

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



Course number:

Course venue:

Course Leader:

Course date(s):

Scout Kayaking Course/Kayaking Level 1

Module: Demonstrate simple kayaking 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
1: Questions (summative): Kayaking		
2: Exercise (summative): Personal plan for a kayaking activity		
3: Activity (summative): Participation in deep water rescues		
4: Evaluation checklist (summative): Demonstrate simple kayaking skills and perform deep water rescues		
5: Observation checklist (summative): Demonstrate simple kayaking skills and perform deep water rescues		
6: Logbook (summative)		

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

ASSESSMENT RESULT SHEET		
 <p>SCOUTS AUSTRALIA ADULT TRAINING & DEVELOPMENT</p>	Course number: Course venue: Course Leader: Course date(s):	
Scout Kayaking Course/Kayaking Level 1	Module: Demonstrate simple kayaking skills	
Candidate's personal details: My Name: My Branch: My Membership No: My Scouting Role: Mobile: Email: Address:		
Based on my observations and from verified information available, the candidates listed above can:	Not satisfactory	Satisfactory
1. Plan for the kayaking activity.		
1.1 Identify and plan food and water requirements according to principles of nutrition and the conditions of the activity.		
1.2 Identify an appropriate activity site according to relevant legislation and organisational policies and procedures		
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 the supervisor.		
2. Select equipment.		
2.1 Select craft and equipment according to contextual issues and check to ensure that it is in good working condition.		
2.2 Fit and adjust equipment to ensure comfort, safety and suitability to the participant and kayak.		
2.3 Select personal clothing for the activity and identify the design and or 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 for safe transportation to activity location, where required.		
3. Apply control and manoeuvring techniques.		
3.1 Embark and disembark the kayak while maintaining stability.		
3.2 Direct the kayak in a controlled manner.		
3.3 Apply efficient stroke technique while directing the kayak, using the rudder if fitted.		
4. Apply capsize procedures.		
4.1 Exit the kayak in a controlled manner, and recover paddles and other equipment, following capsize.		
4.2 Manoeuvre the upturned kayak to shore or to rescue craft and empty out water, with assistance if required.		
4.3 Demonstrate deep water re-entry techniques or take the kayak ashore.		
5. Secure kayak.		
5.1 Apply methods to secure the kayak to the bank, shore or jetty.		
5.2 Secure the kayak, where appropriate, for road transport using suitable methods		
6. Evaluate the kayaking activity.		
6.1 Evaluate relevant aspects of the kayaking activity.		
6.2 Identify improvements for future kayaking experiences		
The candidate has provided the following portfolio of evidence: 1: Questions (summative): Kayaking 2: Exercise (summative): Personal plan for a kayaking activity 3: Activity (summative): Participation in deep water rescues		

4: Evaluation checklist (summative) – **Demonstrate simple kayaking skills and perform deep water rescues**
5: Observation checklist (summative): **Demonstrate simple kayaking 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 Kayaking
 Course/Kayaking Level 1**

Module: Perform deep water rescues

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

Based on my observations and from verified information available, the candidates listed above can:	Not satisfactory	Satisfactory
1. Assess the situation.		
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.		
2 . Demonstrate rescue procedures.		
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): Kayaking
2. Exercise (summative): Personal plan for a kayaking activity
3: Activity (summative): Participation in deep water rescues
4: Evaluation checklist (summative) – Demonstrate simple kayaking skills and perform deep water rescues
5: Observation checklist (summative): Demonstrate simple kayaking 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 Kayaking Course/Kayaking Level 1 (flat and undemanding) can be a Leader who has any of the following appointments:

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

Supervisor’s Details:

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

Supervisor’s name:

Supervisor’s Kayaking 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 Kayaking Course/Level 1 Kayaking, may provide evidence towards the RPL of the following units of competence:

- **PUAOPE002B:** Operate communications systems and equipment
- **SISOKYK201A:** Demonstrate simple kayaking 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): Kayaking										
	Questions	Candidate's answers								
Planning to participate in kayaking										
1	List 8 factors or issues to consider when you are planning a kayaking 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 kayaking 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										
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4	List 6 ways the weather will impact on planning a kayaking 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										
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6										
5	List 6 places to find information to assist with planning a kayaking 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										
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6										
6	What would you plan to carry for emergency food on a kayaking activity?									
7	Kayaking can be a risky activity. List your top 6 safety rules and actions to follow when kayaking?	<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		
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5										
6										

My NAME is:

Kayaking equipment	
8	What piece of personal kayaking equipment must be fitted and adjusted correctly and why?
9	What safety equipment should be carried on a kayaking 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 kayaking activity?
11	How will you keep your gear dry during a kayaking activity?
12	All canoes should have “positive buoyancy”. What does this mean?
13	What kayaking equipment checks are done and when?
Kayaking 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	Define the following kayaking terms: <ul style="list-style-type: none"> • Stern • Bow • Eddy • Strainer • Stopper • Portage • Low brace • Ferry glide • Draw strokes • Stern rudder • X-rescue

My NAME is:

		<p>Low brace</p> <p>Ferry glide</p> <p>Draw strokes</p> <p>Stern rudder</p> <p>X-rescue</p>
Capsizes and emergencies		
17	For Scout kayaking, there is safety in numbers. What does this mean and why is it so?	
18	List 4 internationally recognised distress signals?	<p>1</p> <p>2</p> <p>3</p> <p>4</p>
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 kayaking location. Good planning helps to reduce the impact of the emergency. List 6 measures to implement to reduce the impact of the emergency.	<p>1</p> <p>2</p> <p>3</p> <p>4</p> <p>5</p> <p>6</p>
Evaluating a kayaking activity		
21	After a kayaking activity, what are 4 aspects of the activity that you would evaluate and why?	<p>1</p> <p>2</p> <p>3</p> <p>4</p>
<p>The candidate demonstrated kayaking skills and knowledge and is satisfactory</p> <p>Supervisor's Name: Signature: Date:</p>		

My **NAME** is:

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

1	When will this kayaking activity happen?											
2	What is the location for the kayaking activity?											
3	Who am I going kayaking 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 kayaking activity plan?											
6	What weather conditions will I expect?											
7	What will I wear on this kayaking activity?											
8	My personal gear list for this kayaking activity											
9	My personal food menu											
10	My water requirements											
11	List 10 potential hazards and risks I expect to encounter on this kayaking 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 kayaking 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 kayaking 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, kayaking or sea kayaking 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 kayaking 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 kayaking 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
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Rate how well the candidate can:	Date:	Date:	Date:
	Self	Peer	Guide/ Supervisor

<p>Plan for the kayaking activity:</p> <ul style="list-style-type: none"> • Food and water • Site selection • Weather information • Risk management 			
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<p>Select gear for the kayaking activity:</p> <ul style="list-style-type: none"> • Considered contextual issues • Ensured good working order • Selected craft and gear • Fitted and adjusted for comfort and safety • Appropriate clothing • Waterproof and packed appropriately 			
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<p>Embark and disembark the kayak while maintaining stability.</p> <ul style="list-style-type: none"> • from a bank • from a jetty • smoothly coming alongside other craft or the shore • maintain craft stability in the water 			
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<p>Demonstrate a range of basic kayak strokes</p> <p>Demonstrate efficiency of strokes whilst directing the kayak:</p> <ul style="list-style-type: none"> • Holding and using the paddle • Forward and backward paddling • forward and reverse sweeps • draw stroke and sculling draw • bow draw strokes • stopping • low brace and high brace • stern rudder and bow rudder 			
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<p>Direct the kayak in a controlled manner.</p> <ul style="list-style-type: none"> • forward • backwards • sideways • turning • stopping • support 			
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<p>Apply efficient paddling technique</p> <ul style="list-style-type: none"> • hand placement on paddle • blade placement • paddle depth in water • paddle blade angle throughout stroke • paddle entry and exit points 			
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My **NAME** is:

Apply navigation skills:			
<ul style="list-style-type: none"> Determine location and follow a planned course 			
Capsize:			
<ul style="list-style-type: none"> Exit kayak in a controlled manner Manoeuvre the upturned canoe Demonstrate deep water re-entry 			
Perform deep water rescues:			
<ul style="list-style-type: none"> Identify and negotiate hazards Determine most appropriate rescue method Select equipment and human resources available Deliver concise directions Perform rescue in a safe manner 			
Secure the kayak:			
<ul style="list-style-type: none"> to the bank, shore or jetty for road transport 			
Areas that need improvement:			
VERIFICATION DETAILS			
	Name	Signature	Phone contact details
Peer			
Guide/Supervisor			

My NAME is:

Assessment 5: Observation checklist (summative): Demonstrate simple kayaking skills and perform deep water rescues			
Based on my observations and verified information the candidate demonstrated:	Supervisor's comments	Not satisfactory	Satisfactory
Plan for the kayaking activity: <ul style="list-style-type: none"> • Food and water • Site selection • Weather information • Risk management 			
Select gear for the kayaking activity: <ul style="list-style-type: none"> • 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 kayak while maintaining stability. <ul style="list-style-type: none"> • from a bank • from a jetty • smoothly coming alongside other craft or the shore • maintain craft stability in the water 			
Demonstrate a range of basic kayak strokes Demonstrate efficiency of strokes whilst directing the kayak: <ul style="list-style-type: none"> • Holding and using the paddle • Forward and backward paddling • forward and reverse sweeps • draw stroke and sculling draw • bow draw strokes • stopping • low brace and high brace • stern rudder and bow rudder 			
Direct the kayak in a controlled manner. <ul style="list-style-type: none"> • forward • backwards • sideways • turning • stopping • support 			
Apply efficient paddling technique <ul style="list-style-type: none"> • hand placement on paddle • blade placement • paddle depth in water • paddle blade angle throughout stroke • paddle entry and exit points 			
Apply navigation skills: <ul style="list-style-type: none"> • Determine location and follow a planned course 			
Capsize: <ul style="list-style-type: none"> • Exit kayak in a controlled manner • Manoeuvre the upturned canoe • Demonstrate deep water re-entry 			

My **NAME** is:

Perform deep water rescues: <ul style="list-style-type: none">• Identify and negotiate hazards• Determine most appropriate rescue method• Select equipment and human resources available• Deliver concise directions• Perform rescue in a safe manner			
Secure the kayak: <ul style="list-style-type: none">• to the bank, shore or jetty• for road transport			
Areas that need improvement: 			
The candidate demonstrated simple kayaking skills and performed deep water rescues is considered to be satisfactory.			
Supervisor's Name: Signature: Date:			

My NAME is:

Assessment 5: Logbook

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

Supervisor's Name: Signature: Date:

Sample kayaking activity log book:

Name:			Activity Log			Skill: Kayaking		
Date	Activity & Location	Route taken and grade of water	Distance	Time Kayaking	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