complete the attached form and sign it. You will also sign the form and then the Outdoor Skills Assessor will forward it to the State Office. In due course, you will receive a certificate.

You may now conduct sailing activities according to the supervision ratios stated in *Guide Lines*. https://www.guidelinesforgirlguides.org.au You may also instruct and assess other adults. For large groups, several members who hold this module will be required to meet supervision ratios.

This qualification may be used as evidence towards Outdoor Recreation Qualifications.

Endorsement Procedure:

- This module must be endorsed every 3 years.
- This module will be endorsed by Outdoor Skills Assessor who holds this module. The assessor will want to see:
 - o a current Provide First Aid certificate or equivalent or higher
 - a sailing log showing average of twenty hours of sailing activities per year, totalling sixty hours over three years. This must include a minimum of ten hours actual sailing but can include up to ten hours of preparation and instruction time in each twelvemonth period.
 - o a risk assessment plan for a recent sailing activity
 - o demonstration of current sailing and rescue skills.
- If the holder does not meet endorsement criteria, she cannot conduct, instruct or assess sailing activities
- For each successful endorsement, the Outdoor Skills Assessor will complete the *OUT 11a Completion of Sailing Module* form and forward to State Office.

Outdoor Skills Assessors:

Holders of this module may become Outdoor Skills Assessors by:

- Hold the outdoor module: Instruct and Assess Sailing Skills, for a minimum of 2 years (and be actively seeking to have the modules endorsed in line with this Outdoor Module).
- Have been in charge of / conducted a sailing activity at least 4 times (or equivalent).
- Hold a current Provide First Aid certificate or equivalent or higher
- Show their sailing log
- Be recommended by the Region Manager (or her nominee) to the State Outdoor Activities Manager, who will manage this appointment.

Outdoor Skills Assessors can assess adults for this module, Instruct and Assess Sailing Skills, and the Conduct Sailing Activities module. She can also assess youth members for Boating (Sailing) Achieve a Challenge Trefoil 1, 2 and 3.

Completion of Module: Instruct and Assess Sailing Skills

This form is for notifying State Office of the completion of the Module, subsequent endorsements after three years.

PERSONAL DETAILS						
iven Names:		Surname:				
Previous surname (if ever appointed or warranted under that name):						
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		Ехр	iry:		/	/ 20
Instruc	ct and /	Asse	ss Sa	iling S	Skills	
I have completed the requirements for the module and have read and understood the endorsement conditions. Signature: Date:						
As the Outdoor Skills Assessor, I am satisfied that all aspects of the Module have been completed. Signature:						
Date	e:					
Upd	dated by	y:				
Sen	Sent to:					
For endorsements – the original date of completion of the qualification should not be deleted from records, but the latest endorsement date updated.						
For endorsements – date acknowledgement email sent to module holder and DM:				DM:		
re	Postcode: Mostruction Faxistic	Postcode: Mobile: Fax: Instruct and a module Signature: Date: Name: ied that all Signature: Date: Updated b Sent to:	Postcode: Mobile: (Fax: (Exp Instruct and Assemble Date: Name: Instruct Date: D	rranted under that name): Postcode:	rranted under that name): Fax:	rranted under that name): Fax: