Title	**Review an EOTC policy and safety management system for an organisation**		
Level	**6**	**Credits**	**5**

Purpose	People credited with this unit standard are able to review an EOTC policy and safety management system for an organisation.

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.

EOTC programme is a programme of EOTC events and activities that extends over a term or year and involves a class or classes.

This unit standard is expiring

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3 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

Review an EOTC policy and safety management system for an organisation.

Performance criteria

1.1 Review the EOTC policy and procedures to identify links to wider school policy, health and safety protocols and procedures, and curriculum.

1.2 Review the safety management system and toolkit in accordance with the organisation's review process.

Range includes – emergency management, incident reporting, investigation, recommendations process.

1.3 Make recommendations to senior leadership or officers, regarding the EOTC policy and safety management system based on the outcomes of the review.

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.

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