

The Girlguiding **TRAINING** Opportunities

Rowing Scheme



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Introduction

The competence-based approach

Girlguiding has a competence-based approach for all its adult qualifications. This means that Candidates know the requirements they must meet and the standards they need to work towards.

What are the benefits of this approach?

- Candidates have their achievements recognised and there is consistency of approach with a fair, reliable assessment.
- Candidates know what they are required to do and on what they are being assessed.
- Various methods of assessment are available:
 - observation
 - records
 - photographs
 - statements from others
 - questioning.
- Candidates can measure progress and choose training opportunities to meet identified needs.
- Where a number of competencies are common to more than one qualification, Candidates do not have to repeat them provided that they are still in date.
- Girlguiding seeks accreditation from outside bodies which helps Candidates to show that their skills are transferable to other areas such as the work place.

Qualifications available in the Rowing Scheme

Level 1: Basic rowing (solo or as part of a crew)

- Modules 1 and 2

Level 2: Instructing (in the same boat as crew)

- Module 3

Level 3: Managing more than one boat

- Module 4

Level 1 must be held before gaining Level 2.

Level 2 must be held before gaining Level 3.

The qualifications explained

Who can take the qualifications?

Any Guide, Senior Section or adult member may gain Level 1. To gain Level 2, a member needs to be at least 16, and Level 3 is for those aged 18 or over (members or not).

Non-members working with girls or young women must read and comply with the information in *A safe space: Guidance for instructors and parents on a rota*, available on the Girlguiding website.

How are the qualifications structured?

Each qualification is made up of a number of modules of competence. To gain a qualification, you must prove competence in all the required modules.

How is the Candidate assessed?

Assessment may occur before, during or after a practical session. Some of the elements may be signed off before the session takes place but the module is completed by a relevant Assessor, a Boating Adviser or qualified person appointed by the Boating Adviser (see 'Key roles' on page 5). Each qualification includes at least one practical session with an Assessor.

Modules and parts of modules can be assessed in any order.

Completing the assessment record

For each element assessed, the Assessor completes the relevant page and indicates:

- the reference numbers for the Candidate's folder (where appropriate)
- the Candidate's competence by signing and dating the record.

When all the elements of a module are signed, the Assessor signs to confirm that the module has been complete on page 19. She or he will indicate where the practical assessment took place.

When is the Candidate qualified?

Once the Assessor has signed off all the relevant modules, the Candidate leaves her folder with the Assessor to forward to the County Adviser or someone nominated by her (see page 5) who acts as Verifier. The Verifier ensures that the folder contains all the evidence listed in the records and checks that each module has been signed by an appropriate person. The Candidate receives a certificate to say she is qualified.

Key roles

There may be many different people who are involved in helping a Candidate. The key ones are the Assessor and the Verifier.

The Assessor could be:

- a relevant Adviser.
- a person with relevant knowledge, experience or qualifications.

Level being assessed	Level of Assessor's qualification
1	2
2	3
3	3 plus relevant experience and approved by the Boating Adviser or Outdoor Activities Adviser (Outdoor Activities Adviser)

In many cases it may be suitable for different people to assess different elements.

The Verifier is usually the County Boating/Water Activities Adviser or Outdoor Activities Adviser. However, she may delegate or share this role in consultation with the County Commissioner. This role must not be undertaken by the Assessor.

The Candidate's responsibilities:

- her own learning
- compiling a folder of evidence to be assessed as appropriate.

The Assessor's responsibilities may include:

- making arrangements to see the Candidate
- negotiating opportunities for relevant experience/training
- talking through any area of concern
- attending a boating session
- signing the assessment record.

The Verifier's responsibilities:

- training Assessors
- agreeing who can assess when there is no County Boating Adviser, or the Boating Adviser wishes to delegate
- receiving and checking completed record books and folders
- issuing certificates
- returning folders direct to the Candidate.
- quality control.

Helpful advice for Candidates

Where to start

The first step is to talk with your District (or Division if appropriate) Commissioner about what you wish to achieve and gain her approval to proceed. Then you need to meet with your Adviser to discuss any further training needs and opportunities and to plan the way forward.

Experience and training

Your Adviser will be able to suggest appropriate activities and events where you can gain relevant experience.

Collecting evidence

From the beginning you must keep copies of any paperwork, which can be kept in a folder. When you have completed the modules for the qualification concerned, your folder goes to the Verifier along with this record. It will be returned to you as soon as the Verifier has finished with it.

Accrediting prior experience

Every individual comes to guiding with a variety of previous experiences, skills and qualifications. You may have experienced boating activities as a Brownie, Guide, Senior Section or adult member, or outside of guiding. Girlguiding is committed to recognising these skills and knowledge and the Rowing Scheme is designed to credit your previous achievements.

Candidates should discuss their previous experience and qualification(s) with their Boating Adviser to establish what they need to do (the Personal Action Plan on page 7 may help).

The following are relevant qualifications:

- basic rowing permit
- rowing supervisor permit
- rowing instructor
- pulling permit
- pulling charge permit
- pulling instructor

Holders of the basic rowing permit or pulling permit may start on Level 2. Holders of the rowing supervisor permit or pulling charge permit may start on Level 3. Level 2 (or equivalent) must be held before Candidates can gain Level 3.

Renewing qualifications

The qualifications must be renewed every three years to maintain your level of fitness and skills.

Note that if your first aid qualification is not valid, your boating qualification is not valid either.

To apply for renewal, send to your County Boating Adviser:

- your completion of qualification sheet
- a log of the relevant boating sessions you have attended within the last three years
- a copy of your up-to-date first aid qualification.

The Adviser will then sign and date the renewal section and return it to you.

Useful publications and websites

- *The Guiding Manual* on Girlguiding website
- Guiding's *A to Z of Activities* at <http://guidingmanual.guk.org.uk/activities.aspx>
- British Waterways – www.britishwaterways.co.uk
- The Association of Inland Navigation Authorities – www.aina.org.uk

Further information for Candidates

Guiding has a structure which provides support for all Candidates. If the relevant Adviser or Commissioner is not available locally please contact the Division or County for advice. If at any stage there is any doubt concerning the requirements of the scheme, please discuss this with the Adviser concerned and with your Commissioner. If further advice is needed please contact the County Outdoor Activities Adviser or County Commissioner.

Personal action plan

Modules	Modules already credited (✓)	Relevant qualifications/experience	Training needed (✓)	Action agreed with Adviser
1				
2				
3				
4				

Guidelines for Assessors

As an Assessor you will work with the Candidate from the beginning – finding opportunities for her to get training, gain experience, and for assessing her. It may be that some Candidates only need to be assessed on a couple of elements to complete their qualification, but you can discuss this with the Candidate.

Completing the assessment

You can check that the Candidate has met the required standard either by reading written evidence from another Leader or by observing the Candidate in the activity situation. When assessing a practical session, the Candidate will have a list of things she needs you to sign off for her. If you are not happy with anything, explain this and agree with the Candidate what she needs to do to rectify the situation. If possible you or another Adviser can assess on another occasion and if things are now in order you can sign the relevant records. Remember, once the module is signed off, the Candidate will never need to redo it, so do not sign off unless you are completely happy.

The next step

Once you have signed off the modules, the Candidate leaves her folder with you to forward to the Verifier, who ensures that the folder contains all the evidence as listed in the records. The Verifier checks that each module has been signed off by an appropriate person, and provides the certificate.

Appeals procedure

Disagreements and appeals

Where disagreements occur between adult members, it is expected that they can be settled amicably by those concerned. If this proves impossible, every adult member has the right of appeal through her County Outdoor Activities Adviser, whose decision is normally final.

A person who intends to appeal against a decision made by her Outdoor Activities Adviser, whether it concerns a matter decided by her or her determination of an appeal, must notify the Outdoor Activities Adviser at the Country or Region Headquarters in writing within one month of the decision or determination.

Level 1

Module 1

Plan for the safety and security of yourself and of others

Element 1a – Demonstrate safety knowledge

Element 1b – Demonstrate knowledge of your effect on the environment and others

Element 1c – Demonstrate knowledge of external factors on safety

Module 2

Demonstrate boat-handling knowledge and skills

Element 2a – Demonstrate knowledge of boating terminology and emergency procedures

Element 2b – Show how to handle the boat by yourself or as part of a crew

Level 2

Module 3

Demonstrate handling a boat crewed by others

Element 3a – Demonstrate training skills

Element 3b – Demonstrate further personal boat-handling skills

Level 3

Module 4

Demonstrate management and personal boat-handling skills of more than one boat

Element 4a – Demonstrate supervision and management of crew in more than one boat

Element 4b – Demonstrate further personal boat-handling skills for more than one boat

Element 1a

Demonstrate safety knowledge

How do I achieve this?

- i) Demonstrate an understanding of the current requirements for boating in the online *A to Z of Activities* part of *The Guiding Manual* on Girlguiding's website.
- ii) Identify suitable clothing and personal safety equipment for yourself and others.
- iii) Assess and monitor the personal fitness and medical conditions of yourself and others.
- iv) Show how to check that the boat and its equipment are safe to use.
- v) Demonstrate safe lifting procedures.
- vi) Assess and manage the risks of the boating activity.
- vii) Show evidence of current first aid knowledge.

Helpful note

The minimum first aid knowledge is *1st Response* or equivalent.

Signature(s)	Ref no	Date
i)		
ii)		
iii)		
iv)		
v)		
vi)		
vii)		

Element 1b

Demonstrate knowledge of your effect on the environment and others

How do I achieve this?

- i) Explain how to use the water safely, referring to local regulations.
- ii) Explain how to behave courteously and responsibly when afloat.
- iii) Discuss issues of access and river bank ownership.
- iv) Discuss the roles of the relevant agencies.

Helpful note

Information on safe usage may be found at www.waterscape.com in the *Boater's Handbook*.

Responsible behaviour includes understanding the environmental effects of wash on banks and other craft.

Agencies may include Environment Agency, British Waterways, Maritime Agency, Coastguard Agency.

Provide leaflets from relevant agencies.

Signature(s)	Ref no	Date
i)		
ii)		
iii)		
iv)		

Element 1c

Demonstrate knowledge of external factors on safety

How do I achieve this?

- i) Discuss the adverse effects of pollution, rubbish, vegetation and so on.
- ii) Explain how to deal with these hazards and local hazards such as weirs.
- iii) Explain how to obtain appropriate weather forecasts, and how weather conditions such as thunderstorms may affect the activity.
- iv) Explain the action necessary regarding different heights/flows of water current.

Helpful note

Adverse effects include water-borne diseases.

Forecasts may include inshore and shipping forecasts.

Signature(s)

Ref no

Date

i)

ii)

iii)

iv)

Element 2a

Demonstrate knowledge of boating terminology and emergency procedures

How do I achieve this?

- i) Name the basic parts of the boat.
- ii) Explain commonly-used boating commands.
- iii) Explain the appropriate action in emergency situations: losing oars, being towed, summoning assistance, capsizing.

Signature(s)

Ref no

Date

i)

ii)

iii)

Element 2b

Show how to handle the boat by yourself or as part of a crew

How do I achieve this?

- i) Prepare the boat for use.
- ii) Get in and out of the boat correctly.
- iii) Leave and come alongside the shore or jetty.
- iv) Row a course include backing, turning, stopping, and man overboard.
- v) Tie up the boat safely using appropriate knots and hitches, and taking possible changes in water levels into account.
- vi) Explain how to care for and store boats, equipment and ropes.
- vii) Secure the boat and remove equipment.

Signature(s)

Ref no

Date

i)

ii)

iii)

iv)

v)

vi)

vii)

Level 2

Level 1 must be held before gaining Level 2.

Element 3a

Demonstrate training skills

How do I achieve this?

Using an appropriate boat, train others to do the following tasks.

- i) Prepare the boat for use.
- ii) Get in and out of the boat correctly.
- iii) Leave and come alongside the shore or jetty.
- iv) Row a course, to include backing, turning, stopping and man overboard.
- v) Tie up the boat safely using appropriate knots/hitches, taking possible changes in water levels into account.
- vi) Secure the boat and remove equipment.

Signature(s)

Ref no

Date

i)

ii)

iii)

iv)

v)

vi)

Element 3b

Demonstrate further personal boat-handling skills

How do I achieve this?

- i) Tow another boat safely.
- ii) Use a tiller and rudder appropriately.

Signature(s)

Ref no

Date

i)

ii)

Level 3

Level 2 must be held before gaining Level 3.

Element 4a

Demonstrate supervision and management of crew in more than one boat

How do I achieve this?

- i) Assess the risks of using more than one boat.
- ii) Supervise and manage more than one boat during an activity.
- iii) Show how to deal with emergency situations: losing oars, being towed, summoning assistance, capsizing.

Signature(s)

Ref no

Date

i)

ii)

iii)

Element 4b

Demonstrate further personal boat-handling skills for more than one boat

How do I achieve this?

- i) Demonstrate coming alongside other craft.
- ii) Demonstrate multiple towing.

Signature(s)	Ref no	Date
i)		
ii)		

Completion of qualifications

Rowing Scheme

Level 1

(Candidate's name) has completed Modules 1 and 2.

Stretch(es) of water used

Solo Part of a crew Both

Date Signature

Position in guiding

Level 2

(Candidate's name) has completed Module 3.

Stretch(es) of water used

Solo Part of a crew Both

Date Signature

Position in guiding

Level 3

(Candidate's name) has completed Module 4.

Stretch(es) of water used

Solo Part of a crew Both

Date Signature

Position in guiding

Position in guiding

Renewal date Signature

Position in guiding

Girlguiding water classification

The local Outdoor Activities Adviser classifies stretches of water that are safe and suitable for boating activities according to their degree of difficulty.

Unclassified

This classification is given to water such as ornamental or shallow lakes, where rowing boats, pedalos and so on can be hired.

Inland water

Girlguiding classifies sheltered inland waters and slow-moving rivers as 'Inland 1'.

Rivers with frequent rapids or regular waves that would be described as an easy course are classified as 'Inland 2'.

Tidal water

Girlguiding classifies sheltered tidal water as 'Sea 1'. Sea up to one mile offshore (but excluding more dangerous waters inshore) and more sheltered parts of estuaries are classified as 'Sea 2'.

For equivalent Scout Association classifications please see the **Buoyancy aids and life jackets table** on the Girlguiding website's *A to Z of Activities*.

Water that is not classified

Activities may take place on water that is not classified without either the Leader or participants holding a qualification, provided the conditions are safe on the day of the activity and adequate supervision is provided. If instruction is given the instructor must hold the relevant qualification (see each boating activity on the Girlguiding website's *A to Z of Activities*).

One adult in the group (not necessarily the Activity Leader) must:

- know safe methods for rescue from water
- know how to prevent and treat hypothermia
- be able to perform cardio-pulmonary resuscitation.

Published by Girlguiding
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London SW1W 0PT
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Girlguiding is an operating name of The Guide Association. Registered charity number 306016.
Incorporated by Royal Charter.

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Girlguiding would like to thank Ann and Peter Jeffery for their help on this publication.
Users are reminded that during the lifespan of this publication there may be changes to:

- Girlguiding's policy
- legal requirements
- British Standards

which will affect the accuracy of the information contained within these pages.