

## Workbook – Scout Canoeing Course/Canoeing Level 1 (flat and undemanding water)



Course number: .....  
 Course venue: .....  
 Course Leader: .....  
 Course date(s): .....

**Scout Canoeing  
Course/Canoeing Level 1**

**Module: Demonstrate simple canoeing skills**  
**Module: Perform deep water rescues**

Candidate's personal details: **My Name:** .....  
 My Branch: ..... My Membership No: ..... My Scouting Role: .....  
 Mobile: ..... Email: ..... Address: .....

Assessment summary	Not satisfactory	Satisfactory
<b>1: Questions (summative): Canoeing</b>		
<b>2: Exercise (summative): Personal plan for a canoeing activity</b>		
<b>3: Activity (summative): Participation in deep water rescues</b>		
<b>4: Evaluation checklist (summative) – Demonstrate simple canoeing skills and perform deep water rescues</b>		
<b>5: Observation checklist (summative): Demonstrate simple canoeing skills and perform deep water rescues</b>		
<b>6: Logbook (summative)</b>		

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:** .....

### *Candidate's Statement of Acceptance*

I 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.**

**This page is intentionally blank – do not delete for printing**

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

<b>ASSESSMENT RESULT SHEET</b>		
 <p><b>SCOUTS</b> AUSTRALIA ADULT TRAINING &amp; DEVELOPMENT</p>	Course number: ..... Course venue: ..... Course Leader: ..... Course date(s): .....	
<b>Scout Canoeing Course/Canoeing Level 1</b>	<b>Module: Demonstrate simple canoeing skills</b>	
Candidate's personal details: <b>My Name:</b> ..... My Branch: ..... My Membership No: ..... My Scouting Role: ..... Mobile: ..... Email: ..... Address: .....		
<b>Based on my observations and from verified information available, the candidates listed above can:</b>		<b>Not satisfactory</b>
<b>1 . Plan for a canoeing activity.</b>		<b>Satisfactory</b>
1.1. Identify food and water requirements according to principles of nutrition and conditions of activity		
1.2. Identify an appropriate activity site according to relevant legislation and organisational policies		
1.3. Access relevant sources to interpret weather and environmental information.		
1.4. Identify possible hazards associated with the activity and minimise risks as advised by supervisor.		
<b>2 . Select equipment.</b>		
2.1. Select craft and equipment according to contextual issues and check to ensure in good work condition		
2.2. Fit and adjust equipment to ensure comfort, safety and suitability to the participant and canoe.		
2.3. Select personal clothing for activity, identify design and construction features that make it appropriate		
2.4. Waterproof and pack equipment that is not required on hand and stow or fasten in a suitable manner.		
2.5. Prepare equipment, where required, for safe transportation to activity location		
<b>3 . Apply control and manoeuvring techniques.</b>		
3.1. Embark and disembark the canoe while maintaining stability.		
3.2. Direct the canoe in a controlled manner.		
3.3. Demonstrate a range of basic canoe strokes		
3.4. Apply efficient paddling technique to minimise injury while directing the canoe.		
<b>4 . Apply capsize procedures.</b>		
4.1. Exit the canoe in a controlled manner, and recover paddles and other equipment, following a capsize.		
4.2. Manoeuvre the upturned canoe to shore or to rescue craft and empty out water		
4.3. Demonstrate deep water re-entry techniques or take the canoe ashore		
<b>5 . Secure canoe.</b>		
5.1. Apply methods to secure the canoe to the bank, shore or jetty.		
5.2. Secure the canoe, where appropriate, for road transport using suitable methods		
<b>6 . Evaluate the canoeing activity</b>		
6.1. Evaluate relevant aspects of the canoeing activity		
6.2. Identify improvements for future canoeing experiences		
The candidate has provided the following portfolio of evidence: <b>1: Questions (summative): Canoeing</b> <b>2: Exercise (summative): Personal plan for a canoeing activity</b> <b>3: Activity (summative): Participation in deep water rescues</b>		

- 4: Evaluation checklist** (summative) – **Demonstrate simple canoeing skills and perform deep water rescues**
- 5: Observation checklist** (summative): **Demonstrate simple canoeing skills and perform deep water rescues**
- 6: 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:** .....

## ASSESSMENT RESULT SHEET



Course number: .....  
 Course venue: .....  
 Course Leader: .....  
 Course date(s): .....

**Scout Canoeing  
 Course/Canoeing Level 1**

**Module: Perform deep water rescues**

Candidate's personal details: **My Name:** .....  
 My Branch: ..... My Membership No: ..... My Scouting Role: .....  
 Mobile: ..... Email: ..... Address: .....

<b>Based on my observations and from verified information available, the candidates listed above can:</b>	<b>Not satisfactory</b>	<b>Satisfactory</b>
<b>1. Assess the situation.</b>		
1.1 Identify and negotiate hazards and risks to self, other group members and capsized person(s).		
1.2 Determine most appropriate rescue method to use according to situational variances, relevant legislation, and organisational policies and procedures		
1.3 Select equipment and human resources to perform a rescue according to policies and procedures.		
<b>2 . Demonstrate rescue procedures.</b>		
2.1 Deliver concise directions to the capsized person or persons and others assisting in the rescue.		
2.2 Manoeuvre rescue craft into a suitable position to enable a safe rescue.		
2.3 Perform rescue in a safe manner according to situation, conditions and policies and procedures.		

The candidate has provided the following portfolio of evidence:  
**1: Questions (summative): Canoeing**  
**2. Exercise (summative): Personal plan for a canoeing activity**  
**3: Activity (summative): Participation in deep water rescues**  
**4: Evaluation checklist (summative) – Demonstrate simple canoeing skills and perform deep water rescues**  
**5: Observation checklist (summative): Demonstrate simple canoeing skills and perform deep water rescues**  
**6: 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:** .....

**Appointing your Supervisor:**

All Supervisors must hold the units that they are supervising.

**Supervisor for Scout Canoeing Course/Canoeing Level 1 (flat and undemanding)** can be a Leader who has any of the following appointments:

- Scout Association Canoeing Level 2 with considerable Canoeing experience
- Scout Association Guide Canoeing
- Scout Association Instructor Canoeing
- A person with an industry registration e.g. NOLRS registered Canoeing Guide or Instructor

**Supervisor's Details:**

The **Scout Canoeing Course/Canoeing Level 1** course Instructor appointed this person as the candidate's Supervisor and mentor:

Supervisor's name: .....

Supervisor's Canoeing qualifications: .....

Membership No: ..... Scouting Role: .....

Contact: Mobile: ..... Email: .....

**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 enrolment form from their Course Leader/Instructor/Assessor, who will provide advice about enrolment. 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 Canoeing Course/Level 1 Canoeing, may provide evidence towards the RPL of the following units of competence:

- **PUAOPE002B:** Operate communications systems and equipment
- **SISOCNE201A:** Demonstrate simple canoeing skills
- **SISOCNE202A:** Perform deep water rescues
- **SISONAV201A:** Demonstrate navigation skills in a controlled environment
- **SISOOPS202A:** Use and maintain a temporary or overnight site

My NAME is:

Assessment 1: Questions (summative): Canoeing										
Questions	Candidate's answers									
Planning to participate in canoeing										
1	List 8 factors or issues to consider when you are planning a canoeing activity?	<table border="1"> <tr> <td>1</td> <td>5</td> </tr> <tr> <td>2</td> <td>6</td> </tr> <tr> <td>3</td> <td>7</td> </tr> <tr> <td>4</td> <td>8</td> </tr> </table>	1	5	2	6	3	7	4	8
1	5									
2	6									
3	7									
4	8									
2	What legislation, policies and industry codes will influence how a canoeing activity is planned?									
3	List 4 places where relevant and timely weather information can be found?	<table border="1"> <tr> <td>1</td> </tr> <tr> <td>2</td> </tr> <tr> <td>3</td> </tr> <tr> <td>4</td> </tr> </table>	1	2	3	4				
1										
2										
3										
4										
4	List 6 ways the weather will impact on planning a canoeing activity?	<table border="1"> <tr> <td>1</td> </tr> <tr> <td>2</td> </tr> <tr> <td>3</td> </tr> <tr> <td>4</td> </tr> <tr> <td>5</td> </tr> <tr> <td>6</td> </tr> </table>	1	2	3	4	5	6		
1										
2										
3										
4										
5										
6										
5	List 6 places to find information to assist with planning a canoeing activity and what sort of information would you be seeking?	<table border="1"> <tr> <td>1</td> </tr> <tr> <td>2</td> </tr> <tr> <td>3</td> </tr> <tr> <td>4</td> </tr> <tr> <td>5</td> </tr> <tr> <td>6</td> </tr> </table>	1	2	3	4	5	6		
1										
2										
3										
4										
5										
6										
6	What would you plan to carry for emergency food on a canoeing activity?									
7	Canoeing can be a risky activity. List your top 6 safety rules and actions to follow when canoeing?	<table border="1"> <tr> <td>1</td> </tr> <tr> <td>2</td> </tr> <tr> <td>3</td> </tr> <tr> <td>4</td> </tr> <tr> <td>5</td> </tr> <tr> <td>6</td> </tr> </table>	1	2	3	4	5	6		
1										
2										
3										
4										
5										
6										

My NAME is:

Canoeing equipment		
8	What piece of personal canoeing equipment must be fitted and adjusted correctly and why?	
9	What safety equipment should be carried on a canoeing activity and what other equipment could be carried to deal with emergencies?	
10	Besides the equipment listed in the previous question, list other equipment that will be needed for a canoeing activity?	
11	How will you keep your gear dry during a canoeing activity?	
12	All canoes should have "positive buoyancy". What does this mean?	
13	What canoeing equipment checks are done and when?	
Canoeing knowledge		
14	Which side of the canoe is the port side and what colour is a port marker?	
15	What colour is a starboard marker?	
16	<p>Define the following canoeing terms:</p> <ul style="list-style-type: none"> <li>• Bow</li> <li>• Stern paddler</li> <li>• Gunwale</li> <li>• Thwart</li> <li>• T-grip</li> <li>• Eddy</li> <li>• Strainer</li> <li>• Portage</li> <li>• J-stroke</li> <li>• Draw stroke</li> <li>• Throw line</li> </ul>	
	<p><b>Bow</b></p> <p><b>Stern paddler</b></p> <p><b>Gunwale</b></p> <p><b>Thwart</b></p> <p><b>T-grip</b></p> <p><b>Eddy</b></p>	



My NAME is:

		<b>Strainer</b>  <b>Portage</b>  <b>J-stroke</b>  <b>Draw stroke</b>  <b>Throw line</b>
<b>Capsizes and emergencies</b>		
17	For Scout canoeing, there is safety in numbers. What does this mean and why is it so?	
18	List 4 internationally recognised distress signals?	1 2 3 4
19	When a canoe capsizes, the first rescue priority is the paddlers in the water. Why?	
20	Emergency and rescue procedures should be appropriate for the canoeing location. Good planning helps to reduce the impact of the emergency. List 6 measures to implement to reduce the impact of the emergency.	1 2 3 4 5 6
<b>Evaluating a canoeing activity</b>		
21	After a canoeing activity, what are 4 aspects of the activity that you would evaluate and why?	1 2 3 4
The candidate demonstrated canoeing skills and knowledge and is satisfactory		
<b>Supervisor's Name:</b> ..... <b>Signature:</b> ..... <b>Date:</b> .....		

My **NAME** is:

**Assessment 2: Exercise (summative): Personal plan for a canoeing activity**

1	When will this canoeing activity happen?											
2	What is the location for the canoeing activity?											
3	Who am I going canoeing with and how many canoes will there be?											
4	What communications equipment will I be carrying?											
5	Who will be the emergency contact who will hold a copy of the canoeing activity plan?											
6	What weather conditions will I expect?											
7	What will I wear on this canoeing activity?											
8	My personal gear list for this canoeing activity											
9	My personal food menu											
10	My water requirements											
11	List 10 potential hazards and risks I expect to encounter on this canoeing activity?	<table border="1"> <tr><td>1</td><td>6</td></tr> <tr><td>2</td><td>7</td></tr> <tr><td>3</td><td>8</td></tr> <tr><td>4</td><td>9</td></tr> <tr><td>5</td><td>10</td></tr> </table>	1	6	2	7	3	8	4	9	5	10
1	6											
2	7											
3	8											
4	9											
5	10											
12	List 10 actions I will take to minimise impact while participating in this canoeing activity?	<table border="1"> <tr><td>1</td><td>6</td></tr> <tr><td>2</td><td>7</td></tr> <tr><td>3</td><td>8</td></tr> <tr><td>4</td><td>9</td></tr> <tr><td>5</td><td>10</td></tr> </table>	1	6	2	7	3	8	4	9	5	10
1	6											
2	7											
3	8											
4	9											
5	10											

The candidate demonstrated personal planning a for a canoeing activity and is considered to be satisfactory

**Supervisor's Name:** ..... **Signature:** ..... **Date:** .....

My NAME is:

**Assessment 3: Activity (summative): Participation in deep water rescues**

Apply capsized procedures and perform deep water rescue procedures (canoes, kayaks and sea kayaks)

**Required Skill:** Candidates must demonstrate that they can swim 50 metres, fully clothed and wearing a PFD.

This activity should be completed on different occasions in different locations and conditions. The depth of water should be such that the candidate cannot touch the bottom whilst standing. The rescue procedures should include a practical demonstration and understanding of different types of rescues appropriate to the craft and situation:

- “T” rescue
- “X” rescue
- Deck rescues
- Self rescues
- “H” rescues
- Deep water re-entry

Any recognised rescue variations suitable for the type canoe may be used. Clear and concise communication to everyone involved in the rescue must form part of the assessment.

For valid and reliable assessment, this activity must be assessed in the context of an outdoor canoeing, canoeing or sea canoeing activity with a range of real clients and must be demonstrated in realistic scenarios.

	Rescue type	Place, Date and Conditions	Date, Guide / Supervisor
1			
2			
3			
4			
5			
6	Swim 50 metres, fully clothed and wearing a PFD		

The candidate is considered to be satisfactory in performing deep water rescues

**Supervisor’s name:** ..... **Supervisor’s signature:** ..... **date:** .....

My NAME is:

**Assessment 4: Evaluation checklist (summative) – Demonstrate simple canoeing skills and perform deep water rescues**

Completed by **SELF, PEER and GUIDE/SUPERVISOR**

- Third-party reports from a peer and supervisor detailing performance.
- Observation of safe participation and demonstration of simple canoeing skills and perform deep water rescues
- 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	2. Poor	3. OK	4. Good	5. Very good	6. Not applicable
-----------	---------	-------	---------	--------------	-------------------

Rate how well the candidate can:

Date: Self	Date: Peer	Date: Guide/ Supervisor
---------------	---------------	-------------------------------

**Plan for the canoeing activity:**

- Food and water
- Site selection
- Weather information
- Risk management

**Select gear for the canoeing 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 canoe:**

- maintain stability
- from a bank
- from a jetty
- smoothly coming alongside other craft or the shore

**Demonstrate efficient canoe strokes whilst directing the canoe both for C1 and C2 canoe:**

- J stroke (must turn thumb down)
- Forward and reverse paddling
- forward and reverse sweeps
- draw strokes
- bow draw strokes
- pry stroke
- low support strokes
- stern rudder

**Direct the canoe in a controlled manner whilst directing the canoe both for C1 and C2 canoe:**

- forward
- backwards
- sideways
- turning
- stopping
- support

**Apply efficient paddling techniques while directing the canoe both for C1 and C2 canoe:**

- use of trunk rotation
- correct posture
- use of leg drive

My **NAME** is:

<ul style="list-style-type: none"> <li>• hand placement on paddle</li> <li>• blade placement in water</li> <li>• blade depth in water</li> <li>• paddle blade angle throughout stroke</li> <li>• paddle entry and exit points</li> <li>• movement of top hand through the stroke</li> <li>• lean or edge of the craft</li> <li>• smooth transfer between different strokes</li> <li>• edging or leaning</li> </ul>			
<p><b>Apply navigation skills:</b></p> <ul style="list-style-type: none"> <li>• Determine location and follow a planned course</li> </ul>			
<p><b>Capsize:</b></p> <ul style="list-style-type: none"> <li>• Exit canoe in a controlled manner</li> <li>• Manoeuvre the upturned canoe</li> <li>• Demonstrate deep water re-entry</li> </ul>			
<p><b>Perform deep water rescues:</b></p> <ul style="list-style-type: none"> <li>• Identify and negotiate hazards</li> <li>• Determine most appropriate rescue method</li> <li>• Select equipment and human resources available</li> <li>• Deliver concise directions</li> <li>• Perform rescue in a safe manner</li> </ul>			
<p><b>Secure the canoe:</b></p> <ul style="list-style-type: none"> <li>• to the bank, shore or jetty</li> <li>• for road transport</li> </ul>			
<p><b>Areas that need improvement:</b></p>			
<p><b>VERIFICATION DETAILS</b></p>			
	Name	Signature	Phone contact details
<b>Peer</b>			
<b>Guide/Supervisor</b>			

My NAME is:

<b>Assessment 5: Observation checklist (summative): Demonstrate simple canoeing skills and perform deep water rescues</b>			
<b>Based on my observations and verified information the candidate demonstrated:</b>	Supervisor's comments	Not satisfactory	Satisfactory
<b>Plan for the canoeing activity:</b> <ul style="list-style-type: none"> <li>• Food and water</li> <li>• Site selection</li> <li>• Weather information</li> <li>• Risk management</li> </ul>			
<b>Select gear for the canoeing activity:</b> <ul style="list-style-type: none"> <li>• Considered contextual issues</li> <li>• Ensured good working order</li> <li>• Selected craft and gear</li> <li>• Fitted and adjusted for comfort and safety</li> <li>• Appropriate clothing</li> <li>• Waterproof and packed appropriately</li> </ul>			
<b>Embark and disembark the canoe:</b> <ul style="list-style-type: none"> <li>• maintain stability</li> <li>• from a bank</li> <li>• from a jetty</li> <li>• smoothly coming alongside other craft or the shore</li> </ul>			
<b>Demonstrate efficient canoe strokes whilst directing the canoe both for C1 and C2 canoe:</b> <ul style="list-style-type: none"> <li>• J stroke (must turn thumb down)</li> <li>• Forward and reverse paddling</li> <li>• forward and reverse sweeps</li> <li>• draw strokes</li> <li>• bow draw strokes</li> <li>• pry stroke</li> <li>• low support strokes</li> <li>• stern rudder</li> </ul>			
<b>Direct the canoe in a controlled manner whilst directing the canoe both for C1 and C2 canoe:</b> <ul style="list-style-type: none"> <li>• forward</li> <li>• backwards</li> <li>• sideways</li> <li>• turning</li> <li>• stopping</li> <li>• support</li> </ul>			
<b>Apply efficient paddling techniques while directing the canoe both for C1 and C2 canoe:</b> <ul style="list-style-type: none"> <li>• use of trunk rotation</li> <li>• correct posture</li> <li>• use of leg drive</li> <li>• hand placement on paddle</li> <li>• blade placement in water</li> <li>• blade depth in water</li> <li>• paddle blade angle throughout stroke</li> <li>• paddle entry and exit points</li> </ul>			

My **NAME** is:

<ul style="list-style-type: none"> <li>• movement of top hand through the stroke</li> <li>• lean or edge of the craft</li> <li>• smooth transfer between different strokes</li> <li>• edging or leaning</li> </ul>			
<p><b>Apply navigation skills:</b></p> <ul style="list-style-type: none"> <li>• Determine location and follow a planned course</li> </ul>			
<p><b>Capsize:</b></p> <ul style="list-style-type: none"> <li>• Exit canoe in a controlled manner</li> <li>• Manoeuvre the upturned canoe</li> <li>• Demonstrate deep water re-entry</li> </ul>			
<p><b>Perform deep water rescues:</b></p> <ul style="list-style-type: none"> <li>• Identify and negotiate hazards</li> <li>• Determine most appropriate rescue method</li> <li>• Select equipment and human resources available</li> <li>• Deliver concise directions</li> <li>• Perform rescue in a safe manner</li> </ul>			
<p><b>Secure the canoe:</b></p> <ul style="list-style-type: none"> <li>• to the bank, shore or jetty</li> <li>• for road transport</li> </ul>			
<p><b>Areas that need improvement:</b></p>     			
<p>The candidate demonstrated simple canoeing skills and performed deep water rescues is considered to be satisfactory.</p>			
<p><b>Supervisor's Name:</b> ..... <b>Signature:</b> ..... <b>Date:</b> .....</p>			

My NAME is: \_\_\_\_\_

**Assessment 5: Logbook**

Candidates must either:

- Have an existing canoeing activity log book, or
- Start their canoeing activity log book with details of completed canoeing activities during the course.

Logbook has been sighted and provides satisfactory evidence of canoeing skills on flat and undemanding water on multiple occasions.

Supervisor's Name: ..... Signature: ..... Date: .....

**Sample canoeing activity log book:**

Name: .....		Activity Log				Skill: Canoeing		
Date	Activity & Location	Route taken and grade of water	Distance	Time Canoeing	Comments, weather conditions, water levels & flow, tides, etc	Participants: including Section, No of adults & youth	My Role	Name of Activity Leader/ team leader & contact details