

Title	Lead a kayaking experience in a flat or sheltered water environment for a group		
Level	4	Credits	12

Purpose	<p>This unit standard is primarily intended for people such as club or youth group leaders, teachers, or leaders at an outdoor activity centre who provide group kayaking experiences in flat or sheltered water environments.</p> <p>People credited with this unit standard are able to: plan to lead a group in a flat or sheltered water kayaking experience; supervise a group to load and secure kayaks for transport; prepare to lead a group in a flat or sheltered water kayaking experience; brief a group in a flat or sheltered water kayaking experience; lead a group in a flat or sheltered kayaking experience; and evaluate own performance as leader of a flat or sheltered water kayaking experience.</p>
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Classification	Outdoor Recreation > Canoeing - Kayaking
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Available grade	Achieved
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Prerequisites	Unit 26237, <i>Demonstrate kayaking knowledge and skills</i> , or demonstrate equivalent knowledge and skills.
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Guidance Information

1 Definitions

Current industry practice refers to practices promoted through industry national forums, newsletters, and assessments and which are generally accepted by experienced practitioners as safe and relevant. These will be consistent with any applicable regulatory requirements and/or manufacturer's recommendations. Applicable regulatory requirements and manufacturer's recommendations may be specified in performance criteria where required for particular emphasis.

Kayaking refers to kayaking in flat or sheltered water environments.

Flat or sheltered water environments include estuaries, river delta, sheltered beaches, lakes, coastal inlets, and swimming pools and include rivers when the flow and the hazards present no greater risk than flat water. Wind must not exceed gusts of 10 knots if blowing off shore, wave height must not exceed 25 cm (trough to peak), and there must be no tidal speed.

Organisational requirements refer to policy and procedures of the outdoor activities organisation and include compliance with any applicable legislation, standards, and codes.

2 For assessment purposes, the candidate's behaviour must demonstrate environmental care and consideration of other kayakers and users of the area, consistent with the New Zealand Environmental Care Code and current industry practice.

3 The following are examples of environments that would be within the scope of a kayaking experience in flat or sheltered water environments, depending on the characteristics of the group of participants, expected weather conditions, and equipment:

Sheltered bays on any lake (e.g. Acacia Bay, Lake Taupo)

Sheltered bays in a sheltered harbour (e.g. Evans Bay, Wellington)

Slack sections of the Waikato River (e.g. Lake Karapiro, Big Eddy below the Lake Taupo control gates)

Avon River and Heathcote River and estuary.

The following are examples of environments out of the scope of a kayaking experience in flat or sheltered water environments:

Open sea

Crossings of large lakes and sounds

Grade 1 sections of rivers or above

Control gates to the Reid's Farm section of the Waikato River – because of flow and hazards involved with moving water

Big Eddy on the Buller River – because it is too small to manage a group and keep them out of the current.

4 The following legislation, rule, code, and other publications are relevant to this unit standard:

Health and Safety in Employment Act 1992;

Injury Prevention, Rehabilitation, and Compensation Act 2001;

New Zealand Environmental Care Code and New Zealand Water Care Code,

Department of Conservation, available at <http://www.doc.govt.nz>;

Maritime Rules Part 80 – Marine Craft used for Adventure Tourism, Maritime Safety Authority, available at <http://www.maritimenz.govt.nz/Rules/List-of-all-rules/Part80-maritime-rule.asp>;

Code of Practice version 1.1, Whitewater New Zealand, available at

<http://rivers.org.nz/article/code-of-practice>;

SPARC – Sport and Recreation New Zealand (2005) *Outdoor Activities – Guidelines for Leaders*. Wellington (NZ) <http://www.sparc.org.nz>;

Ministry of Education (2009) *EOTC Guidelines – Bringing the Curriculum Alive*.

Wellington, NZ, available at <http://www.tki.org.nz>;

Land Transport (Road User) Rule 2004, available at <http://www.ltsa.govt.nz>.

5 For assessment purposes, it is desirable to use evidence from log books, equipment logs, issue and return documentation, day books, and other recording mechanisms typically used as part of good organisational practice.

Outcomes and performance criteria

Outcome 1

Plan to lead a group in a flat or sheltered water kayaking experience.

Performance criteria

- 1.1 The nature, skills and confidence of the participants and the group are identified to determine any specific leadership requirements.
- Range may include but is not limited to – size, dynamics, needs, expectations, culture, attitudes, fears, concerns, composition.
- 1.2 An activity plan identifies the purpose and outcomes of the flat or sheltered water kayaking experience.
- Range activity plan includes but is not limited to – activities, tasks, sequence.
- 1.3 A logistical plan is developed and documented in accordance with organisational requirements and/or current industry practice.
- Range logistical plan includes but is not limited to – group size and dynamics, access, venue issues, equipment, weather information, intentions, gear lists, medical information, food, clothing and footwear, environmental conditions.
- 1.4 The risks of the flat or sheltered water kayaking experience are assessed in accordance with organisational requirements and/or current industry practice.
- 1.5 Responsibilities to, and respect for, the site, other users, and people in close vicinity are described in accordance with current industry practice.
- 1.6 Weather information obtained for the day is described in terms of its limitations and is explained in terms of its implications for the planned activity.
- 1.7 Emergency procedures and equipment are identified and included in the plan in accordance with organisational requirements and/or current industry practice.
- Range procedures include but are not limited to – accident, injury, medical emergency, group separation; equipment includes but is not limited to – first aid, communication device.

Outcome 2

Supervise a group to load and secure kayaks for transport.

Range includes but is not limited to – trailer loading, roof rack loading.

Performance criteria

- 2.1 Kayak loading is supervised according to organisational requirements.
- 2.2 Kayaks are secured for transport in accordance with the Land Transport (Road User) Rule 2004.

Outcome 3

Prepare to lead a group in a flat or sheltered water kayaking experience.

Performance criteria

- 3.1 Participant's limitations for the demands of the experience are identified.
- Range limitations may include but are not limited to – age, physical considerations, medical conditions, pre-existing injuries, cultural considerations.
- 3.2 Special requirements to address participant's limitations are met professionally in accordance with organisational requirements.
- 3.3 Flat or sheltered water kayaking activities are selected based on the group needs, skills, confidence, limitations and expectations.
- 3.4 Prior to issue, participant's clothing and equipment are checked for safety and suitability of use in accordance with organisational requirements.
- Range equipment includes but is not limited to – kayak, personal flotation device, paddle, helmet.
- 3.5 Participants are fitted with equipment required for the experience and fit is checked regularly throughout the kayaking experience in accordance with current industry practice.
- 3.6 Emergency equipment required for the experience is identified and justified in accordance with organisational requirements.
- Range emergency equipment includes but is not limited to – first aid, whistle, tow line, communication device, means of re-warming.
- 3.7 Emergency equipment is carried or otherwise accessible.

Outcome 4

Brief a group in a flat or sheltered water kayaking experience.

Performance criteria

- 4.1 The location selected for the briefing minimises communication distractions.
- Range distractions may include but are not limited to – environmental, auditory, visual, other site users.
- 4.2 The content of the briefing communicates the information required to meet the planned outcomes.

Range content may include but is not limited to – equipment selection and usage, anticipated activity, access, environmental care, conditions, setting boundaries, expectations, emergency procedures, safety, following leader instructions; evidence of four is required.

4.3 Participants are advised of the risks and personal responsibilities associated with flat or sheltered water kayaking.

Range personal responsibilities include but are not limited to – the importance of following leader instructions, individual responsibility for own safety.

4.4 Participants are shown how to avoid injury in accordance with current industry practice.

4.5 The presentation of the briefing meets organisational requirements.

Range presentation may include but is not limited to – tone, volume, vocabulary, engagement of participants, checking for understanding, using questions and answers, demonstrations, non-verbal cues.

Outcome 5

Lead a group in a flat or sheltered water kayaking experience.

Performance criteria

5.1 Task selection and sequence is based on the activity plan and is modified throughout the experience to adjust to participant's changing needs.

5.2 The group is managed safely during the kayaking experience in accordance with organisational requirements.

5.3 Communication skills appropriate to the group and the experience are used.

Range communication skills include but are not limited to – directives, open and closed questions, active listening, technical corrections, non-verbal cues, signs and gestures, reflective statements; evidence of four is required.

5.4 The group is instructed in kayaking and related skills in accordance with current industry practice.

Range kayaking and related skills may include but are not limited to – getting in and out at water's edge; paddling forward and backwards in a controlled manner; turning, stopping, and wet exit without a spray deck; swimming a short distance to shore; evidence of four is required.

5.5 Environment is scanned to anticipate risks and hazards and management strategies are implemented in accordance with current industry practice.

Range risks and hazards may include but are not limited to – serious injury, medical emergency, cultural issue, environmental issue, emotional issue, loss of or damage to equipment.

5.6 Kayaking skills are demonstrated with sufficient ease and competence to enable unhindered leadership of the group.

5.7 The experience is brought to a close in accordance with organisational requirements.

Range includes but is not limited to – kayaking equipment is gathered back, the experience is wrapped up, group leadership handed over.

Outcome 6

Evaluate own performance as leader of a flat or sheltered water kayaking experience.

Performance criteria

6.1 Self-review and reflection on planning, leadership and safety of the flat or sheltered water kayaking experience are documented.

6.2 Feedback on planning, preparation and leadership of the flat or sheltered water kayaking experience is sought from stakeholders and documented.

Range stakeholders may include but are not limited to – supervisor, peers, participants.

6.3 Performance and plans are evaluated and actions for improvement are identified.

Range evaluation may include but is not limited to – self review, feedback.

Replacement information	This unit standard was replaced by unit standard 31788. This unit standard and unit standard 26237 replaced unit standard 14223.
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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	20 August 2010	31 December 2022
Review	2	25 July 2019	31 December 2022

Consent and Moderation Requirements (CMR) reference	0099
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

This unit standard is expiring