

# Assessment Checklist for Kayaking



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## Introduction

This is an assessment checklist to use in assessing an Applicant to gain a permit to lead Kayaking. More details on the permit scheme, assessing, technical skills and Kayaking can be found in resources listed in [FS120084 Scout Led Activities Index](#).

## Using This Checklist

This checklist is the syllabus that an Applicant should be assessed against for the Technical section of gaining a permit. All skills must be assessed for the highest class of water a permit is recommended for.

Once an assessment is complete the Approved Assessor should fill in the back page and give it to the Applicant to take to their responsible Commissioner.

## Equivalent Qualifications

If an Applicant has gained:

- Level 1 Coach or Trainee Level 2 Coach for non-tidal B1 waters
- Level 2 Coach for B1 waters
- Level 3 Coach for B2 waters
- Level 4 Coach for B3 and A waters

of the BCU or equivalent or higher, for the type of craft for which they are applying, within the last five years then no practical assessment is required. If any of these awards were gained more than five years ago but logged experience shows them to have been active within the last five years then the same applies.

## Technical Publication

If you require any more technical information on any of the elements in the checklist, these can be found in the official technical manual, which is:

**Canoe and Kayak Handbook** by BCU ISBN 0-9531956-5-1

## Kayaking

Core Skill	Done / Comments
<p><b>Responsibilities</b></p> <ul style="list-style-type: none"> <li>▪ Choose objectives appropriate to the group.</li> <li>▪ Plan effectively in advance including selecting a suitable venue and contingency plans.</li> <li>▪ Knowledge of rules / regulations which govern the use of water.</li> </ul>	
<p><b>Group Management</b></p> <ul style="list-style-type: none"> <li>▪ Manage and communicate with a group effectively.</li> <li>▪ Ensure the group is adequately briefed before the activity (including lifting techniques, emergency procedures and the importance of discipline).</li> <li>▪ Know how to position themselves to most effectively manage the group.</li> <li>▪ Knowledge of how environmental factors affect leadership styles (e.g. weather, water levels etc).</li> </ul>	
<p><b>Risk Assessment</b></p> <ul style="list-style-type: none"> <li>▪ Know how to complete a Risk Assessment.</li> <li>▪ Able to effectively identify the hazards and risks and know how to reduce or remove them, during Kayaking.</li> </ul>	
<p><b>Weather</b></p> <ul style="list-style-type: none"> <li>▪ Knowledge of where to gain weather information.</li> <li>▪ Knowledge of how weather conditions can affect Kayaking, (e.g. water levels and speed, wind directions and strength etc).</li> </ul>	
<p><b>Technical</b></p> <ul style="list-style-type: none"> <li>▪ Ability to paddle to the standard of the relevant BCU personal competence kayak award: B1 – 3 Star, B2 – 4 Star, B3 and A – 5 Star.</li> <li>▪ Ability to identify and explain water features, their effects and utility.</li> <li>▪ Understand and be able to teach use of the paddle and all relevant paddle strokes.</li> </ul>	
<p><b>Emergency Procedures</b></p> <ul style="list-style-type: none"> <li>▪ Knowledge of relevant procedures in the event of an accident.</li> <li>▪ Ability to carry out the skills required for the BCU Canoeing Safety Test.</li> <li>▪ Understanding of the theories outlined in the BCU Canoeing Safety Test.</li> <li>▪ Ability to carry out the skills required for the BCU White Water Safety and Rescue Course (for white water permits).</li> <li>▪ Understanding of the theories outlined in the BCU White Water Safety and Rescue Course (for white water permits).</li> </ul>	
<p><b>Equipment</b></p> <ul style="list-style-type: none"> <li>▪ Knowledge of personal equipment required, how it is used and the importance of it being of the appropriate size.</li> <li>▪ Knowledge of group equipment required and how it is used.</li> <li>▪ Understanding of additional equipment required by the leader.</li> <li>▪ Knowledge of the different types of kayak available and what type of water they are suitable for.</li> </ul>	

## Kayaking Permit Assessment

The Applicant should keep this form once it has been completed by the Approved Assessor and take it to their responsible Commissioner.

<b>Applicant's Name</b>				<b>Permit Applied For</b>			
<b>1. TECHNICAL COMPETENCE</b>						<b>Done</b>	<input type="checkbox"/>
<b>Description:</b> Technical assessment based on the holding of an appropriate NGB award, renewal of an existing permit with up to date experience, or a practical assessment of the Assessment Checklist.							
<b>To Be Completed By:</b> Either an appointed County Assessor or an External Assessor with the appropriate NGB award.							
<b>Restrictions based on Technical Assessment:</b>							
						<b>Date</b>	
<b>Assessor:</b>	<b>Signature</b>			<b>Name</b>			
	<b>County (if SA Assessor)</b>			<b>Phone</b>			
<b>2. SCOUT ASSOCIATION RULES</b>						<b>Done</b>	<input type="checkbox"/>
<b>Description:</b> Check of the Applicant's knowledge of the appropriate Scout Association rules for running the activity. Appropriate Rules can be found in <a href="#">FS120084 Scout Led Activities Index</a> .							
<b>To Be Completed By:</b> Either an appointed County Assessor, responsible Commissioner or appropriate nominee of the responsible Commissioner.							
<b>Restrictions based on knowledge of The Scout Association Rules:</b>							
						<b>Date</b>	
<b>Signature</b>			<b>Name</b>			<b>Role</b>	
<b>3. CHILD PROTECTION</b>						<b>Done</b>	<input type="checkbox"/>
<b>Description:</b> Check Applicant has undertaken the necessary Personal Enquiry checks and received the appropriate child protection training.							
<b>To Be Completed By:</b> Responsible Commissioner or appropriate nominee of the Commissioner.							
<b>Restrictions based on Child Protection:</b>							
						<b>Date</b>	
<b>Signature</b>			<b>Name</b>			<b>Role</b>	
<b>4. PERSONAL SUITABILITY</b>						<b>Done</b>	<input type="checkbox"/>
<b>Description:</b> Check the Applicant is suitable (attitude etc) based on the demands of the activity.							
<b>To Be Completed By:</b> Responsible Commissioner or appropriate nominee of the Commissioner.							
<b>Restrictions based on Personal Suitability:</b>							
						<b>Date</b>	
<b>Signature</b>			<b>Name</b>			<b>Role</b>	
<b>5. PERMIT GRANTED</b>						<b>Done</b>	<input type="checkbox"/>
<b>Restrictions:</b>							
						<b>Expiry Date</b>	
<b>Commissioner Signature</b>						<b>Date</b>	