

<b>Title</b>	<b>Demonstrate knowledge of and assist in pre-activity planning of an outdoor activity</b>		
<b>Level</b>	<b>3</b>	<b>Credits</b>	<b>6</b>

<b>Purpose</b>	<p>This unit standard is intended for people who assist in providing outdoor activity experiences.</p> <p>People credited with this unit standard are able to: demonstrate knowledge of planning for an outdoor activity; and explain and assist in pre-activity planning for an outdoor activity.</p>
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<b>Classification</b>	Outdoor Recreation > Outdoor Management
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<b>Available grade</b>	Achieved
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### Guidance Information

- 1 All learning and assessment against this standard must be carried out in accordance with the following, as relevant:
  - Legislation including Health and Safety at Work Act 2015 and Human Rights Act 1993, Vulnerable Children Act 2014 and the Health and Safety at Work (Adventure Activities) Regulations 2016;
  - industry Codes including the *Land Safety Code* <https://www.adventuresmart.nz/land/the-land-safety-code>, and *Leave No Trace* principles <https://leavenotrace.org.nz>;
  - 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);
  - relevant industry publications and current industry good practice.
- 2 Definitions
 

*Activity* means a single activity, which could be standalone or part of a larger programme.

*Assistant leader* refers to a person that assists the leader under the direct supervision of an experienced guide or instructor including during the planning, implementation and review phases.

*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.

*Wellbeing* refers to health, behavioural and/or cultural needs of the participants.

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## Outcomes and performance criteria

### Outcome 1

Demonstrate knowledge of planning for an outdoor activity.

#### Performance criteria

- 1.1 Explain the purpose of an outdoor activity plan.
- 1.2 Identify personal skills required to assist with the outdoor activity.
- 1.3 Explain the role and responsibilities of an assistant leader for the outdoor activity.
- 1.4 Identify the relevant organisational and/or site policies and procedures for the outdoor activity.
- 1.5 Identify required personal and group equipment and safety gear for the outdoor activity and explain why they are required.
- 1.6 Describe the importance of pre-activity meetings in accordance with current industry good practice.

### Outcome 2

Explain and assist in pre-activity planning of an outdoor activity.

#### Performance criteria

- 2.1 Contribute to the design of an outdoor activity plan alongside the activity leader.  
  
Range      plan includes – learning outcomes, timeframes, equipment needed, contingency plan, participants, wellbeing needs.
- 2.2 Explain hazard management for the outdoor activity.
- 2.3 Obtain weather forecast appropriate for activity area and assist the leader to plan for weather that could affect the selected outdoor activity.
- 2.4 Assist the leader to select suitable location(s) for the activity in terms of any specific hazards and risk management strategies.  
  
Range      includes – participant's needs, weather, access requirements.
- 2.5 Participate in leader pre-activity safety briefing including weather forecast, intentions, participant needs and hazard management.
- 2.6 Explain how the outdoor activity plan could be adapted for another group with diverse needs.

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<b>Planned review date</b>	31 December 2029
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**Status information and last date for assessment for superseded versions**

Process	Version	Date	Last Date for Assessment
Registration	1	28 March 2019	31 December 2026
Review	2	12 December 2024	N/A

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

**Comments on this unit standard**

Please contact Toi Mai Workforce Development Council [qualifications@toimai.nz](mailto:qualifications@toimai.nz) if you wish to suggest changes to the content of this unit standard.