

<b>Title</b>	<b>Plan, prepare, lead and evaluate an introductory canoeing activity on flat water</b>		
<b>Level</b>	<b>4</b>	<b>Credits</b>	<b>20</b>

<b>Purpose</b>	<p>This unit standard is intended for people who lead introductory canoeing activities on flat water.</p> <p>People credited with this unit standard are able to: plan and prepare an introductory canoeing activity on flat water; demonstrate group and safety management for an introductory canoeing activity on flat water; lead a group for an introductory canoeing activity on flat water; apply knowledge of environmental practices and cultural awareness for canoeing activities in New Zealand; and evaluate own performance as a canoeing leader on flat water.</p>
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<b>Classification</b>	Outdoor Recreation > Canoeing - Kayaking
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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:
  - relevant legislation including Health and Safety at Work Act 2015, Human Rights Act 1993, Vulnerable Children Act 2014 and Health and Safety at Work (Adventure Activities) Regulations 2016 and subsequent amendments;
  - relevant Activity Safety Guidelines published by Worksafe New Zealand; <https://www.supportadventure.co.nz/good-practice/activity-safety-guidelines-2/>;
  - industry Codes including the *Outdoor Safety Code*, *Kayaking/Canoeing Care Code*, *Water Care Code* and *Leave No Trace* principles available at <https://www.doc.govt.nz/>;
  - a recognised and approved safety management system including organisational policies and procedures including Emergency Action Plans (EAPs), Standard Operating Procedures (SOPs), and the use of personal protective equipment (PPE);
  - relevant industry publications and 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.

*Flat water* means flat or sheltered water, including estuaries, river deltas, sheltered beaches, lakes, coastal inlets and swimming pools, when the wind strength and direction do not compromise the safety and purpose of the activity. Currents may be present when the flow and the hazards pose no greater risk than flat water.

- 3 Further information regarding industry guidelines, key definitions and other relevant information can be found within the Canoeing 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](http://www.skillsactive.org.nz).

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## Outcomes and performance criteria

### Outcome 1

Plan and prepare an introductory canoeing activity on flat water.

#### Performance criteria

- 1.1 Develop a plan for an introductory canoeing activity on flat water.
- Range plan includes a defined purpose, logical sequence of progressions and activities, any consent or access requirements, individual and group gear and equipment needs.
- 1.2 Develop a pre-activity emergency plan for a specific introductory canoeing activity on flat water.
- Range emergency planning includes but is not limited to – emergency equipment, internal and external communication, first aid kit contents, knowledge of group including their skill-set and health issues.
- 1.3 Select flat water location for a group using knowledge of any specific hazards and their associated risk management strategies.
- 1.4 Obtain a weather forecast and describe how it could affect the selected canoeing activity and the water at the selected location.
- 1.5 Perform pre-activity tasks including logging intentions, gathering medical information of participants, and completing pre-activity gear and equipment checks.

### Outcome 2

Demonstrate group and safety management for an introductory canoeing activity on flat water.

#### Performance criteria

- 2.1 Explain emergency and first aid procedures for introductory canoeing activities on flat water.

- 2.2 Demonstrate group and safety management techniques and strategies during an introductory canoeing activity on flat water.

Range includes – monitoring individual participant behaviour and ability, positioning of self in relation to group, communication, keeping the group together and accounting for all group members.

### Outcome 3

Lead a group for an introductory canoeing activity on flat water.

#### Performance criteria

- 3.1 Prepare and brief the group in terms of activity requirements, participant gear and equipment, nutrition, hydration, personal medication, and emergency and first aid procedures.
- 3.2 Demonstrate introductory canoeing skills on flat water in a logical sequence with progressions.
- Range skills may include – use and fitting of equipment; carrying canoes; getting in and out of canoe; effective paddling; moving the canoe forwards, backwards, turning, sideways, and stopping.
- 3.3 Use a range of leadership strategies to engage, encourage and motivate participants throughout the canoeing activity.

### Outcome 4

Apply knowledge of environmental practices and cultural awareness for canoeing activities in New Zealand.

#### Performance criteria

- 4.1 Demonstrate respect for the environment through the personal application of environmentally sustainable principles.
- 4.2 Demonstrate awareness of the physical, emotional and cultural needs of the group by responding to identified needs.
- 4.3 Provide interpretation about the natural environment and cultural history of the local area to the group.

### Outcome 5

Evaluate own performance as a canoeing leader on flat water.

#### Performance criteria

- 5.1 Reflect on planning and own leadership practice to identify areas of success and areas for improvement.

- 5.2 Collect feedback from a variety of sources on the planning and leadership of an introductory canoeing activity on flat water.

Range sources may include but are not limited to – supervisors, peers, participants.

- 5.3 Evaluate feedback and self-reflection to identify actions for improvement as a canoeing leader on flat water.

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<b>Replacement information</b>	This unit standard replaced unit standard 20820.
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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	25 July 2019	31 December 2026
Review	2	25 July 2024	31 December 2026

<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>.