1. Introduction

This is an assessment checklist to use in assessing an applicant to gain a permit to lead kayaking. More details on the permit scheme, assessing, technical skills and kayaking can be found in resources listed in [www.scouts.org.uk/a-z](http://www.scouts.org.uk/a-z).

1. Using this checklist

This checklist is the syllabus that an applicant should be assessed against for the technical section of gaining a permit. The columns on the right of each skill show whether it is applicable for each type of permit:

* P – Personal permits
* L – Leadership permits
* S – Supervisory permits

Once an assessment is complete the assessor should fill in the back page and give it to the applicant to take to their Commissioner.

1. Equivalent qualifications

If an applicant holds an award of the British Canoeing (BC) from the table below, or equivalent or higher, and has up to date logged experience, then no practical assessment is likely to be required as they have already shown competence in all of the skills listed in this assessment checklist. They will still require a recommendation from an assessor for a Commissioner to grant them a permit.

|  |  |
| --- | --- |
| **Qualification** | **Permit** |
| * BC Paddlesport Instructor (PI) | Any of Open Inland / River / Sea Canoeing B1 Waters – Leadership  Note: any operating restrictions applied to the Paddlesport Instructor award must be applied to the permit unless a further assessment is undertaken of these skills. |
| * BC Sheltered Water Kayak Coach | Any of Open Inland / River / Sea Kayak B1 Waters – Leadership |
| * BC White Water Kayak Coach * BC Sea Kayak Coach * BC Surf Kayak Coach | Kayaking B2 waters River – Leadership  Kayaking B2 waters Open Inland / Sea – Leadership  Kayaking B2 waters Surf – Leadership |
| * BC White Water Kayak Coach (Advanced Waters) * BC Sea Kayak Coach (Advanced Waters) * BC Surf Kayak Coach (Advanced Waters) | River Kayaking – Leadership  Open Inland/ Sea Kayaking – Leadership  Surf Kayaking – Leadership |

1. Technical publication

If you require any more technical information on any of the elements in the checklist, these can be found in the official technical manual, which is:

**Canoe and Kayak Handbook** *by* British Canoeing ISBN 0-9531956-5-1

Kayaking Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

| Core Skill | Open Inland | | | River | | | Sea | | | Surf | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| P | L | S | P | L | S | P | L | S | P | L | S |
| **Responsibilities** |  |  |  |  |  |  |  |  |  |  |  |  |
| * Be aware of the limits of your own abilities. |  |  |  |  |  |  |  |  |  |  |  |  |
| * Choose objectives appropriate to the group. |  |  |  |  |  |  |  |  |  |  |  |  |
| * Plan effectively in advance including selecting a suitable venue and contingency plans. |  |  |  |  |  |  |  |  |  |  |  |  |
| * Knowledge of rules / regulations which govern the use of water. |  |  |  |  |  |  |  |  |  |  |  |  |
| * Able to identify when remote supervision is not appropriate in running kayaking. |  |  |  |  |  |  |  |  |  |  |  |  |
| **Group Management** |  |  |  |  |  |  |  |  |  |  |  |  |
| * Establish a clear means of communication with the group. |  |  |  |  |  |  |  |  |  |  |  |  |
| * Demonstrate the ability to maintain line of sight within the group and surrounding environment. |  |  |  |  |  |  |  |  |  |  |  |  |
| * Show an understanding that group leaders must combine good planning with making honest decisions and judgements in advance. |  |  |  |  |  |  |  |  |  |  |  |  |
| * Know how to position themselves to most effectively manage the group. |  |  |  |  |  |  |  |  |  |  |  |  |
| * Able to identify group members with the skills and experience to be able to lead kayaking as a designated leader under supervision. |  |  |  |  |  |  |  |  |  |  |  |  |
| * Able to set up appropriate monitoring systems to effectively supervise kayaking groups. |  |  |  |  |  |  |  |  |  |  |  |  |
| * Able to ensure that designated leaders are aware of their responsibilities. |  |  |  |  |  |  |  |  |  |  |  |  |
| **Risk Assessment** |  |  |  |  |  |  |  |  |  |  |  |  |
| * Know how to complete a risk assessment. |  |  |  |  |  |  |  |  |  |  |  |  |
| * Able to effectively identify the hazards and risks and know how to reduce or remove them, during kayaking. |  |  |  |  |  |  |  |  |  |  |  |  |
| * Able to train participants to carry out their own dynamic risk assessments. |  |  |  |  |  |  |  |  |  |  |  |  |
| * Able to complete a risk assessment and identify those factors that are likely to change gradually or quickly. |  |  |  |  |  |  |  |  |  |  |  |  |
| * Able to identify emergency procedures in a number of situations |  |  |  |  |  |  |  |  |  |  |  |  |
| **Weather** |  |  |  |  |  |  |  |  |  |  |  |  |
| * Knowledge of where to gain weather information. |  |  |  |  |  |  |  |  |  |  |  |  |
| * Knowledge of how weather conditions can affect kayaking (e.g. water levels and speed, wind directions and strength etc), and how this may affect the permit operations. |  |  |  |  |  |  |  |  |  |  |  |  |
| **Technical** |  |  |  |  |  |  |  |  |  |  |  |  |
| * B1 waters – Ability to paddle to the standard of the British Canoeing 3 Star or White Water Award/ Touring Award/ Sea Award (as appropriate for the environment). |  |  |  |  |  |  |  |  |  |  |  |  |
| * B2 waters – Ability to paddle to the standard of the British Canoeing Moderate Water Leader (discipline specific). |  |  |  |  |  |  |  |  |  |  |  |  |
| * B3 and A waters – Ability to paddle to the standard of the British Canoeing Advanced Water Leader (discipline specific). |  |  |  |  |  |  |  |  |  |  |  |  |
| * Ability to identify and explain water features, their effects, utility and associated dangers. |  |  |  |  |  |  |  |  |  |  |  |  |
| * Understand and be able to teach use of the paddling techniques. |  |  |  |  |  |  |  |  |  |  |  |  |
| * Experience in a variety of environments for kayaking. |  |  |  |  |  |  |  |  |  |  |  |  |
| * Experience of working with a variety of different activity groups in kayaking. |  |  |  |  |  |  |  |  |  |  |  |  |
| **Emergency Procedures** |  |  |  |  |  |  |  |  |  |  |  |  |
| * Knowledge of relevant procedures in the event of an accident. |  |  |  |  |  |  |  |  |  |  |  |  |
| * Ability to retrieve a capsized paddler. |  |  |  |  |  |  |  |  |  |  |  |  |
| * Ability to support a capsized paddler with rescue. |  |  |  |  |  |  |  |  |  |  |  |  |
| * Ability to retrieve an entrapped paddler or craft. |  |  |  |  |  |  |  |  |  |  |  |  |
| * Ability to recover an incapacitated paddler (conscious and unconscious). |  |  |  |  |  |  |  |  |  |  |  |  |
| * Ability to recover a swamped craft. |  |  |  |  |  |  |  |  |  |  |  |  |
| * Ability to self rescue. |  |  |  |  |  |  |  |  |  |  |  |  |
| * Ability to carry out the skills required for the British Canoeing Advanced Surf Safety and Rescue. |  |  |  |  |  |  |  |  |  |  |  |  |
| **Equipment** |  |  |  |  |  |  |  |  |  |  |  |  |
| * Knowledge of personal equipment required, how it is used and the importance of it being of the appropriate size for the user. |  |  |  |  |  |  |  |  |  |  |  |  |
| * Knowledge of group equipment required and how it is used. |  |  |  |  |  |  |  |  |  |  |  |  |
| * Understanding of additional equipment required by the leader. |  |  |  |  |  |  |  |  |  |  |  |  |
| * Knowledge of the different types of kayak available and what type of water they are suitable for. |  |  |  |  |  |  |  |  |  |  |  |  |

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| Notes |
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Kayaking Permit Assessment

DATA PROTECTION: This form is used to collect information about you for the purpose of approving your permit application, this is to be used by your Assessor and Commissioner. As part of this form we collect personal data about you, your Assessor and Commissioner, this detail is required so that we can log your permit onto Compass (the Scout’s membership database) and also follow up as necessary with your Assessor and Commissioner. We do not share your personal data provided in this form with any third parties. The data provided in this form is stored securely in Compass. We take your personal data privacy seriously. We will keep the data we capture from this form, in line with the Scout’s Data Retention Policy and it will be securely disposed of six months after the permit expires.

The applicant should keep this form once it has been completed by the Assessor and take it to their Commissioner.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Applicant’s name** | | |  | | | | **Member No.** | | | | | | | |  | | | |
| **Permit applied for** | | | Open Inland / River  / Sea  / Surf | | | | | | | | | | | | | | | |
| **Waters** | | | B1 Waters  / B2 Waters  / B3 Waters  /A Waters | | | | | | | | | | | | | | | |
| **Category** | | | Personal  / Leadership  / Supervision | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| 1. TECHNICAL COMPETENCE | | | | | | | | | | | | | | | | Done |  | |
| **Description:** Technical assessment based on competence in all areas of the assessment checklist.  **To be completed by:** Either a County Assessor or an external assessor with the appropriate NGB award. | | | | | | | | | | | | | | | | | | |
| Restrictions based on Technical Assessment: | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | **Date** | | |  | | |
| Assessor: | | **Signature** | | |  | | | | | | | | **Name** | | |  | | |
|  | | County (if TSA Assessor) | | | | | |  | | | | | Phone | | |  | | |
|  | | | | | | | | | | | | | | | | | |
| 2. SCOUT ASSOCIATION RULES | | | | | | | | | | | | | | | | Done |  | |
| **Description:** Check of knowledge of the appropriate Scout Association rules for running kayaking. Appropriate rules can be found in [www.scouts.org.uk/a-z](http://www.scouts.org.uk/a-z).  **To be completed by:** Either a County Assessor, Commissioner or nominee of the Commissioner. | | | | | | | | | | | | | | | | | | |
| Restrictions based on knowledge of The Scout Association Rules: | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | Date | |  | | |
| Signature |  | | | | | Name | | | |  | | | | Role | |  | | |
|  | | | | | | | | | | | | | | | | | |
| 3. SAFEGUARDING | | | | | | | | | | | | | | | | Done |  | |
| **Description:** Check applicant has undertaken the necessary personal enquiry checks and received the appropriate safeguarding training.  **To be completed by:** Commissioner or nominee of the Commissioner. | | | | | | | | | | | | | | | | | | |
| Restrictions based on Safeguarding: | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | Date | | |  | | |
| **Signature** |  | | | | | Name | | |  | | | | Role | | |  | | |
|  | | | | | | | | | | | | | | | | | |
| 4. PERSONAL SUITABILITY | | | | | | | | | | | | | | | | Done |  | |
| **Description:** Check the applicant is suitable (attitude etc) based on the demands of kayaking.  **To be completed by:** Commissioner or nominee of the Commissioner. | | | | | | | | | | | | | | | | | | |
| Restrictions based on Personal Suitability: | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | Date | | |  | | |
| **Signature** |  | | | | | Name | | |  | | | | Role | | |  | | |
|  | | | | | | | | | | | | | | | | | |
| 5. PERMIT GRANTED | | | | | | | | | | | Permit added to Compass | | | | | |  | |
| Restrictions: | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | Expiry Date | | | |  | | |
| Commissioner Signature | | | |  | | | | | | | | Date | | | |  | | |