

Workbook – Sailing small boats (controlled conditions)



Course number:

Course venue:

Course Leader:

Course date(s):

Scout Sailing Course/Sailing Level 1

Demonstrate basic skills to sail a small boat in controlled conditions

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): Sailing small boats		
2: Exercise (summative): Personal plan for a sailing activity		
3: Activity (summative): Knots		
4: Evaluation checklist (summative): Demonstrate sailing a small boat		
5: Observation checklist (summative): Demonstrate sailing a small boat		
6: Logbook (summative)		

Assessment requirements are complete

Supervisor Name: **Signature:** **Date:**

The candidate satisfies the requirements for the above unit and is considered to be proficient.

Assessor / Instructor Name: **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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My NAME is:

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 Sailing Course/Sailing Level 1	Module: Demonstrate basic skills to sail a small boat in controlled conditions	
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 sailing activity.		
1.1. Select an activity site or location with controlled conditions according to relevant legislation and organisational policies and procedures.		
1.2. Access relevant sources to interpret weather and environmental information.		
1.3. Identify potential hazards within the small boat sailing environment and implement strategies to reduce risks, as advised by the supervisor.		
1.4. Identify food and water requirements to maintain physiological well being during activity.		
2. Select equipment.		
2.1. Select small boat and equipment according to design and construction features and check working condition.		
2.2. Identify and select suitable sails for boat.		
2.3. Select clothing suitable for the prevailing and expected conditions.		
2.4. Fit and adjust equipment to ensure comfort, safety and suitability.		
3. Rig and de-rig small boat.		
3.1. Identify the main parts of a small boat and fittings on the mast and boom.		
3.2. Identify sails and their component parts.		
3.3. Use appropriate knots to rig sails, under supervision.		
4. Launch and land small boat.		
4.1. Determine wind direction to identify safe and easy launching location.		
4.2. Launch and land the small boat in calm, controlled conditions while maintaining stability, direction and speed control.		
4.3. Adopt position on the small boat, and secure the centreboard and rudder.		
5. Sail a marked course in calm conditions.		
5.1. Apply primary boat controls, and identify their effect on boat movement.		
5.2. Determine wind direction and use wind, wind indicators and directional change to follow the marked course.		
5.3. Use wind indicators and angle of the sail to vary speed and use a basic heave to as a reference point.		
5.4. Identify when the boat is being sailed close hauled and sail to the destination directly upwind		
5.5. Identify the No-Go Zone perimeters and tack the boat from close-hauled to close-hauled.		
5.6. Determine when the boat is being sailed on a dead run and gybe the mainsail while the boat remains sailing on a dead run.		
5.7. Identify potential hazards of gybing while sailing downwind, and implement strategies to avoid the unexpected gybe.		
6. Perform capsiz drills.		

My NAME is: _____

6.1. Identify and implement procedures for capsizing according to relevant legislation and organisational policies and procedures.		
6.2. Demonstrate technique and order of events to right a small boat, as part of a team, according to organisational policies and procedures.		
7. Participate in towing drills.		
7.1. Identify situations requiring towing and prepare boat for towing.		
7.2. Tow boat safely under instructor guidance, according to organisational policies and procedures.		
7.3. Release boat from tow under instructor guidance, according to organisational policies and procedures.		
7.4. Implement, under direct supervision and instructor guidance, a crew recovery drill, in the event of separation of a crew member from the boat.		
8. Return small boat ashore		
8.1. Prepare and raise centreboard and rudder for return.		
8.2. Carry and stow the small boat according to supervisor's directions and organisational policies and procedures.		
8.3. Stow or store equipment according to manufacturer's recommendations, supervisor's directions and organisational policies and procedures.		
9. Evaluate sailing activity		
9.1. Evaluate relevant aspects of the activity.		
9.2. Identify improvements for future small boat sailing experiences in controlled conditions.		

The candidate has provided the following portfolio of evidence:

- 1: Questions** (summative): **Sailing small boats**
- 2: Exercise** (summative): **Personal plan for a sailing activity**
- 3: Activity** (summative): **Knots**
- 4: Evaluation checklist** (summative): **Demonstrate sailing a small boat**
- 5: Observation checklist** (summative): **Demonstrate sailing a small boat**
- 6: Logbook** (summative)

The candidate satisfies the requirements for the above unit and is considered to be proficient.

Assessor / Instructor Name: **Assessor No:** & **Instructor No:**

Signature: **Date:**

My **NAME** is:

Appointing your Supervisor:

All Supervisors must hold the units that they are supervising.

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

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

Supervisor's Details:

The **Scout Sailing Course/Sailing 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 pre enrolment checklist from their Branch Training Administration Officer. 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 Sailing Course/Level 1 Sailing, may provide evidence towards the RPL of the following units of competence:

- **SISOYSB201A:** Demonstrate basic skills to sail a small boat in controlled conditions
- **SISONAV201A:** Demonstrate navigation skills in a controlled environment
- **PUAOPE002B:** Operate communications systems and equipment
- **SISOOPS202A:** Use and maintain a temporary or overnight site

My NAME is:

Assessment 1: Questions (summative): Sailing small boats			
Questions		Candidate's answers	
Planning a sailing activity			
1	List 6 factors or issues to consider when you are planning a sailing activity?	1 2 3	4 5 6
2	What legislation, policies and industry codes will influence how a sailing activity is planned?		
3	List three different sources of information that will be useful in assisting you with planning for sailing activities. List two different types of information from each source that would be useful? How would this information be used to assist you?		
	Information source:	Type of information and how is information used:	
1	Website: bom.gov.au		
2			
3			
4	List 4 ways the weather will impact on planning a sailing activity?	1 2 3 4	
5	List 3 reasons why you should know the tide times and heights when you are planning to go sailing?	1 2 3	
Sailing equipment			
6	List the basic safety equipment you should have on a sailboat?		
7	What piece of personal sailing equipment must be fitted correctly and why?		
8	What sailing equipment checks are done and when?		

My NAME is:

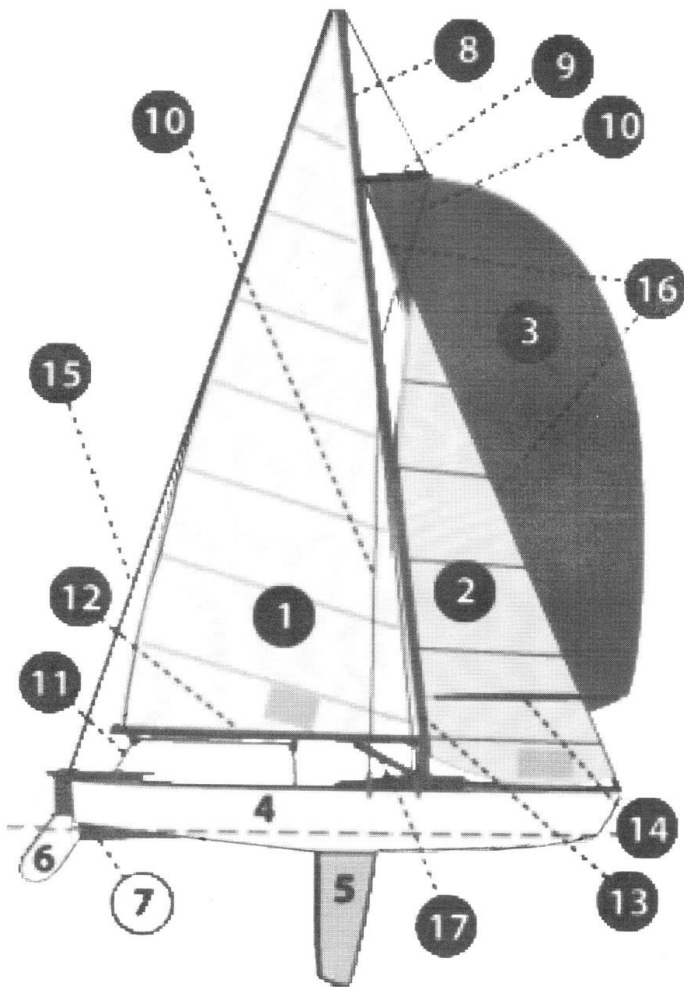
Sailing skills and knowledge		
9	List your top 6 safety rules and actions to follow when sailing?	1 2 3 4 5 6
10	List 4 types of distress signals/	1 2 3 4
11	Describe the 2 types of lateral markers and what is their purpose?	1
		2
12	If your boat was approaching a marker that was black in colour with a red band and 2 black balls on top, what action would you take?	
13	When 2 sailing boats are crossing each other's path one of them shall give way to the other. What is the rule when: <ul style="list-style-type: none"> • Wind on opposites of boat • Wind on the same side 	Wind on opposites of boat:
		Wind on the same side:
14	Define the following terms: <ul style="list-style-type: none"> • Belay • Bolt rope • Bow • Cleat • Close hauled • Draught • Goosewinging • Gunwale • Halyard • Head to Wind • Port • Reaching • Running • Sheet • Shrouds • Starboard • Stays • Tacking 	Belay Bolt rope Bow Cleat Close hauled Draught Goosewinging Gunwale Halyard Head to Wind

My NAME is: _____

- Port
- Reaching
- Running
- Sheet
- Shrouds
- Starboard
- Stays
- Tacking

Rig and de-rig small boat

15 Name the parts of the sailing boat:



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My NAME is:

16	Which knot is best for putting a "stopper" at the end of the jib sheet?	
17	In what direction should your boat be pointing when rigging the sails?	
Sailing skills		
18	Drew a labelled diagram to illustrate the Points of Sail	
19	Name three things onshore that can help you identify wind direction?	1 2 3
20	When you are sailing are you feeling the actual wind or the apparent wind?	
21	Describe two ways to depower your sails and slow your boat down?	1 2
22	To turn your boat toward the wind, which way should you push or pull the tiller?	
23	Describe a Gybe?	

My NAME is: _____

24	In the event of a capsize, besides not panicking what are the other 2 important immediate actions to take before attempting to upright?	1 2
25	Describe how to upright the sail boat after a capsize?	
Evaluating a sailing activity		
26	After a sailing activity, what are 4 aspects of the activity that you would evaluate and why?	1 2 3 4
	The candidate demonstrated sailing skills and knowledge and is satisfactory	
	Supervisor's Name:	Signature: Date:

My NAME is:

Assessment 2: Exercise (summative): Personal plan for a sailing activity			
1	When will this sailing activity happen?		
2	What is the location for the sailing activity?		
3	Who am I sailing with and how many sailing boats will be used? What support power boats will there be?		
4	Who will be the emergency contact who will hold a copy of the sailing plan?		
5	What are the tide times and heights?		
6	What weather conditions will I expect?		
7	What will I wear on this sailing activity?		
8	My personal gear list for this sailing activity?		
9	My personal food menu		
10	My water requirements		
11	List of 10 potential hazards and risks I expect to encounter on this sailing activity?	1 2 3 4 5	6 7 8 9 10
12	10 actions I will take to minimise impact while participating in this sailing activity?	1 2 3 4 5	6 7 8 9 10
The candidate demonstrated personal planning a for a sailing activity and is considered to be satisfactory			
Supervisor's Name:		Signature:	
Date:			

My NAME is:

Assessment 3: Activity (summative): Knots				
KNOTS CHECKLIST				
Correctly tie and nominate a use for the following knots				
Based on my observations and verified information the candidate demonstrated required knowledge and skills (in the context of a supervised activity)			Not satisfactory	Satisfactory
		A use for this knot is:		
1	Figure of eight			
2	Bowline			
3	Clove Hitch			
4	Half hitch			
5	Reef knot			
6	Rolling hitch			
7	Cleat Hitch			
8	Two half hitches			
9	Round turn and two half hitches			
The candidate demonstrated skills and knowledge of knots and is considered to be satisfactory				
Supervisor's Name: Signature: Date:				

My NAME is:

Assessment 4: Evaluation checklist (summative): Demonstrate sailing a small boat

Completed by SELF, PEER and GUIDE/SUPERVISOR

- Third-party reports from a peer and supervisor detailing performance.
 - Observation of skills to sail a small boat
 - 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

Selected equipment

- Selected small boat and equipment
- Checked working condition of boat and equipment
- Selected suitable sails
- Wears suitable clothing suitable for conditions
- Fitted equipment to ensure comfort, safety and suitability

Rigged and de-rigged a small boat

- Identified the main parts of the boat, sails and fittings
- Used appropriate knots to rig sails
- De-rigged boat

Launched and landed small boat

- Determined wind direction to identify safe and easy launching location
- Launched and landed the boat while maintaining stability, direction and speed control
- Adopted position on the small boat
- Secured the centreboard and rudder

Sailed a marked course in calm conditions

- Applied primary boat controls and identify their effect on boat movement
- Determined wind direction and used wind, wind indicators and directional change to follow the marked course
- Used wind indicators and angle of the sail to vary speed and use a basic heave to as a reference point
- Identified when the boat is being sailed close hauled and sail to the destination directly upwind
- Identified the No-Go Zone perimeters and tacked the boat from close-hauled to close-hauled
- Determined when the boat was being sailed on a dead run and gybed the mainsail while the boat remains sailing on a dead run
- Identified potential hazards of gybing while sailing downwind, and implemented strategies to avoid the unexpected gybe

Performed capsize drills

- Implement procedures for capsize
- Demonstrated technique and order of events to right a small boat, as part of a team

My **NAME** is:

<p>Participated in towing drills</p> <ul style="list-style-type: none"> • Identified situations requiring towing and prepared boat for towing • Towed boat safely • Released boat from tow 			
<p>Returned small boat ashore</p> <ul style="list-style-type: none"> • Prepared and raised centreboard and rudder • Landed the boat while maintaining stability, direction and speed control • Carried and stowed the small boat • Stowed or stored equipment 			

Areas that need improvement:

VERIFICATION DETAILS			
	Name	Signature	Phone contact details
Peer			
Guide/Supervisor			

My NAME is:

Assessment 5: Observation checklist (summative): Demonstrate sailing a small boat			
Based on my observations and verified information the candidate demonstrated	Supervisor's comments	Not satisfactory	Satisfactory
Selected equipment <ul style="list-style-type: none"> Selected small boat and equipment Checked working condition of boat and equipment Selected suitable sails Wears suitable clothing suitable for conditions Fitted equipment to ensure comfort, safety and suitability 			
Rigged and de-rigged a small boat <ul style="list-style-type: none"> Identified the main parts of the boat, sails and fittings Used appropriate knots to rig sails De-rigged boat 			
Launched and landed small boat <ul style="list-style-type: none"> Determined wind direction to identify safe and easy launching location Launched and landed the boat while maintaining stability, direction and speed control Adopted position on the small boat Secured the centreboard and rudder 			
Sailed a marked course in calm conditions <ul style="list-style-type: none"> Applied primary boat controls and identify their effect on boat movement Determined wind direction and used wind, wind indicators and directional change to follow the marked course Used wind indicators and angle of the sail to vary speed and use a basic heave to as a reference point Identified when the boat is being sailed close hauled and sail to the destination directly upwind Identified the No-Go Zone perimeters and tacked the boat from close-hauled to close-hauled Determined when the boat was being sailed on a dead run and gybed the mainsail while the boat remains sailing on a dead run Identified potential hazards of gybing while sailing downwind, and implemented strategies to avoid the unexpected gybe 			
Performed capsize drills <ul style="list-style-type: none"> Implement procedures for capsize Demonstrated technique and order of events to right a small boat, as part of a team 			
Participated in towing drills <ul style="list-style-type: none"> Identified situations requiring towing and prepared boat for towing Towed boat safely Released boat from tow 			

My **NAME** is:

Returned small boat ashore <ul style="list-style-type: none">• Prepared and raised centreboard and rudder• Landed the boat while maintaining stability, direction and speed control• Carried and stowed the small boat• Stowed or stored equipment			
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Areas that need improvement:

The candidate demonstrated skills to sail a small boat and is considered to be satisfactory

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

My **NAME** is:

Assessment 6: Logbook (summative)

Candidates must either:

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

Logbook has been sighted and provides satisfactory evidence of sailing a small boat in controlled conditions on multiple occasions.

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

Sample sailing activity log book:

Name:						
Activity Log				Skill: Sailing		
Date	Activity / event & location & type of sailing craft	Time sailing	Notes, including weather conditions, water level, wind direction and speed, temperature	Participants / crew	My Role	Name of Activity Leader/ team leader & contact details