

**Workbook – Scout Canoeing Course/Canoeing Level 2  
(flat and undemanding water)**



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

**Scout Canoeing  
Course/Canoeing Level 2**

**Module: Apply canoeing skills**

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): Planning a canoeing activity or expedition</b>		
<b>3: Evaluation checklist (summative) – Applying canoeing skills</b>		
<b>4: Observation checklist (summative): Applying canoeing skills</b>		
<b>5: 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.**

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**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 2</b>	<b>Module: Apply 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>Satisfactory</b>
<b>1 Plan for a canoeing activity</b>		
1.1 Identify food and water requirements according to nutrition principles and conditions of activity.		
1.2 Identify an appropriate activity site and course to take according to relevant legislation and organisational policies and procedures.		
1.3 Access relevant sources to interpret weather and environmental information.		
1.4 Identify potential hazards associated and manage risks as advised by the supervisor.		
<b>2 Select equipment</b>		
2.1 Select craft, equipment according to contextual issues, check it is in good working condition		
2.2 Fit and adjust equipment to ensure comfort, safety, suitability to participant and canoe.		
2.3 Select personal clothing for activity and identify design and construction features		
2.4 Waterproof and pack equipment that is not required on hand and stow 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 (both solo and as a double).		
3.3 Demonstrate efficient paddling techniques and strokes while directing the canoe.		
3.4 Apply navigation skills to determine location and follow planned course during activity.		
<b>4 Apply capsize procedures</b>		
4.1 Exit the canoe in a controlled manner, recover paddles and other equipment, after 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 Perform deep water rescue</b>		
5.1 Identify and negotiate hazards and their risks to self, group members and capsized person(s)		
5.2 Determine most appropriate rescue method to use according to situational variances, relevant legislation, and organisational policies and procedures.		
5.3 Select equipment and human resources available to perform a rescue according		
5.4 Deliver concise directions to capsized person(s) and any others assisting the rescue.		

5.5 Manoeuvre rescue craft into a suitable position to enable a safe rescue.		
5.6 Perform rescue in a safe manner according to situation, conditions and organisational policies		
5.7 Assist the rescuee back into their craft as required.		
<b>6 Secure canoe</b>		
6.1 Secure the canoe to the bank, shore or jetty.		
6.2 Secure the canoe, where appropriate, for road transport using suitable methods.		
<b>7 Evaluate the canoeing activity</b>		
7.1 Evaluate relevant aspects of the canoeing activity.		
7.2 Identify improvements for future canoeing experiences		
<p>The candidate has provided the following portfolio of evidence:</p> <p><b>1: Questions (summative): Canoeing</b></p> <p><b>2. Exercise (summative): Planning a canoeing activity or expedition</b></p> <p><b>3: Evaluation checklist (summative) – Applying canoeing skills</b></p> <p><b>4: Observation checklist (summative): Applying canoeing skills</b></p> <p><b>5: Logbook (summative)</b></p>		
<p>The candidate satisfies the requirements for the above module and is considered to be proficient.</p> <p>Scout Assessor / Instructor Name: .....</p> <p>Scout Assessor No: ..... &amp; Instructor No: .....</p> <p>Signature: ..... Date: .....</p>		

**Appointing your Supervisor:**

All Supervisors must hold the units that they are supervising.

**Supervisor for Scout Canoeing Course/Canoeing Level 2 (flat and undemanding water)** can be a Leader who has any of the following appointments:

- 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 2** 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 2 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
- **SISOCNE303A:** Apply canoeing skills
- **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	
1 List 10 factors or issues to consider when you are planning a canoeing expedition?	1	6
	2	7
	3	8
	4	9
	5	10
2 List 4 environmental conditions that could impact on a canoe expedition and explain how you will plan for each one?	1	
	2	
	3	
	4	
3 List your top 6 safety rules and actions to follow for a Scouting group on a canoeing expedition?	1	
	2	
	3	
	4	
	5	
	6	
4 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	
5 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		
Supervisor's Name: ..... Signature: ..... Date: .....		

My NAME is:

**Assessment 2: Exercise (summative): Planning a canoeing activity**

<b>My Plan</b>				
1	<b>Canoeing activity planning checklist:</b>		Tick when done	Tick if not applicable
	Design and develop the Canoeing activity plan			
	Confirm suitability and selection of canoeing site with colleagues and participants			
	Seek approval for activity from relevant land manager (i.e. camping permits and fees paid)			
	Assess environmental impacts and develop an environmental minimum impact plan			
	Clearly state objectives and learning outcomes for the canoeing activity			
	Complete area assessment (e.g. route, area significance, maps, terrain)			
	Assess qualifications and competence of leaders and assistant leaders			
	Determine the leader to participant ratio (check Branch policy and AAS)			
	Scout management approval – Activity Advice & Approval – completed and approval received (use standard state Branch form and <b>attach copy</b> )			
	Seek parental consent – completed and distributed (use standard state Branch form and <b>attach copy</b> )			
	Collect the names, addresses, and medical and emergency contact details for all participants			
	Identify participants’ social and cultural needs			
	Check weather and made necessary alterations (e.g. gear, clothing, route, food, water)			
	Plan appropriate personal clothing for activity and weather and advise participants			
	Plan and check all appropriate canoeing activity equipment			
	Plan and check transport arrangements			
	Plan and check all water, food, arrangements			
	Check and pack appropriate first aid kits			
	Establish cancellation, modification or postponement procedures			
	Assess the risks and develop a risk management plan (attach a copy of risk management plan)			
	Complete and share the communication plan (include with risk management plan)			
	Identify emergency procedures (include with risk management plan)			
	Identify support and evacuation abilities			
	Complete and share the contingency plan			
	Brief all staff on activities, objectives, allocated jobs and responsibilities, communications and emergency procedures, and risk management plan			
	Brief all participants on activities, expectations, communications and emergency procedures			
<b>Post activity:</b>				
Check equipment for damage and arrange for repair or replacement as needed				
Review/evaluate the Canoeing activity with team				
2	Canoeing activity date(s) and times			
3	Canoeing activity location			
4	Aims of the canoeing activity:			

My **NAME** is:

5	Description of the participant group including number, age and skill level:		
6	<b>Activity Leaders:</b> names, qualifications, and contact details	Expedition Leader: Name: ..... Qualifications: ..... Mobile: ..... E-mail: .....	Assistant Expedition Leaders: Name: ..... Qualifications: ..... Mobile: ..... E-mail: ..... Name: ..... Qualifications: ..... Mobile: ..... E-mail: .....
7	Name and contact details of emergency contact who holds a copy of this plan:	Name: ..... Position / role: ..... Mobile: ..... E-mail: .....	
8	<b>Forecast weather conditions:</b> <ul style="list-style-type: none"> <li>• What to expect</li> <li>• What needs to be planned to cope with any expected weather events, etc.</li> </ul>		<b>Attach:</b> <ul style="list-style-type: none"> <li>• <b>Climate information</b> for region and time of year</li> <li>• Attach <b>timely weather reports</b>, warnings, tide table, etc.</li> </ul>
9	<b>Navigation and route plan</b>	<b>Attach: route plan</b> for the canoeing activity	
10	<b>Program Constraints</b> Comment on and plan for any of the following: <ul style="list-style-type: none"> <li>• Site constraints, including environmental issues</li> <li>• Equipment constraints</li> <li>• Participants' social and cultural needs that may impact on program delivery and details of adjustments or changes planned to accommodate these needs</li> <li>• Participant health issues that will need special attention</li> <li>• Other special needs issues for participants</li> </ul>		
11	<b>Planning for Water:</b> <ul style="list-style-type: none"> <li>• What will be needed</li> <li>• What will be carried</li> <li>• How will water supplies be replenished</li> <li>• Water purification techniques to be used</li> </ul>		



My NAME is:

12	<b>My Plan for Minimal Environmental Impact (Leave No Trace)</b>	
	<b>A Scout takes care of the environment</b>	
	<b>Leave No Trace principles</b>	<b>Some of my actions to reduce my impact:</b>
	1. Plan ahead and prepare	1 2 3 4
	2. Paddle and camp	1 2 3 4 5 6 7 8
	3. Dispose of waste properly	Rubbish 1 2 Human Waste 1 2 3 4 Hygiene 1 2
	4. Leave what you find	1 2 3
	5. Minimise the impact of fire	1 2 3
	6. Respect wildlife	1 2 3
	7. Be considerate of your hosts and other visitors	1 2 3
13	<b>Menu and shopping list</b>	

My NAME is:

	Menu Day 1	Shopping list
	Snacks	
	Lunch	
	Dinner	
	<b>Menu Day 2</b>	
	Snacks	
	Breakfast	
	Lunch	
	Dinner	
	<b>Menu Day 3</b>	
	Snacks	
	Breakfast	
	Lunch	

14	<b>Transport plan</b>	<p><b>Forward journey details:</b> .....</p> <p>.....</p> <p>Driver name: .....</p> <p>Vehicle details: ..... Mobile: ..... E-mail: .....</p> <p>Driver name: .....</p> <p>Vehicle details: ..... Mobile: ..... E-mail: .....</p> <hr/> <p><b>Forward journey details:</b> .....</p> <p>.....</p> <p>Driver name: .....</p> <p>Vehicle details: ..... Mobile: ..... E-mail: .....</p> <p>Driver name: .....</p> <p>Vehicle details: ..... Mobile: ..... E-mail: .....</p> <hr/> <p><b>Transport contingency plans:</b></p>
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My NAME is:

15	Equipment lists	<b>Leader's equipment/gear list</b>	
		Emergency response plan	
		<b>Group share equipment/gear list</b>	
		Copy of emergency response plan, procedures, phone numbers	A signalling device
		<b>Participant's equipment/gear list</b>	
		Barrel or dry bags	
16	Budget	<b>Budget</b> (hopefully A will = B)	
		<b>Items that need to be paid for:</b>	<b>Item cost \$</b>
		Transport	
		Camp site fees	
		Equipment hire	
		Food purchases	
		<b>A = Total costs</b>	
		<b>Cost recovery:</b>	
		Participant fees (No of participants x fee per person)	
		Amount subsidised by Group	
		Fundraising	
<b>B = Total income</b>			
17	<b>Emergency Response Plan:</b>		

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

## Emergency Response Plan for Canoeing activity

Activity Location: \_\_\_\_\_

Activity Date: \_\_\_\_\_

**Emergency, accident and rescue procedures** should be appropriate for the outdoor activity and location to ensure risk minimisation to self and group.

- Specify the response procedures to be followed in an emergency situation
- Allocate specific tasks
- List emergency, survival and first aid equipment needed
- Have pre-planned escape routes and emergency transportation arrangements
- Detail communications plan and equipment

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**Emergency contact details** (name, location and phone number):

Police ..... Ambulance .....

Hospital ..... Medical .....

Ranger ..... Other .....

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### Risk Management:

#### RISK MANAGEMENT PLAN

Activity: \_\_\_\_\_

DANGER	RISK	MANAGEMENT STRATEGIES
<b>ENVIRONMENT</b>		
Rain	Wet Equipment Hypothermia	Pre-briefing and equipment list outlines appropriate clothing and wet weather gear. Participants are shown how to waterproof equipment. Group condition is monitored closely during wet weather.

My NAME is:

<b>EQUIPMENT</b>		
<b>PEOPLE</b>		

The candidate demonstrated knowledge of planning for a canoeing activity and is considered satisfactory

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

My NAME is:

**Assessment 3: Evaluation checklist (summative) – Applying canoeing skills**

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

- Third-party reports from a peer and supervisor detailing performance.
- Observation of safe participation and applying canoeing skills
- 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
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**Rate how well the candidate can:**

Date: Self	Date: Peer	Date: Guide/ Supervisor
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**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>Evaluate the canoeing activity.</b></p> <ul style="list-style-type: none"> <li>• Evaluate relevant aspects of the canoeing activity.</li> <li>• Identify improvements for future canoeing experiences.</li> </ul>			
<p><b>Areas that need improvement:</b></p>			
<b>VERIFICATION DETAILS</b>			
	Name	Signature	Phone contact details
<b>Peer</b>			
<b>Guide/Supervisor</b>			

My NAME is:

<b>Assessment 4: Observation checklist (summative): Applying canoeing skills</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> <li>• movement of top hand through the stroke</li> </ul>			



My **NAME** is:

<ul style="list-style-type: none"> <li>• lean or edge of the craft</li> <li>• smooth transfer between different strokes</li> <li>• edging or leaning</li> </ul>			
<b>Apply navigation skills:</b> <ul style="list-style-type: none"> <li>• Determine location and follow a planned course</li> </ul>			
<b>Capsize:</b> <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>			
<b>Perform deep water rescues:</b> <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>			
<b>Secure the canoe:</b> <ul style="list-style-type: none"> <li>• to the bank, shore or jetty</li> <li>• for road transport</li> </ul>			
<b>Evaluate the canoeing activity.</b> <ul style="list-style-type: none"> <li>• Evaluate relevant aspects of the canoeing activity.</li> <li>• Identify improvements for future canoeing experiences.</li> </ul>			
<b>Areas that need improvement:</b>       			
The candidate demonstrated simple canoeing skills and performed deep water rescues is considered to be satisfactory.			
<b>Supervisor's Name:</b> ..... <b>Signature:</b> ..... <b>Date:</b> .....			

My **NAME** is:

**Assessment 5: Logbook**

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

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