

<b>Title</b>	<b>Maintain an adventure tourism activity personal log book</b>		
<b>Level</b>	<b>3</b>	<b>Credits</b>	<b>1</b>

<b>Purpose</b>	People credited with this unit standard are able to maintain an adventure tourism activity personal log book.
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<b>Classification</b>	Tourism > Adventure Tourism
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<b>Available grade</b>	Achieved
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### Guidance Information

#### 1 Definitions

*Adventure tourism activity* refers to a planned activity undertaken in a natural environment which involves some physical challenge.

*Tourism workplace policies and procedures* refer to documented instructions about workplace expectations. These must include but are not limited to – customer service delivery, personal presentation, legislation, organisational structure, business objectives.

#### 2 Legal provisions relevant to this standard include but are not limited to – Health and Safety at Work (Adventure Activities) Regulations 2016, available at:

[www.legislation.govt.nz](http://www.legislation.govt.nz); CAA Rules Part 115, Adventure Aviation, and CAA Rules Part 105, Parachuting – Operating Rules, available at: [www.caa.govt.nz](http://www.caa.govt.nz); Maritime New Zealand Rules, available at: [www.maritimenz.govt.nz](http://www.maritimenz.govt.nz).

Any relevant Acts, regulations, and bylaws must be complied with during assessment against this standard.

#### 3 For assessment against this unit standard, it is recommended that an electronic log book that shows a monthly or quarterly summary be used.

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### Outcomes and performance criteria

#### Outcome 1

Maintain an adventure tourism activity personal log book.

#### Performance criteria

- 1.1 The reasons for keeping a personal log book for an adventure tourism activity are identified in accordance with the specific activity, and tourism workplace policies and procedures.

1.2 Details are logged in the log book in accordance with the specific activity and tourism workplace policies and procedures.

Range details must include – name, date, location, duration, role; may include but are not limited to – trip name, variations in daily conditions, group leader, number and list of participants, daily weather conditions, daily hazards, campsite and/or accommodation site, guide comments, incident reports, injury reports, equipment status, safety concerns identified and action taken.

<b>Replacement information</b>	This unit standard, and unit standards 12406 and 12407 were replaced by unit standard 33197
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**This unit standard is expiring. Assessment against the standard must take place by the last date for assessment set out below.**

**Status information and last date for assessment for superseded versions**

Process	Version	Date	Last Date for Assessment
Registration	1	21 August 2009	31 December 2018
Review	2	16 March 2017	31 December 2025
Review	3	30 March 2023	31 December 2025

<b>Consent and Moderation Requirements (CMR) reference</b>	0078
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.