1. Introduction

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

1. 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:

* P – Personal permits
* L – Leadership permits
* S – Supervisory permits

Once an assessment is complete the assessor should fill in the back page and give it to the applicant to take to their Commissioner.

1. Equivalent qualifications

If an applicant holds an award of the British Canoeing (BC) 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.

|  |  |
| --- | --- |
| **Qualification** | **Permit** |
| * BC Sheltered Water Canoe Coach | Any of Open Inland / River / Sea Canoeing B1 Waters – Leadership |
| * BC Open Water Canoe Coach * BC White Water Canoe Coach | Canoeing B2 waters Open Inland / Sea– Leadership  Canoeing B2 waters River – Leadership |
| * BC Open Water Canoe Coach (Advanced Waters) * BC White Water Canoe Coach (Advanced Waters) | Open Inland / Sea Canoeing – Leadership  River Canoeing – 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:

**Canoe and Kayak Handbook** *by* British Canoeing ISBN 0-9531956-5-1

Canoeing Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

| Core Skill | Open Inland | | | River | | | Sea | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| P | L | S | P | L | S | P | L | | S | |
| **Responsibilities** |  |  |  |  |  |  |  |  | |  | |
| * Be aware of the limits of your own abilities |  |  |  |  |  |  |  |  | |  | |
| * Choose objectives appropriate to the group. |  |  |  |  |  |  |  |  | |  | |
| * Plan effectively in advance including selecting a suitable venue and contingency plans. |  |  |  |  |  |  |  |  | |  | |
| * Knowledge of rules / regulations which govern the use of water. |  |  |  |  |  |  |  |  | |  | |
| * Able to identify when remote supervision is not appropriate in running canoeing. |  |  |  |  |  |  |  |  | |  | |
| **Group Management** |  |  |  |  |  |  |  |  | |  | |
| * Establish a clear means of communication with the group. |  |  |  |  |  |  |  |  | |  | |
| * Demonstrate the ability to maintain line of sight within the group and surrounding environment. |  |  |  |  |  |  |  |  | |  | |
| * Show an understanding that group leaders must combine good planning with making honest decisions and judgements in advance. |  |  |  |  |  |  |  |  | |  | |
| * Know how to position themselves to most effectively manage the group. |  |  |  |  |  |  |  |  | |  | |
| * Able to identify group members with the skills and experience to be able to lead canoeing as a designated leader under supervision. |  |  |  |  |  |  |  |  | |  | |
| * Able to set up appropriate monitoring systems to effectively supervise canoeing groups. |  |  |  |  |  |  |  |  | |  | |
| * Able to ensure that designated leaders are aware of their responsibilities. |  |  |  |  |  |  |  |  | |  | |
| **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 canoeing. |  |  |  |  |  |  |  |  | |  | |
| * Able to train participants to carry out their own dynamic risk assessments. |  |  |  |  |  |  |  |  | |  | |
| * Able to complete a risk assessment and identify those factors that are likely to change gradually or quickly. |  |  |  |  |  |  |  |  | |  | |
| * Able to identify emergency procedures in a number of situations |  |  |  |  |  |  |  |  | |  | |
| **Weather** |  |  |  |  |  |  |  |  | |  | |
| * Knowledge of where to gain weather information. |  |  |  |  |  |  |  |  | |  | |
| * Knowledge of how weather conditions can affect canoeing (e.g. water levels and speed, wind directions and strength etc), and how this may affect the permit operations. |  |  |  |  |  |  |  |  | |  | |
| **Technical** |  |  |  |  |  |  |  | |  | |  | |
| * B1 waters – Ability to paddle to the standard of the British Canoeing 3 or Canoe Award. |  |  |  |  |  |  |  | |  | |  | |
| * B2 waters – Ability to paddle to the standard of the British Canoeing Canoe Leader. |  |  |  |  |  |  |  | |  | |  | |
| * B3 and A waters – Ability to paddle to the standard of the British Canoeing Advanced Canoeing Leader. |  |  |  |  |  |  |  | |  | |  | |
| * Ability to identify and explain water features, their effects, utility and associated dangers. |  |  |  |  |  |  |  | |  | |  | |
| * Understand and be able to teach use of the paddling techniques. |  |  |  |  |  |  |  | |  | |  | |
| * Experience in a variety of environments for canoeing. |  |  |  |  |  |  |  | |  | |  | |
| * Experience of working with a variety of different activity groups in canoeing. |  |  |  |  |  |  |  | |  | |  | |
| **Emergency Procedures** |  |  |  |  |  |  |  | |  | |  | |
| * Knowledge of relevant procedures in the event of an accident. |  |  |  |  |  |  |  | |  | |  | |
| * Ability to retrieve a capsized paddler. |  |  |  |  |  |  |  | |  | |  | |
| * Ability to support a capsized paddler with rescue. |  |  |  |  |  |  |  | |  | |  | |
| * Ability to retrieve an entrapped paddler or craft. |  |  |  |  |  |  |  | |  | |  | |
| * Ability to recover an incapacitated paddler (conscious and unconscious) |  |  |  |  |  |  |  | |  | |  | |
| * Ability to recover a swamped craft. |  |  |  |  |  |  |  | |  | |  | |
| **Equipment** |  |  |  |  |  |  |  | |  | |  | |
| * Knowledge of personal equipment required, how it is used and the importance of it being of the appropriate size for the user. |  |  |  |  |  |  |  | |  | |  | |
| * Knowledge of group equipment required and how it is used. |  |  |  |  |  |  |  | |  | |  | |
| * Understanding of additional equipment required by the leader. |  |  |  |  |  |  |  | |  | |  | |
| * Knowledge of the different types of canoe available and what type of water they are suitable for. |  |  |  |  |  |  |  | |  | |  | |

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| Notes |
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Canoeing 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** | | |  | | | | **Member No.** | | | | | | | |  | | | |
| **Permit applied for** | | | Open Inland  River  Sea | | | | | | | | | | | | | | | |
| **Waters** | | | B1 Waters  B2 Waters  B3 Waters  A Waters | | | | | | | | | | | | | | | |
| **Category** | | | Personal  Leadership  Supervision | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| 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 (if TSA Assessor) | | | | | |  | | | | | Phone | | |  | | |
|  | | | | | | | | | | | | | | | | | |
| 2. SCOUT ASSOCIATION RULES | | | | | | | | | | | | | | | | Done |  | |
| **Description:** Check of knowledge of the appropriate Scout Association rules for running canoeing. Appropriate rules can be found in [www.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 Safeguarding: | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | Date | | |  | | |
| **Signature** |  | | | | | Name | | |  | | | | Role | | |  | | |
|  | | | | | | | | | | | | | | | | | |
| 4. PERSONAL SUITABILITY | | | | | | | | | | | | | | | | Done |  | |
| **Description:** Check the applicant is suitable (attitude etc) based on the demands of canoeing.  **To be completed by:** Commissioner or nominee of the Commissioner. | | | | | | | | | | | | | | | | | | |
| Restrictions based on Personal Suitability: | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | Date | | |  | | |
| **Signature** |  | | | | | Name | | |  | | | | Role | | |  | | |
|  | | | | | | | | | | | | | | | | | |
| 5. PERMIT GRANTED | | | | | | | | | | | Permit added to Compass | | | | | |  | |
| Restrictions: | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | Expiry Date | | | |  | | |
| Commissioner Signature | | | |  | | | | | | | | Date | | | |  | | |