

QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR SPORTS INDUSTRY

What are Occupational Standards(OS)?

- OS describe what individuals need to do, know and understand in order to carry out a particular job role or function
- OS are performance standards that individuals must achieve when carrying out functions in the workplace, together with specifications of the underpinning knowledge and understanding

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Introduction

Qualifications Pack – Kayak and Canoe Guide

SECTOR: SPORTS PE FITNESS AND LEISURE

SUB-SECTOR: Adventure Sports

OCCUPATION: KAYAK AND CANOE GUIDE

REFERENCE ID: SPF/Q1116

ALIGNED TO: NIL

Brief Job Description: A kayak and canoe guide is a trained professional capable of leading commercial white water kayaking/canoeing trips. Guide’s primary responsibility is to safely navigate the participants through various river patches. The individual is expected to provide leadership and assistance for entire operations while ensuring safety and quality of service.

Personal Attributes: This job requires the individual to be an active and outgoing person with very good communication and leadership skills, S/he must be able to work in a team, work under pressure and with flexibility to work during weekends or public holidays. Individuals should possess the passion for adventure and should be able to swim themselves. They should be self-motivated team players, energetic individuals interested in learning about various kayaking/ canoeing techniques and a keen interest for adventurous activities.

Job Details	Qualifications Pack Code	SPF/Q1116		
	Job Role	Kayak and Canoe guide		
	Credits (NSQF)	TBD	Version number	1.0
	Sector	Sports PE Fitness and Leisure	Drafted on	21-02-2016
	Sub-sector	Adventure Sports	Last reviewed on	21-02-2016
	Occupation	Kayak and Canoe Guide	Next review date	21-01-2018

Job Role	Kayaking guide
Role Description	The kayak and canoe guide is responsible for safely navigating the craft with passengers through various currents and rapids in the river.
NSQF level	3
Minimum Educational Qualifications*	Class 8 th pass
Maximum Educational Qualifications*	Not Applicable
Training	Swimming (Compulsory)
Experience	No experience necessary
Minimum Job Entry Age	18 years
Applicable National Occupational Standards (NOS)	Compulsory: <ol style="list-style-type: none"> 1. Preparing for a kayaking/ canoeing trip 2. Facilitate and manage the kayaking trip 3. Facilitate and manage the canoeing trip 4. Demonstrate white water rescue in case of emergency 5. Promoting environment conservation
Performance Criteria	As described in the relevant OS units

Keywords /Terms	Description
Sector	Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Occupation	Occupation is a set of job roles, which perform similar/related set of functions in an industry.
Function	Function is an activity necessary for achieving the key purpose of the sector, occupation, or area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of OS.
Job Role	Job role defines a unique set of functions that together form a unique employment opportunity in an organization.
OS	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the knowledge and understanding they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria	Performance Criteria are statements that together specify the standard of performance required when carrying out a task.
NOS	NOS are Occupational Standards which apply uniquely in the Indian context.
Qualifications Pack Code	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.
Qualifications Pack	Qualifications Pack comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A Qualifications Pack is assigned a unique qualification pack code.
Unit Code	Unit Code is a unique identifier for an Occupational Standard , which is denoted by an 'N'.
Unit Title	Unit Title gives a clear overall statement about what the incumbent should be able to do.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Knowledge and Understanding	Knowledge and Understanding are statements which together specify the technical, generic, professional and organizational specific knowledge that an individual needs in order to perform to the required standard.
Organizational Context	Organizational Context includes the way the organization is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical Knowledge is the specific knowledge needed to accomplish specific designated responsibilities.

National Occupational Standard



Overview

This unit is about planning for the kayaking/ canoeing trip

National Occupational Standard	Unit Code	SPEFL/
	Unit Title (Task)	Planning a kayak/canoeing trip
	Description	This unit is about planning for the trip, doing all necessary preparations and undertaking appropriate safety measures, demonstrating to participants the use of safety equipments.
	Scope	<p>This OS unit/task covers the following:</p> <ul style="list-style-type: none"> • Preparing for the kayak/canoeing trip • Customer service - safety demonstration and guide placement • Undertake adequate safety measures
	Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria	
Preparing for a kayak/ canoeing trip	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Maintain a record of number of trips and participants</p> <p>PC2. Maintain a record of undertakings about risk involved and health declaration by the participants</p> <p>PC3. Coordinate logistical details of the trip with the Manager/ senior team members</p> <p>PC4. Work effectively with other guides and tour operators</p> <p>PC5. Lead and guide the participants effectively</p> <p>PC6. Coordinate and help team members in preparing for the trip</p> <p>PC7. Develop understanding of the various tasks involved in a camp</p> <p>PC8. Keep the team motivated</p> <p>PC9. Report immediately to seniors before the trip commences - in case of any medical emergency or adverse climatic conditions</p>	
Customer service - safety demonstration and guide placement	<p>PC10. Explain and demonstrate Safety measures/ use of safety equipment</p> <p>PC11. Place crew appropriately</p> <p>PC12. Demonstrate clearly paddling techniques to the participants</p> <p>PC13. Give clear instructions</p> <p>PC14. Do assessment - recognize and understand the strengths and limitations of the crew</p>	
Undertake adequate safety measures	<p>PC15. Ensure all passengers adhere to the safety guidelines</p> <p>PC16. Check all the emergency equipment in the craft</p> <p>PC17. Inspect the kayak/canoe and the oars</p> <p>PC18. Place first aid appropriately</p>	

SPEFL/

Planning for the kayaking/ canoeing trip

	<p>PC19. Have access of the support and emergency support services available</p> <p>PC20. Understand and can clearly recall all the hand signals to be used during the trip</p> <p>PC21. Usage of whistle</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Understand theories of leadership and group dynamics</p> <p>KA2. Types of equipment available with the organisation</p> <p>KA3. Roles and responsibilities of all individuals/teams involved during the trip</p> <p>KA4. Guidelines for managing guests and passengers</p> <p>KA5. Business, Professional and Ethical code of conduct</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. The risks involved</p> <p>KB2. Correct adjustment of life jacket, helmet, footwear and other appropriate clothing</p> <p>KB3. Sitting position and bracing</p> <p>KB4. Whitewater float position i.e. feet up, on back, looking downstream, extended paddle, defensive/active swimming</p> <p>KB5. Different types of kayak/canoeing techniques and equipment</p> <p>KB6. Use of different safety equipment</p>
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Make a plan for the trip</p> <p>SA2. List down all items, equipments that should be carried</p>
	Reading Skills
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA3. Read undertakings signed by the participants</p> <p>SA4. Read safety instructions</p>
	Oral Communication (Listening and Speaking skills)
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA5. Responding to the questions/queries of the clients</p> <p>SA6. Communicating in a clear and polite manner with clients when receiving enquiries</p>

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Planning for the kayaking/ canoeing trip

	<p>SA7. Explaining the safety drills and instructions to the clients assertively SA8. Providing clear instructions to participants SA9. Ensuring clients adhere to safety guideline</p>
<p>B. Professional Skills</p>	<p>Decision Making</p>
	<p>The user/individual on the job needs to know and understand how to: SB1. Determine crew placement considering experience, strength, weight, agility, confidence, physical and medical condition SB2. Decide if the trip should be terminated or altered in special circumstance</p>
	<p>Plan and organize</p>
	<p>The user/individual on the job needs to know and understand how to: SB3. Coordinate logistical details of trip</p>
	<p>Customer Centricity</p>
	<p>The user/individual on the job needs to know and understand how to: SB4. Build rapport with the participants/ guests SB5. Ensure all participants understand instructions on safety measures and use of safety equipment SB6. Check any irresponsible behavior on course SB7. Ensure clients are physically fit to undertake the water expedition</p>
	<p>Problem Solving</p>
	<p>SB8. Read river features, speed of flow, currents, eddies to avoid anticipated hazards</p>
<p>Analytical Thinking</p>	
<p>The user/individual on the job needs to know and understand how to: SB9. Ability to identify water currents and movement SB10. Notice when something is wrong or is likely to go wrong SB11. In case of situations that are out of normal, ability to assess situation and act accordingly</p>	

NOS Version Control

NOS Code	SPF/		
Credits(NSQF)	TBD	Version number	1.0
Industry	Sports PE Fitness and Leisure	Drafted on	21/02/2016
Industry Sub-sector	Adventure Sports	Last reviewed on	22/02/2016
Occupation	Kayak and Canoe guide	Next review date	21/01/2017



National Occupational Standard



Overview

This unit is about facilitating and managing the kayaking camp

Unit Code	SPEFL
Unit Title (Task)	Facilitate and Manage the Kayaking trip
Description	This unit is about facilitating and managing the kayaking trip completing all trip responsibilities.
Scope	<p>The unit/ task covers the following:</p> <ul style="list-style-type: none"> • Plan a kayaking trip • Selecting equipment for the groups • Brief participants • Lead the group and monitor progress • Select and maintain a temporary site as required • Complete post trip responsibilities
Performance Criteria (PC)	
Element	Performance Criteria
Plan a kayaking trip	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Conduct relevant assessments to determine the condition of participants.</p> <p>PC2. Develop a trip plan, according to participant's needs, relevant legislation and organisational policies and procedures.</p> <p>PC3. Select a location that is suitable for participants and meets trip objectives, relevant legislation and organisational policies and procedures.</p> <p>PC4. Identify hazards associated with kayaking on Grade 3 water and minimise risks to ensure personal safety of participants.</p> <p>PC5. Access relevant sources to interpret detailed weather and environmental information to determine trip plan.</p> <p>PC6. Determine food and water requirements according to principles of nutrition and contextual issues of the trip.</p> <p>PC7. Inform appropriate authorities before and after commencing the kayaking trip</p>
Select equipment for the group	<p>PC8. Select kayaks and equipment according to contextual issues and organisational policies and procedures, and check serviceability.</p> <p>PC9. Assess kayaks and equipment for safety and suitability, and adjust and fit according to manufacturer's specifications.</p> <p>PC10. Check safety and rescue equipment to ensure suitability to the group and planned trip.</p> <p>PC11. Waterproof, pack and fasten equipment that is not required on hand and prepare kayak for transportation if required.</p>

Facilitate and Manage the Kayaking trip

<p>Brief participants</p>	<p>PC12. Communicate instructions and relevant information about the kayaking trip in a manner suitable to the participants.</p> <p>PC13. Demonstrate correct packing of a kayak, and kayaking techniques where required.</p> <p>PC14. Establish a suitable communication system for participants to use while kayaking.</p> <p>PC15. Outline safety procedures and confirm that all participant equipment is fitted, adjusted and attached.</p>
<p>Lead the group and monitor progress</p>	<p>PC16. Provide direction and advice to group while navigating.</p> <p>PC17. Identify potential hazards and determine how they can be overcome or avoided throughout trip.</p> <p>PC18. Monitor individual participant's performance and provide appropriate feedback.</p> <p>PC19. Evaluate paddling pace and spacing between kayakers throughout trip and alter accordingly.</p> <p>PC20. Implement appropriate modifications to trip in regard to all variable factors that are monitored.</p>
<p>Select and maintain a temporary site as required</p>	<p>PC21. Access local area knowledge and use it to identify a suitable temporary site according to relevant legislation and organisational policies and procedures.</p> <p>PC22. Arrange shelter according to prevailing weather conditions, and comfort and safety of group.</p> <p>PC23. Maintain minimal impact to environment during overnight stay, and return site to original standard on departure.</p>
<p>Complete post trip responsibilities</p>	<p>PC24. Retrieve, inspect, repair and store equipment according to organisational policies and procedures.</p> <p>PC25. Evaluate relevant aspects of kayaking trip.</p> <p>PC26. Identify potential areas of improvement for future kayaking trips.</p> <p>PC27. Review own performance and identify potential improvements</p>
<p>Knowledge and Understanding (K)</p>	
<p>A.Organizational Context (Knowledge of the company / organization and its processes)</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Organisational policies and procedures and the operational management plan to enable safe coordination and conduct of kayaking trips</p> <p>KA2. Relevant government and peak bodies applicable to kayaking to ensure safety and protection of environment</p> <p>KA3. Local area information to assist in the planning process and enable management of potential kayaking hazards, and any special restrictions applying to the area</p> <p>KA4. Interpretation of weather information to identify forecast conditions and their</p>

SPEFL/

Facilitate and Manage the Kayaking trip

	effect on the activity
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Numeracy skills to navigate a route to a chosen destination</p> <p>KB2. International river grading system to understand conditions and appropriateness of the river to the level of participants</p> <p>KB3. Equipment types, characteristics and technology used for kayaking used on whitewater, the advantages and disadvantages of the range of equipment, and factors affecting appropriate selection of equipment</p> <p>KB4. Clothing requirements for kayaking, such as wet weather gear to maintain warmth and sun protection to minimise sunburn and heat stroke</p> <p>KB5. Care and maintenance of kayaking equipment to ensure prolonged life span and safety requirements</p> <p>KB6. Waterproofing techniques used to keep equipment, that is not required on hand, dry during kayaking</p> <p>KB7. Importance of a personal flotation device in keeping a person afloat and their head above water</p> <p>KB8. Stroke, rolling and capsizing techniques used on whitewater</p> <p>KB9. Hydrology and river features including currents, banks, change in gradient and volume, and how these might impact on the kayaking experience</p> <p>KB10. Swimming techniques to swim out of trouble and manoeuvre kayak while in water</p> <p>KB11. Communication systems and signals used on rivers</p> <p>KB12. Navigation applicable to river trips</p> <p>KB13. Principles of nutrition to maintain health during kayaking</p> <p>KB14. Setting up and removal of camping equipment, if required to stay overnight</p> <p>KB15. Hazards, obstacles and risks associated with kayaking on whitewater, and how to avoid or negotiate these</p> <p>KB16. Emergency response and rescue procedures appropriate for kayaking, to ensure risk minimisation to self and group.</p>
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Report any incident</p> <p>SA2. Produce a plan for the kayaking trip</p> <p>SA3. Complete post trip participant and self evaluations</p>
	Reading Skills
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA4. Ability to read and understand all usage of equipment and safety guidelines;</p>

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Facilitate and Manage the Kayaking trip

	International River Grading System
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA5. Interact with Manager/ senior, other guides and participants to negotiate hazards, paddling technique, route or course SA6. Consult with participants to plan a kayaking trip that meets their needs SA7. Convey information about the safety aspects of the trip SA8. Interact with participants to create a safe and positive kayaking environment
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. Effectively completing a sequence of paddling manoeuvres to negotiate multiple river features in a rapid on multiple occasions
	Plan and organize
	The user/individual on the job needs to plan and organize how to: SB2. Coordinate logistical details of trip SB3. Source, allocate and coordinate resources, equipment and a suitable body of white water with access to land for possible overnight stay
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB4. Ensure safety of group at all times
	Problem Solving
	SB5. Apply a range of strokes and paddling manoeuvres to control the kayak in a range of different river conditions SB6. Apply defensive and aggressive swimming to remove self from danger SB7. Make decisions affecting trip SB8. Respond to non-routine situations SB9. Manage the group effectively SB10. Maintain hazard free lines and boat control
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB1. Read river features, speed of flow, currents, eddies and avoid hazards

NOS Version Control

NOS Code	SPF/		
Credits(NSQF)	TBD	Version number	1.0
Industry	Sports PE Fitness and Leisure	Dkayaked on	21/02/2016
Industry Sub-sector	Adventure Sports	Last reviewed on	22/02/2016
Occupation	Kayak guide	Next review date	21/02/2018



National Occupational Standard



Overview

This unit is about facilitating and managing the canoeing trip

Unit Code	SPEFL
Unit Title (Task)	Facilitate and Manage the canoeing trip
Description	This unit is about facilitating and managing the kayaking trip
Scope	<p>The unit/ task covers the following:</p> <ul style="list-style-type: none"> Plan a canoeing trip Select canoeing equipment Control canoe in moving water Plan and run a route through a rapid Evaluate canoeing activity
Performance Criteria (PC)	
Element	Performance Criteria
Plan a canoeing trip	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Identify and plan food and water requirements according to principles of nutrition and contextual issues.</p> <p>PC2. Identify an appropriate activity location according to relevant legislation and organisational policies and procedures.</p> <p>PC3. Access relevant sources to interpret weather and environmental information and determine activity plan.</p> <p>PC4. Identify potential hazards and manage risks.</p>
Select canoeing equipment	<p>PC5. Select canoe and equipment according to contextual issues and organisational policies and procedures, and check working condition.</p> <p>PC6. Fit and adjust equipment according to manufacturer's specifications to ensure comfort, safety and suitability to the participant and canoe.</p> <p>PC7. Select personal equipment for the activity and identify the design and or construction features that make it appropriate.</p> <p>PC8. Select safety and rescue equipment appropriate to the activity location.</p> <p>PC9. Waterproof, pack and fasten equipment that is not required on hand, and prepare canoe for transportation if required.</p>
Control canoe in moving water	<p>PC10. Embark and disembark the canoe while maintaining stability.</p> <p>PC11. Apply appropriate strokes and paddling techniques to cross and break into and out of currents.</p> <p>PC12. Negotiate or avoid hazards using a combination of strokes and techniques.</p>

Facilitate and Manage the Canoeing trip

	<p>PC13. Support the canoe using the paddle to prevent capsize.</p> <p>PC14. Apply knowledge of river and hydrological features to assist in controlling the canoe.</p>
Plan and run a route through a rapid	<p>PC15. Scout and assess sections of moving water to identify hydrological features, hazards and impediments.</p> <p>PC16. Select and navigate preferred route using efficient strokes and technique.</p> <p>PC17. Apply navigation skills to determine location and follow route.</p> <p>PC18. Maintain communication with other paddlers.</p>
Apply capsize procedures	<p>PC19. Exit the canoe in a controlled manner following capsize.</p> <p>PC20. Maintain appropriate body position in the water to minimise injury and entrapment.</p> <p>PC21. Manoeuvre the upturned canoe to shore or to rescue craft, and empty water from canoe.</p> <p>PC22. Re-enter the canoe in an eddy or bring ashore.</p>
Evaluate canoeing activity	<p>PC23. Evaluate relevant aspects of the canoeing activity.</p> <p>PC24. Identify improvements for future canoeing experiences.</p>
Knowledge and Understanding (K)	
A.Organizational Context (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Organisational policies and procedures and the operational management plan to enable safe coordination and conduct of canoeing trips</p> <p>KA2. Relevant government and peak bodies applicable to canoeing to ensure safety and protection of environment</p> <p>KA3. Local area information to assist in the planning process and enable management of potential water hazards, and any special restrictions applying to the area</p> <p>KA4. Interpretation of weather information to identify forecast conditions and their effect on the activity</p>
B.Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Numeracy skills to navigate a route to a chosen destination</p> <p>KB2. International river grading system to understand conditions and appropriateness of the river to the level of participants</p> <p>KB3. Equipment types, characteristics and technology used for canoeing used on whitewater, the advantages and disadvantages of the range of equipment, and factors affecting appropriate selection of equipment</p> <p>KB4. Clothing requirements for canoeing, such as wet weather gear to maintain warmth and sun protection to minimise sunburn and heat stroke</p> <p>KB5. Care and maintenance of canoeing equipment to ensure prolonged life span</p>

SPEFL/

Facilitate and Manage the Canoeing trip

	<p>and safety requirements</p> <p>KB6. Waterproofing techniques used to keep equipment, that is not required on hand, dry during canoeing</p> <p>KB7. Importance of a personal flotation device in keeping a person afloat and their head above water</p> <p>KB8. Stroke, rolling and capsizing techniques used on whitewater</p> <p>KB9. Hydrology and river features including currents, banks, change in gradient and volume, and how these might impact on the canoeing experience</p> <p>KB10. Swimming techniques to swim out of trouble and manoeuvre canoe while in water</p> <p>KB11. Communication systems and signals used on rivers</p> <p>KB12. Navigation applicable to river trips</p> <p>KB13. Principles of nutrition to maintain health during canoeing</p> <p>KB14. Setting up and removal of camping equipment, if required to stay overnight</p> <p>KB15. Hazards, obstacles and risks associated with canoeing on whitewater, and how to avoid or negotiate these</p> <p>KB16. Emergency response and rescue procedures appropriate for canoeing, to ensure risk minimisation to self and group.</p>
Skills (S)	
<p>A. Core Skills/ Generic Skills</p>	<p>Writing Skills</p>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Report any incident</p> <p>SA2. Produce a plan for the canoeing trip</p> <p>SA3. Complete post trip participant and self evaluations</p>
	<p>Reading Skills</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA4. Ability to read and understand all usage of equipment and safety guidelines; International River Grading System</p>
<p>B. Professional Skills</p>	<p>Oral Communication (Listening and Speaking skills)</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA5. Interact with Manager/ senior, other guides and participants to negotiate hazards, paddling technique, route or course</p> <p>SA6. Consult with participants to plan a canoeing trip that meets their needs</p> <p>SA7. Convey information about the safety aspects of the trip</p> <p>SA8. Interact with participants to create a safe and positive canoeing environment</p>
	<p>Decision Making</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB11. Effectively completing a sequence of paddling manoeuvres to negotiate</p>

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Facilitate and Manage the Canoeing trip

	multiple river features in a rapid on multiple occasions
	Plan and organize
	The user/individual on the job needs to plan and organize how to: SB12. Coordinate logistical details of trip SB13. Source, allocate and coordinate resources, equipment and a suitable body of white water with access to land for possible overnight stay
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB14. Ensure safety of the participants at all times
	Problem Solving
	SB15. apply a range of strokes and paddling manoeuvres to control the canoe in a range of different river conditions SB16. apply defensive and aggressive swimming to remove self from danger SB17. make decisions affecting trip SB18. respond to non-routine situations SB19. manage the group effectively SB20. maintain hazard free lines and boat control
	Analytical Thinking
The user/individual on the job needs to know and understand how to: SB2. Read river features, speed of flow, currents, eddies and avoid hazards	

NOS Version Control

NOS Code	SPF/		
Credits(NSQF)	TBD	Version number	1.0
Industry	Sports PE Fitness and Leisure	Dkayaked on	21/02/2016
Industry Sub-sector	Adventure Sports	Last reviewed on	22/02/2016
Occupation	Canoe guide	Next review date	21/02/2018



National Occupational Standard



Overview

This unit is about demonstrating white water rescue in case of emergency situation.

National Occupational Standard	Unit Code	SPEFL
	Unit Title (Task)	Demonstrate white water rescue in case of emergency situation
	Description	This OS unit is about planning all activities that will be conducted during the camp.
	Scope	<p>The OS unit/ task covers the following:</p> <ul style="list-style-type: none"> • Demonstrate rescue and recovery technique • Undertake rescues and recoveries • Use mechanical advantage systems • Conclude rescue and recovery operations
	Performance Criteria (PC)	
	Element	Performance Criteria
	Demonstrate rescue and recovery technique	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Assess the situation and identify potential hazards and risks to self and others.</p> <p>PC2. Identify a rescue and recovery method suitable to the situation according to contextual issues ,relevant organisational policies and procedures</p> <p>PC3. Select equipment and resources required to perform identified rescues and recoveries in white water</p> <p>PC4. Communicate rescue and recovery plan to those assisting</p>
	Undertake rescues and recoveries	<p>PC5. Perform a rescue using a reach technique.</p> <p>PC6. Use throw resources to reach a swimmer in moving water</p> <p>PC7. Demonstrate towing techniques in moving water</p> <p>PC8. Use safe contact methods to rescue and transport a swimmer</p> <p>PC9. Tether a kayak to perform a rescue or recovery, where appropriate</p> <p>PC10. Identify and use a range of methods to release an entrapment victim, according to the situation, type of entrapment and organisational policies and procedures</p> <p>PC11. Communicate directions to other members of the rescue team</p> <p>PC12. Hazards are avoided and managed whilst conducting a rescue or recovery according to relevant legislation and organisational policies and procedures.</p>
	Use mechanical advantage systems	<p>PC13. Identify situations requiring the use of mechanical advantage systems</p> <p>PC14. Determine the type of system required according to contextual issues and organisational policies and procedures</p>

SPEFL/

Demonstrate white water rescue in case of emergency

	<p>PC15. Establish suitable mechanical advantage systems to perform rescues and recoveries in a range of predictable situations</p> <p>PC16. Use system equipment in a safe manner according to manufacturer's recommendations and organisational policies and procedures, to ensure that design limits are not exceeded</p> <p>PC17. Modify the system to increase efficiency where necessary, and clearly communicate system changes</p>
<p>Conclude rescue and recovery operations</p>	<p>PC18. Check and store equipment according to organisational policies and procedures and manufacturer's guidelines</p> <p>PC19. Evaluate activity and identify improvements for future white water rescues and recoveries</p>
<p>Knowledge and Understanding (K)</p>	
<p>C. Organizational Context (Knowledge of the company / organization and its processes)</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Rescue team roles and the incident command system</p> <p>KA2. Organisational policies and procedures to enable safe conduct of all white water rescue and recovery activities</p> <p>KA3. Rescue and recovery equipment and resource types, characteristics, advantages and disadvantages, and its care and maintenance to enable appropriate selection and use</p> <p>KA4. Communication systems used on rivers</p> <p>KA5. First aid appropriate to location and level of responsibility</p> <p>KA6. Understanding of the use of a highline tyrolean system (telfer lower) and its application.</p>
<p>D. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Understanding of the use of a 2 and 4 point tether system and its application</p> <p>KB2. Identifies low to high risk rescue options</p> <p>KB3. Hydrology and river grading systems to understand how rivers work and conduct safe rescues and recoveries on white water</p> <p>KB4. Hazards and risks associated with rescues and recoveries on white water up to Grade 3 standard, and how to safely negotiate or avoid these</p> <p>KB5. Aggressive and defensive swimming techniques to escape hazards</p> <p>KB6. Rescue and recovery techniques suitable to the routine conditions and experience of the participant</p> <p>KB7. Principles of mechanical advantage systems and contexts in which they are used</p>
<p>Skills (S)</p>	
<p>A. Core Skills/</p>	<p>Writing Skills</p>

SPEFL/

Demonstrate white water rescue in case of emergency

Generic Skills	The user/ individual on the job needs to know and understand how to: NA
	Reading Skills
	The user/individual on the job needs to know and understand how to: NA
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SB1. Inform progress SB2. Interact with other members of the rescue team
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to: SB3. Determine which equipment to use SB4. Delegate tasks in emergency and white water rescue situations
	Plan and organise
	The user/individual on the job needs to know and understand how to: SB5. Planning and organising skills to select equipment and resources
	Customer Centricity
	The user/individual on the job needs to know and understand how to: NA
	Problem Solving
	SB6. Determine rescue and recovery methods to use according to the routine situation SB7. Anticipate and mitigate hazards and risks
Analytical Thinking	
The user/individual on the job needs to know and understand how to: SB8. Apply risk and crisis management procedures where required	

NOS Version Control

NOS Code	SPF/		
Credits(NSQF)	TBD	Version number	1.0
Industry	Sports PE Fitness and Leisure	Drafted on	21/02/2016
Industry Sub-sector	Adventure Sports	Last reviewed on	22/02/2016
Occupation	Kayak and Canoe guide	Next review date	21/02/2018



National Occupational Standard



Overview

This unit is about promoting environment conservation

National Occupational Standard	Unit Code	SPEFL
	Unit Title (Task)	Promoting environment conservation
	Description	This OS unit is about preserving and promoting environment sustainability
	Scope	<p>The unit/ task covers the following:</p> <ul style="list-style-type: none"> Promote environment sustainability Follow river etiquettes
	Performance Criteria (PC)	
	Element	Performance Criteria
	Promote Environment sustainability	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. As per the organization's environment policy, contribute to and implement codes of practice for using the environment</p> <p>PC2. Leave 'No Trace' travel, camping, kayaking and climbing – do not leave waste materials, discarded wrappers and plastic bottles in the river and on the riverbed</p> <p>PC3. Do not cause damage to the fragile habitats and environments (animal life, flora and fauna) found there</p>
	Follow River etiquette guidelines	<p>PC4. Keep the activity area clean</p> <p>PC5. Ensure all participants follow the camp rules</p> <p>PC6. Paddlers staged in an eddy waiting their turn to get into a play spot must first let the waiting upstream traffic pass</p> <p>PC7. Leave adequate room for paddlers coming downstream to also get into the eddy</p> <p>PC8. Be aware of people swimming and paddlers who have lost control of their boat, who may be unable to stop from coming through a feature when you are playing in it.</p> <p>PC9. Follow rules laid by the local association and International Kayaking federation</p>
	Knowledge and Understanding (K)	
	A.Organizational Context (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Sources of information on environmental good practice during outdoor camping activities</p> <p>KA2. Organisational procedures for minimal environmental impact practices relevant to specific activities, sites or locations.</p> <p>KA3. Responsibilities and best practice for the protection of human and natural</p>

SPEFL/

Promoting environment sustainability

	<p>environment, covering: access and movement, camping/campfires, disposal of waste, protection of local species, protection of historical and geological features, respect for local communities, respect for other visitors,</p> <p>KA4. How to brief/train staff and participants in issues to do with environmental protection</p> <p>KA5. The importance of monitoring the implementation of policies and procedures and describe how this should be done</p> <p>KA6. How to respond when policies and procedures are not being followed and what types of support people may need</p> <p>KA7. How to monitor and evaluate impact on the human and natural environment</p> <p>KA8. Why it is important to be a good role model on environmental issues</p>
<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. The values and principles of the outdoor sector and how these should be put into practice when addressing environmental issues</p> <p>KB2. Any specific environmental requirements that apply to programmes in this area of work</p> <p>KB3. Best practice in terms of environmental protection for the types of outdoor programmes you are involved in</p> <p>KB4. The relevant colleagues and other stakeholders you would consult with on environmental protection issues</p> <p>KB5. Your own responsibilities for environmental protection and the responsibilities of others with whom you work</p> <p>KB6. Legislation and codes relating to environmental protection and cultural and heritage protection for the activity area and location to enable outdoor camping and recreation activities to be undertaken responsibly</p>
<p>Skills (S)</p>	
<p>A. Core Skills/ Generic Skills</p>	<p>Reading and Writing Skills</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. To read and interpret organisational procedures to reduce environmental impact</p> <p>Oral Communication (Listening and Speaking skills)</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA2. Follow instructions to implement minimal environmental impact practices in outdoor activities</p> <p>SA3. Report inappropriate practices</p> <p>Decision Making</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>NA</p>

SPEFL/

Promoting environment sustainability

B. Professional Skills	Plan and organise
	The user/individual on the job needs to know and understand how to: NA
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB1. Ensure participants are sensitive towards environment protection by explaining them adverse consequences in a polite and appropriate way
	Problem Solving
	SB2. Anticipate the consequences of kayaking activities on the environment and implement strategies to reduce the potential impact
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB3. Analyse how impact on the environment could be minimized



NOS Version Control

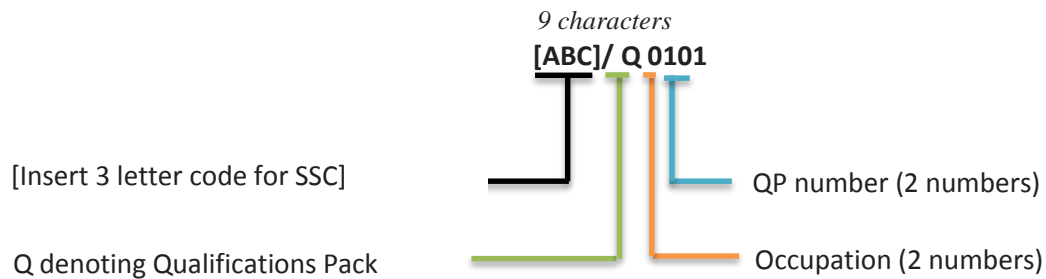
NOS Code	SPF/		
Credits(NSQF)	TBD	Version number	1.0
Industry	Sports PE Fitness and Leisure	Drafted on	21/02/2016
Industry Sub-sector	Adventure Sports	Last reviewed on	22/02/2016
Occupation	Kayak and Canoe guide	Next review date	21/02/2018



Annexure

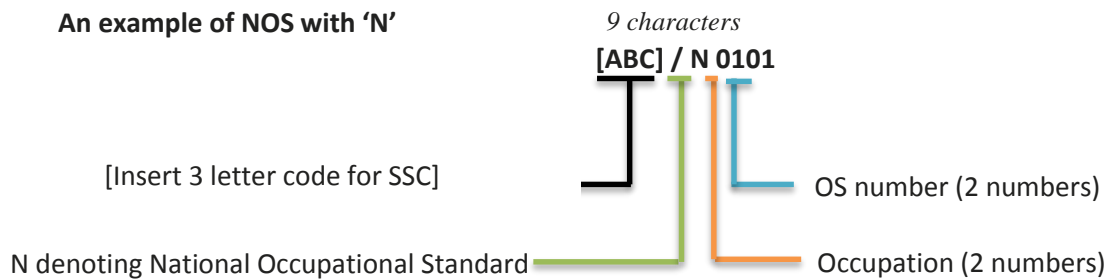
Nomenclature for QP and NOS

Qualifications Pack



Occupational Standard

An example of NOS with 'N'



The following acronyms/codes have been used in the nomenclature above:

Sub-sector	Range of Occupation numbers
Sports Science and Technology	01
Sports Medicine	02
Sports Broadcasting/Communications	03
Sports Grassroots	04
Sports Facilities	05
Sports Management	06
Sports Development	07
Sports Event Management	08
Sports Coaching	09
Sports Manufacturing	10
Sports Fitness & Leisure	11

Sequence	Description	Example
Three letters	Industry name	SPF
Slash	/	/
Next letter	Whether QP or NOS	N
Next two numbers	Occupation code	01
Next two numbers	OS number	01

PERFORMANCE CRITERIA

Job Role: Kayak and Canoe Guide

Qualification Pack: SPF/

Sector Skill Council: Sports, Physical Education, Fitness and Leisure Sector Skill Council

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC.
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3. Individual assessment agencies will create unique question papers for theory and skill practical part for each candidate at each examination/training center.
4. To pass the Qualification Pack, every trainee should score a minimum of 40% in every NOS overall 50% pass percentage.
5. In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack.

Assessment Strategy Marks Allocation		
NOS CODE	NOS TITLE	WEIGHTAGE
	Preparing for a kayak/ canoe trip	10
	Facilitate and manage the kayaking trip	30
	Facilitate and manage the canoeing trip	30
	Demonstrate white water rescue in case of emergency	20
	Promoting environment conservation	10
		100

NOS CODE	Preparing for a kayaking trip	Theory	Practical
Preparing for a kayak/ canoe trip	PC1. Maintain a record of number of trips and participants	1	3
	PC2. Maintain a record of undertakings about risk involved and health declaration by the participants	3	2
	PC3. Coordinate logistical details of the trip with the Manager/ senior team members	1	5
	PC4. Work effectively with other guides and tour operators	0	4
	PC5. Lead and guide the passengers on the craft effectively	0	3
	PC6. Coordinate and help team members in preparing for the trip	2	4
	PC7. Develop understanding of the various tasks involved in a kayaking/canoeing camp	3	4

	PC8. Keep the team motivated	1	3
	PC9. Report immediately to seniors before the trip commences - in case of any medical emergency or adverse climatic conditions	3	1
		14	29
Customer service - safety demonstration and guide placement	PC10. Explain and demonstrate Safety measures/ use of safety equipment	2	4
	PC11. Place crew appropriately	2	4
	PC12. Demonstrate clearly relevant paddling techniques to the participants	3	3
	PC13. Give clear instructions	1	4
	PC14. Do assessment - recognize and understand the strengths and limitations of the crew	3	3
		11	18
Undertake adequate safety measures	PC15. Ensure all passengers adhere to the safety guidelines	2	2
	PC16. Check all the emergency equipment in the craft	2	3
	PC17. Inspect the kayak/ canoe and the oars	1	5
	PC18. Place first aid appropriately	3	1
	PC19. Have access of the support and emergency support services available	3	2
	PC20. Understand and can clearly recall all the hand signals to be used during the trip	0	2
	PC21. Usage of whistle	0	2
		11	17
	TOTAL	36	64
			100

NOS Code	Facilitate and manage a Kayaking trip	Theory	Practical
Plan a kayaking trip	PC1. Conduct relevant assessments to determine the condition of participants.	2	3
	PC2. Develop a trip plan, according to participant's needs, relevant legislation and organisational policies and procedures.	1	2
	PC3. Select a location that is suitable for participants and meets trip objectives, relevant legislation and organisational policies and procedures.	2	3
	PC4. Identify hazards associated with kayaking on whitewater and minimise risks to ensure personal safety of participants.	1	3
	PC5. Access relevant sources to interpret detailed weather and environmental information to determine trip plan.	1	2
	PC6. Determine food and water requirements according to principles of nutrition and contextual issues of the trip.	2	3
	PC7. Inform appropriate authorities before and after commencing the kayaking trip	0	2
	TOTAL	9	18

Select equipment for the group	PC8. Select kayaks and equipment according to contextual issues and organisational policies and procedures, and check serviceability.	2	3
	PC9. Assess kayaks and equipment for safety and suitability, and adjust and fit according to manufacturer's specifications.	1	2
	PC10. Check safety and rescue equipment to ensure suitability to the group and planned trip.	1	2
	PC11. Waterproof, pack and fasten equipment that is not required on hand and prepare kayak for transportation if required.	1	2
	TOTAL	5	9
Brief participants	PC12. Communicate instructions and relevant information about the kayaking trip in a manner suitable to the participants.	1	1
	PC13. Demonstrate correct packing of a kayak, and kayaking techniques where required.	1	3
	PC14. Establish a suitable communication system for participants to use while kayaking.	1	1
	PC15. Outline safety procedures and confirm that all participant equipment is fitted, adjusted and attached.	2	3
	TOTAL	5	8
Lead the group and monitor progress	PC16. Provide direction and advice to group while navigating.	2	3
	PC17. Identify potential hazards and determine how they can be overcome or avoided throughout trip.	2	3
	PC18. Monitor individual participant's performance and provide appropriate feedback.	1	2
	PC19. Evaluate paddling pace and spacing between kayaks throughout trip and alter accordingly.	1	2
	PC20. Implement appropriate modifications to trip in regard to all variable factors that are monitored.	1	2
	TOTAL	7	9
Select and maintain a temporary site as required	PC21. Access local area knowledge and use it to identify a suitable temporary site according to relevant legislation and organisational policies and procedures.	1	2
	PC22. Arrange shelter according to prevailing weather conditions, and comfort and safety of group.	2	3
	PC23. Maintain minimal impact to environment during overnight stay, and return site to original standard on departure.	2	3
	TOTAL	5	8
Complete post trip responsibilities.	PC24. Retrieve, inspect, repair and store equipment according to organisational policies and procedures.	2	3
	PC25. Evaluate relevant aspects of kayaking trip.	1	2
	PC26. Identify potential areas of improvement for future kayaking trips.	1	2
	PC27. Review own performance and identify potential improvements	1	2
	TOTAL	5	9
	NOS TOTAL	36	64

NOS Code	Facilitating and managing canoeing trip	Theory	Practical
Plan a canoeing trip	PC1. Identify and plan food and water requirements according to principles of nutrition and contextual issues.	2	2
	PC2. Identify an appropriate activity location according to relevant legislation and organisational policies and procedures.	1	2
	PC3. Access relevant sources to interpret weather and environmental information and determine activity plan.	2	2
	PC4. Identify potential hazards and manage risks.	2	3
		7	9
Select canoeing equipment	PC5. Select canoe and equipment according to contextual issues and organisational policies and procedures, and check working condition.	2	3
	PC6. Fit and adjust equipment according to manufacturer's specifications to ensure comfort, safety and suitability to the participant and canoe.	2	3
	PC7. Select personal equipment for the activity and identify the design and or construction features that make it appropriate.	1	3
	PC8. Select safety and rescue equipment appropriate to the activity location.	2	2
	PC9. Waterproof, pack and fasten equipment that is not required on hand, and prepare canoe for transportation if required.	1	2
		8	13
Control canoe in moving water	PC10. Embark and disembark the canoe while maintaining stability.	2	3
	PC11. Apply appropriate strokes and paddling techniques to cross and break into and out of currents.	3	4
	PC12. Negotiate or avoid hazards using a combination of strokes and techniques.	2	3
	PC13. Support the canoe using the paddle to prevent capsize.	2	3
	PC14. apply knowledge of river and hydrological features to assist in controlling the canoe.	3	3
		12	16
Plan and run a route through a rapid	PC15. Scout and assess sections of moving water to identify hydrological features, hazards and impediments.	1	2
	PC16. Select and navigate preferred route using efficient strokes and technique.	1	2

	PC17. Apply navigation skills to determine location and follow route.	2	2
	PC18. Maintain communication with other paddlers.	1	2
		5	8
Apply capsize procedures.	PC19. Exit the canoe in a controlled manner following capsize.	1	3
	PC20. Maintain appropriate body position in the water to minimise injury and entrapment.	2	3
	PC21. Manoeuvre the upturned canoe to shore or to rescue craft, and empty water from canoe.	1	3
	PC22. Re-enter the canoe in an eddy or bring ashore.	0	3
Evaluate canoeing activity.	PC23. Rvaluate relevant aspects of the canoeing activity.	2	1
	PC24. Identify improvements for future canoeing experiences.	2	1
		8	14
		40	60
			100

NOS CODE	Demonstrate white water rescue	Theory	Practical
Demonstrate rescue and recovery technique	PC1. Assess the situation and identify potential hazards and risks to self and others.	3	3
	PC2. Identify a rescue and recovery method suitable to the situation according to contextual issues ,relevant organisational policies and procedures	3	3
	PC3. Select equipment and resources required to perform identified rescues and recoveries in white water	3	3
	PC4. Communicate rescue and recovery plan to those assisting	0	2
		9	11
Undertake rescues and recoveries	PC5. Perform a rescue using a reach technique.	2	4
	PC6. Use throw resources to reach a swimmer in moving water	2	4
	PC7. Demonstrate towing techniques in moving water	0	2
	PC8. Use safe contact methods to rescue and transport a swimmer	3	3
	PC9. Tether a ckayak to perform a rescue or recovery, where appropriate	3	3
	PC10. Identify and use a range of methods to release an entrapment victim, according to the situation, type of entrapment and organisational policies and procedures	4	2
	PC11. Communicate directions to other members of the rescue team	0	3

	PC12. Hazards are avoided and managed whilst conducting a rescue or recovery according to relevant legislation and organisational policies and procedures.	3	3
		17	24
Use mechanical advantage systems	PC13. Identify situations requiring the use of mechanical advantage systems	3	3
	PC14. Determine the type of system required according to contextual issues and organisational policies and procedures	3	3
	PC15. Establish suitable mechanical advantage systems to perform rescues and recoveries in a range of predictable situations	2	4
	PC16. Use system equipment in a safe manner according to manufacturer's recommendations and organisational policies and procedures, to ensure that design limits are not exceeded	2	3
	PC17. Modify the system to increase efficiency where necessary, and clearly communicate system changes	2	2
		12	15
Conclude rescue and recovery operations	PC18. Check and store equipment according to organisational policies and procedures and manufacturer's guidelines	3	3
	PC19. Evaluate activity and identify improvements for future white water rescues and recoveries	3	3
		6	6
	TOTAL	44	56
			100

NOS CODE	Promote environment sustainability	Theory	Practical
Promote Environment sustainability	PC1. As per the organization's environment policy, contribute to and implement codes of practice for using the environment	4	3
	PC2. Leave 'No Trace' travel, camping, kayaking and climbing – do not leave waste materials, discarded wrappers and plastic bottles in the river and on the riverbed	2	5
	PC3. Do not cause damage to the fragile habitats and environments (animal life, flora and fauna) found there	2	3
		8	11
Follow River etiquette guidelines	PC4. Keep the activity area clean	0	5
	PC5. Ensure all participants follow the camp rules	3	3
	PC6. Paddlers staged in an eddy waiting their turn to get into a play spot must first let the waiting upstream traffic pass	0	3
	PC7. Leave adequate room for paddlers coming downstream to also get into the eddy	0	3

	PC8. Be aware of people swimming and paddlers who have lost control of their boat, who may be unable to stop from coming through a feature when you are playing in it.	3	3
	PC9. Follow rules laid by the local association and International Kayaking federation	4	4
		10	21
	TOTAL	18	32
			50