1. Introduction

This is an assessment checklist to use in assessing an applicant to gain a permit to lead Narrow Boating. More details on the permit scheme, assessing, technical skills and Narrow Boating can be found in resources listed on [scouts.org.uk/a-z](http://www.scouts.org.uk/a-z).

**Using this checklist**

This checklist is the syllabus that an applicant should be assessed against for the technical section of gaining a permit. The columns on the right of each skill show whether it is applicable for each type of permit:

* L – Leadership permits

Once an assessment is complete, the assessor should either submit a recommendation on Compass (if the assessor and applicant are from the same County/Area/Region) or fill in the back page and give it to the applicant to take to their Commissioner to be added to Compass.

1. Equivalent qualifications
2. If an applicant holds an award of the Royal Yachting Association (RYA) or National Community Boat Association (NCBA) from the table below, or equivalent or higher, and has up to date logged experience, then no practical assessment is likely to be required as they have already shown competence in all of the skills listed in this assessment checklist. They will still require a recommendation from an assessor for a Commissioner to grant them a permit.

|  |  |
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| **Qualification** | **Permit** |
| Inland Waterways Helmsman Certificate (RYA) | Narrow Boating – Leadership |
| Certificate in Community Boat Management (NCBA) | Narrow Boating – Leadership |

1. Technical publication

If you require any more technical information on any of the elements in the checklist, these can be found in the official technical manual, which is:

**RYA Inland Waterways Handbook** ISBN 9781906435349

1. Narrow Boating Name:

| Core Skill | L |
| --- | --- |
|
| **Responsibilities** |  |
| * Choose objectives appropriate to the group. |  |
| * Plan effectively in advance. |  |
| * Knowledge of the rules / regulations which govern the use of the waters. |  |
| * Knowledge of the International Rules for the Prevention of Collisions at Sea (IRPCS). |  |
| **Group Management** |  |
| * Manage and communicate with a group effectively. |  |
| * Ensure the group is adequately briefed before narrow boating. |  |
| **Risk Assessment** |  |
| * Know how to complete a risk assessment. |  |
| * Able to effectively identify the hazards and risks and know how to reduce or remove them, during narrow boating. |  |
| **Weather** |  |
| * Knowledge of where to gain weather information. |  |
| * Knowledge of how weather conditions can affect narrow boating. |  |
| **Technical** |  |
| * Ability to control the craft’s speed and direction. |  |
| * Ability to come alongside, berth and moor. |  |
| * Ability to effectively use the anchor. |  |
| * Demonstrate the effective use lines and suitable knots. |  |
| * Demonstrate an understanding of the operation of canal and river locks and be able to negotiate them effectively. |  |
| * Knowledge of the operation of bridges and the use of tunnels. |  |
| * Ability to run residential experiences afloat. |  |
| * Ability to safely navigate during the hours of darkness and in restricted visibility. |  |
| **Emergency Procedures** |  |
| * Knowledge of relevant procedures in the event of an accident. |  |
| * Ability to re-float after grounding. |  |
| * Ability to demonstrate man overboard recovery. |  |
| * Knowledge of life saving equipment carried and how to use it. |  |
| **Equipment** |  |
| * Knowledge of personal equipment required and how it is used. |  |
| * Knowledge of group equipment required and how it is used. |  |
| * Understanding of additional equipment required by the leader. |  |
| * Knowledge of how to care for, operate and maintain engines (including the maintenance of the weed hatch). |  |

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| 1. Notes: |
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**Narrow Boating - Permit Assessment**

DATA PROTECTION: This form is used to collect information about you for the purpose of approving your permit application, this is to be used by your Assessor and Commissioner. As part of this form we collect personal data about you, your Assessor and Commissioner, this detail is required so that we can log your permit onto Compass (the Scout’s membership database) and also follow up as necessary with your Assessor and Commissioner. We do not share your personal data provided in this form with any third parties. The data provided in this form is stored securely in Compass. We take your personal data privacy seriously. We will keep the data we capture from this form, in line with the Scout’s Data Retention Policy and it will be securely disposed of six months after the permit expires.

The applicant should keep this form once it has been completed by the assessor and take it to their Commissioner.

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Applicant’s name** | |  | | | | | **Membership No.** | | |  | |
| **Type** | | C Waters  / B1 Waters  B2+ Waters | | | | | | | | | |
| **Category** | | Leadership | | | | | | | | | |
|  | | | | | | | | | | | |
| 1. TECHNICAL COMPETENCE | | | | | | | | | | Done |  |
| **Description:** Technical assessment based on competence in all areas of the assessment checklist.  **To be completed by:** Either a County Assessor or an External Assessor with the appropriate NGB award. | | | | | | | | | | | |
| Restrictions based on technical assessment: | | | | | | | | | | | |
|  | | | | | | | | Date | |  | |
| Assessor Signature | | |  | | | | | **Name** | |  | |
| County Assessor Membership Number | | | | |  | | | | | | |
| External Assessor Phone/Email | | | | |  | | | | | | |
| External Assessor Qualification | | | | |  | | | | | | |
|  | | | | | | | | | | | |
| 2. SCOUT ASSOCIATION RULES | | | | | | | | | | Done |  |
| **Description:** Check of knowledge of the appropriate Scout Association rules for running Narrow Boating. Appropriate rules can be found in the Narrow Boating section of [scouts.org.uk/a-z](http://www.scouts.org.uk/a-z).  **To be completed by:** Either a County Assessor, Commissioner or nominee of the Commissioner. | | | | | | | | | | | |
| Restrictions based on knowledge of The Scout Association rules: | | | | | | | | | | | |
|  | | | | | | | | | Date |  | |
| Signature |  | | | Name | |  | | | Role |  | |
|  | | | | | | | | | | | |
| 3. SAFEGUARDING | | | | | | | | | | Done |  |
| **Description:** Check applicant has undertaken the necessary personal enquiry checks and received the appropriate safeguarding training.  **To be completed by:** Commissioner or nominee of the Commissioner. | | | | | | | | | | | |
| Restrictions based on Child Protection: | | | | | | | | | | | |
|  | | | | | | | | Date | |  | |
| **Signature** |  | | | Name | |  | | Role | |  | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 4. PERSONAL SUITABILITY | | | | | | | | Done |  |
| **Description:** Check the applicant is suitable (attitude, etc.) based on the demands of Narrow Boating.  **To be completed by:** Commissioner or nominee of the Commissioner. | | | | | | | | | |
| Restrictions based on personal suitability: | | | | | | | | | |
|  | | | | | | | Date |  | |
| **Signature** |  | | Name | |  | | Role |  | |
|  | | | | | | | | | |
| 5. PERMIT GRANTED | | | | | | Entered on to Compass | | |  |
| Restrictions: | | | | | | | | | |
|  | | | | Permit expiry date (max. 5 years) | | | |  | |
| Commissioner signature | |  | | | | Date | |  | |