Title	**Coordinate planning of an EOTC event in outdoor settings**		
Level	**5**	**Credits**	**15**

Purpose	People credited with this unit standard are able to: coordinate the planning of, and prepare for, EOTC events; and coordinate planning of risk and safety management.

Classification	Outdoor Recreation > Outdoor Education Outside The Classroom (EOTC) Leadership

Available grade	Achieved

Guidance Information

1 All learning and assessment against this standard must be carried out in accordance with the following:
- relevant legislation including Health and Safety at Work Act 2015 and Human Rights Act 1993, Vulnerable Children's Act 2014 and The Health and Safety at Work (Adventure Activities) Regulations 2016;
- *The New Zealand Curriculum* and/or *Te Marautanga o Aotearoa*; EOTC Guidelines – Bringing the Curriculum Alive 2016;
- industry Codes of Conduct, the Outdoor Safety Code and 'Leave No Trace' principles;
- a recognised and approved safety management system including organisational policies and procedures including Emergency Action Plans (EAPs), Standard Operating Procedures (SOPs), incident response management plans and the use of personal protective equipment (PPE);
- current industry good practice.

2 Definitions
Current industry good practice means the range of actions currently accepted within the adventure and outdoor sector to manage the risk of harm to staff, participants, and visitors.
EOTC means Education Outside The Classroom and, for the purposes of this unit standard, must be undertaken within an outdoor setting.
EOTC activity means a single activity, such as a rocky shore or geography field trip.
Wellbeing refers to health, behavioural and/or cultural needs of the participants.
EOTC event is an event that involves multiple groups and activities, such as a sports tournament, stage challenge or outdoor education camp.

3 Coordination will include working with activity leaders, assistants and programme coordinator as relevant to the event or activity.

This unit standard is expiring

© New Zealand Qualifications Authority 2026

4 Further information regarding industry guidelines, key definitions and other relevant information can be found within the Education Outside The Classroom (EOTC) programme guidance document. This document should be consulted when developing learning or assessment against this unit standard. It can be found at www.skillsactive.org.nz.

Outcomes and performance criteria

Outcome 1

Coordinate planning of, and prepare for, EOTC events.

Performance criteria

1.1 Explain EOTC event planning procedures in terms of organisational expectations and requirements.

1.2 Explain the person in charge (PIC) role within the organisation's EOTC roles and responsibilities structure.

1.3 Define the purpose of an EOTC event in regards to learning outcomes, ability to meet student learning needs, curriculum links and assessment requirements.

1.4 Design an EOTC event programme with staff input that follows organisation's event procedures.

Range may include – learning outcomes, teaching strategies, the grouping of students, timings, cost, activity logistics, transport logistics, contingencies.

1.5 Coordinate creation of activity lesson plans for the event.

Range includes – curriculum links, gear list for participants, location, activity equipment, contingencies.

1.6 Select suitable location for EOTC event, through a site visit or site register, and justify selection.

1.7 Coordinate planning of food for EOTC event that meets nutritional needs of participants in the event.

1.8 Coordinate the creation of gear lists for the planned EOTC event.

Range includes – students' gear list, emergency equipment and communication devices for location, staff gear lists.

1.9 Plan supervision structure and staff roles for EOTC event.

Range includes – staff competence matching and external provider checks, if required.

This unit standard is expiring

© New Zealand Qualifications Authority 2026

1.10 Plan event communication with staff, volunteers and any external providers.

Range includes – timing and purpose of communications.

Outcome 2

Coordinate planning of risk and safety management.

Performance criteria

2.1 Coordinate obtaining and compiling consent forms for students.

2.2 Coordinate the compilation of student information.

Range includes – medical, health, nutritional, educational, cultural, behavioural.

2.3 Perform event site check to develop risk assessment form with controls.

2.4 Coordinate application of safety management procedures for the event in accordance with organisational policies and procedures.

2.5 Coordinate development of specific event emergency plan in accordance with organisational policies and procedures.

Range includes – clear guidance; phone numbers; roles and responsibilities in particular communication lines and managing information.

2.6 Prepare intentions including staff and students' names, relevant to the planned EOTC event.

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	30 August 2018	31 December 2026
Review	2	18 December 2025	31 December 2026

Consent and Moderation Requirements (CMR) reference	0099

This CMR can be accessed at http://www.nzqa.govt.nz/framework/search/index.do.

This unit standard is expiring

© New Zealand Qualifications Authority 2026