

<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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### Explanatory notes

#### 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 evidence requirements

### Outcome 1

Maintain an adventure tourism activity personal log book.

### Evidence requirements

- 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 replaced unit standard 12409.
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<b>Planned review date</b>	31 December 2022
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#### 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	N/A

<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>.

#### Please note

Providers must be granted consent to assess against standards (accredited) by NZQA, before they can report credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be granted consent to assess against standards by NZQA before they can register credits from assessment against unit standards.

Providers and Industry Training Organisations, which have been granted consent and which are assessing against unit standards must engage with the moderation system that applies to those standards.

Requirements for consent to assess and an outline of the moderation system that applies to this standard are outlined in the Consent and Moderation Requirements (CMRs). The CMR also includes useful information about special requirements for organisations wishing to develop education and training programmes, such as minimum qualifications for tutors and assessors, and special resource requirements.

#### Comments on this unit standard

Please contact ServicelQ [qualifications@ServicelQ.org.nz](mailto:qualifications@ServicelQ.org.nz) if you wish to suggest changes to the content of this unit standard.