

Title	Assist in preparing and leading an outdoor activity		
Level	3	Credits	11

Purpose	<p>This unit standard is intended for people who assist in leading an outdoor activity.</p> <p>People credited with this unit standard are able to: assist in equipment and activity preparation as directed; demonstrate group and safety management as an assistant leader within an outdoor activity; and assist in leading a group for an outdoor activity as directed.</p>
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Classification	Outdoor Recreation > Outdoor Management
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Available grade	Achieved
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Guidance Information

- 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.
- Definitions**

Activity means a single activity, which could be stand alone or part of a larger programme.

Assistant leader means that the person 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.
- Evidence towards Performance Criterion 3.3 can be collected under simulated conditions.

Outcomes and performance criteria

Outcome 1

Assist in equipment and activity preparation as directed.

Performance criteria

- 1.1 Assist in preparing activity and related equipment in accordance with current industry good practice.

Range includes – location set up, equipment checks.

- 1.2 Select personal equipment required for assisting in the outdoor activity in accordance with current industry good practice.

Outcome 2

Demonstrate group and safety management as an assistant leader within an outdoor activity.

Performance criteria

- 2.1 Demonstrate safety briefings to the group as an assistant leader.

Range must include – safety considerations for activity;
may also include – updating participant information, group gear, shelter, nutritional and hydration needs.

- 2.2 Demonstrate personal gear and equipment checks for participants and self.

- 2.3 Demonstrate group and emergency gear and equipment checks.

- 2.4 Demonstrate group management including responding to the cultural needs of the group.

Range may include but is not limited to – responding to the cultural needs of the group, time management, keeping group together.

- 2.5 Follow and promote safety management procedures relevant to the activity and location.

- 2.6 Monitor the health and wellbeing of individual participants and group.

- 2.7 Role model group safety management behaviours.

Range must include – positive attitude, motivation, treating others and self with respect.

Outcome 3

Assist in leading a group for an outdoor activity as directed.

Performance criteria

- 3.1 Assist leader to provide activity briefing to group in accordance with the activity plan.
- 3.2 Follow and implement the activity plan, including managing time in accordance with the activity plan.
- 3.3 Assist in adjusting activity as required in response to changes in weather, location and/or participant needs in accordance with the activity plan.
- 3.4 Demonstrate clear, and appropriate communication throughout the outdoor activity in accordance with the activity plan.
- Range appropriate communication includes – concise, constructive, timely, fitting for the audience and situation.
- 3.5 Assist leader with group facilitation in accordance with the activity plan.

Planned review date	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

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>.

Comments on this unit standard

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