



Paddlesport Instructor Tutor Role Recommendation

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Introduction

Aspirant Paddlesport Instructor tutors require a recommendation in order to achieve the full Paddlesport Instructor tutor role. The recommendation is required to confirm that delivery meets the necessary standards, including competency in:

1. Syllabus knowledge and understanding;
2. Tutoring/assessing skills;
3. Use of venues, facilities and resources;
4. Administration and organisation;
5. Safety, rescue and leadership skills.

The recommendation will be based on an observation of delivery of the specific Paddlesport Instructor course by a National Association Delivery Centre authorised tutor.

A summary of the required competencies is included overleaf.

Following the observation and recommendation, the following must be completed and returned to the National Association Delivery Centre:

1. The recommendation form (see page 4);
2. A report from the recommending tutor describing the aspirant tutor's performance in each of the five required areas;
3. A personal statement from the aspirant tutor detailing the activities they have undertaken to develop their competency in each of the five required areas.

Summary of the Required Competencies

1 – Syllabus Knowledge and Understanding

The tutor must have the background syllabus knowledge and understanding in all areas of the syllabus. This includes, for example:

Knowledge and understanding of all areas of the syllabus, including:

- Practical instructing skills;
- Professional standards;
- Engagement and relationship building skills;
- Safety and rescue skills;
- Personal paddling skills.

2 – Tutoring/Assessing Skills

Underpinning effective tutoring/assessing skills is the ability to create a learning/assessment environment that is compatible with the British Canoeing Awarding Body Educational Philosophy.

Tutoring: this includes, for example:

- Appropriate content, at the right level (linked to syllabus);
- Selection of communication and delivery styles appropriate to learners' needs;
- Appropriate activities, at appropriate venues;
- Safety management;
- Management of a high quality learning environment;
- Clear introductions and conclusions;
- Appropriate use of learning resources;
- Monitoring learning, adapting delivery;
- Deployment of other tutors;
- Providing feedback, action planning and managing debriefs;
- Gaining feedback from candidates.

Assessing: this includes, for example:

- The ability to make robust, valid and reliable assessment decisions;
- Appropriate assessment planning;
- Clear communication and briefing;
- Positive and supportive tone;
- Use of relevant assessment activities/venues;
- Safety management;
- Consistency, fairness, transparency;
- Accurate interpretation of the level;
- Appropriate records kept;
- Effective observation and questioning;
- Management of professional discussions;
- Providing feedback, action planning and managing debriefs.

3 – Use of Venues, Facilities and Resources

The tutor must be able to utilise appropriate venues, facilities and resources to provide a safe and high quality learning/assessment environment for all candidates.

This includes, for example:

- Management of a safe learning/assessment environment;
- Appropriate learning/assessment environment (planned and used);
- Industry standard resources appropriate to candidate needs and syllabus;
- Appropriate indoor space for course introduction, etc.;
- Communication regarding toilet, changing, showers, etc.;
- Appropriate practical venue and conditions;
- Understanding of when to cancel or abort courses when conditions are unsuitable;
- Provision of adequate safety and first aid equipment;
- Fit-for-purpose residential accommodation (if applicable).

4 – Administration and Organisation

The tutor understands, applies and implements the necessary administration and organisational requirements.

This includes, for example:

- Course staffing (ratios, roles);
- Pre-course information and recruitment;
- Course authorisation;
- Candidate registration;
- Programme planning;
- End of course paperwork;
- End of course feedback;
- Appeals procedure/other supporting policies;
- Special needs and reasonable adjustments;
- Course cancellation policy;
- Managing conflicts of interest.

5 – Safety, Rescue and Leadership Skills

The tutor has effective safety, rescue and leadership skills.

This includes, for example:

- Environmentally friendly behaviour;
- Communication of expectations of candidates' responsibilities;
- Appropriate risk assessment and risk management strategies;
- Appropriate personal/candidate equipment;
- Strong personal paddling skills in canoe, kayak and stand up paddleboard;
- Ability to accurately demonstrate all elements of the syllabus;
- Strong safety, leadership and group skills in canoe, kayak and stand up paddleboard;
- Effective and efficient rescue skills in canoe, kayak and stand up paddleboard.

Recommendation

This form is to be completed by a National Association Delivery Centre authorised tutor. In order to make this recommendation, competence must be observed across the range of skills through the delivery of a **full** Paddlesport Instructor course. See pages 2-3 for further details of the skills required.

Aspirant Tutor Name:			
Role: Paddlesport Instructor Tutor			
Aspirant Tutor Skills			
The tutor:			
1.	Has knowledge and understanding in all areas of the syllabus		
2.	Demonstrated effective tutoring and assessing skills		
	Managed the learning and assessment environment in line with the British Canoeing Awarding Body Educational Philosophy		
3.	Utilised appropriate venues, facilities and resources		
4.	Understands, applied and implemented the administration and organisational requirements		
5.	Demonstrated effective safety, rescue and leadership skills		
Recommendation: I confirm that this aspirant tutor has shown competence and ability in all aspects identified above and has completed an appropriate development process in order to reach this point. I am confident that the aspirant provider can run all aspects of the Paddlesport Instructor course, in accordance with British Canoeing Awarding Body and National Association Delivery Centre requirements, without supervision.			
Provide a brief description of the course and the responsibilities taken on by the aspirant tutor:			
Course Number:		Date:	
Recommending Tutor Name:		Membership Number:	

This recommendation should be submitted to the National Association Delivery Centre; accompanied by:

1. A report from the recommending tutor describing the aspirant tutor's performance in each of the five required areas;

2. A personal statement from the aspirant tutor detailing the activities they have undertaken to develop their competency in each of the five required areas.