

## Draft Proposal Document

### NCC (ICA - International Coasteering Association) Coasteering Guide Register

#### 1. Introduction to the NCC Guide Register – why is the NCC putting this in place?

The NCC's prime aim is to 'Promote Safe Coasteering'. Since the NCC was formally started in 2011, there has always been the open discussion about it owning and administering a standardised Coasteering Guide Award.

"The absence of awards for Coasteering Guides, is causing both problems and confusion and this is likely only to increase."

Marcus Bailee, Head of AALS 2019

It is prime time to futureproof the standards for the Coasteering industry by doing this, so that we remain, as a group of passionate Coasteering Providers, in charge of our own industry. Thus allowing us to both support and lead coasteering standards through the good work that is already been done within the coasteering industry.

This would make a Coasteering Guide Award that is assured by coasteerers and would be in all of our interests in order to promote safe coasteering, plus have an award that is portable by NCC Registered Guides, and allows us to have a voice and influence others at a National Level when required.

With this concept in mind the NCC did a phone survey in January 2019 to ask its current members what they thought about having this system in place. The results were that 98% of those that were contacted are in favour of the NCC working to put this in place.

With a few adjustments that you can read through in this document, it is essentially formalising the current coasteering 'sign off' systems that happens in the coasteering industry by Technical Advisors, whilst allowing a wider scope for those that get signed off.

#### 2. Changes to Membership of the NCC and becoming a Registered NCC Guide

##### 2.1 Becoming an NCC Registered Guide – if you are already a current Lead Coasteering Guide

If you are already a Lead Coasteering Guide, you can be added to the NCC (ICA) Register, free for the first year and £15 per year after that (direct debit is best to do this). This allows you to carry the NCC Guide qualification with you when you work for different employers.

To be put on the list, please email or send a signed letter from your current NCC registered Provider, explaining and endorsing the fact that you lead coasteering trips for them.

Appendix 1 - Sample Email to send through from the employer to the NCC.

## **2.2 NCC Membership**

Provider (coasteering company) membership will remain as before at £50. Freelance membership will decrease from £25 to £15 per annum.

For 2020, membership as individual lead Guides will be free. From 2021 onwards, there will be a £15 charge for administration to keep the Register up to date.

The Guide themselves is responsible for ensuring that their first aid qualification is current and checked by their employer before deployment.

It is up to the Guide to ensure that their skills are up to date by attending a coasteering symposium and/or recording in house training in their log book.

## **3. Coasteer Guide Training (If you are not already a Lead Coasteering Guide)**

This is delivered to the NCC Guidelines by the employer doing in house training, or a technical advisor being employed to deliver the training course.

This would include the trainee Guide starting and maintaining a log book to present at assessment. The log book is signed as true by the employer or registered NCC technical advisor – either of which are current NCC members.

The training course is to be delivered over 2 days, ran to the standards found in the NCC Documentation “Training Advice for Coasteering Guides - V3 November 2015”. This is followed by the consolidation period as outlined in this document. To clarify, just doing this course does not guarantee that you are signed off as a lead coasteering Guide.

## **4. The NCC Guide Assessment ethos:**

The Aspirant Guide is assessed against a list of agreed NCC Competencies and Behaviours (to be agreed and done at a later date once this document has been fed back to the committee) that will check for coasteering skill level, fitness to lead coasteering, decision making, group management, rescue ability and customer service.

The Guide will either pass or defer, with a clearly agreed action plan to work to in order to be re assessed in the future.

## **5. NCC Coasteer Guide Assessment**

### **5.1 Assessment Format:**

The assessment is run on one day and will include the Aspirant leading a real coasteering session with a group of between 3 and 6 clients. The ratio of Aspirants to be assessed on a single day is 1 assessor to 2 Aspirant Guides.

This session will last for the length of a normal coasteering session at that venue, from meeting the group to saying goodbye and putting back all of the equipment.

This will be followed by a scenario based coasteering session to allow the aspirant Guide the opportunity of showing the Assessor the skills that did not necessarily get shown whilst leading the group. E.g. an emergency exit up steep rocky ground requiring basic ropework.

## **5.2 Assessment Venue:**

The venue is run at the Aspirant Guides local site, allowing that Aspirant Guide to work to their Company NOPs and EAPs and with known equipment and systems.

## **5.3 Pre-course questionnaire:**

Prior to training the aspirant coasteering Guide will complete a questionnaire, designed to help prepare the Guide for the assessment as well as to highlight any areas that need to be improved and checked at assessment.

## **5.4 Pre-course Log book:**

The log book is signed as true by the employer or registered NCC member Guide – either of which are current NCC members.

## **5.5 Assessment Conditions:**

The assessment will be run to the conditions of the day, as long as they are within the NOPs for normal use of that venue. Going outside of the NOPs for conditions will not be tolerated, resulting in failure for the Aspirant Guide for allowing the coasteering session to go ahead and the Assessor stopping the assessment.

## **6.1 The newly qualified NCC (ICA) Guide remit:**

The Guide has been signed off as having the necessary competencies and behaviours to lead a coasteering session at the assessment site. However, the deployer of the newly qualified Guide will decide when the Guide is ready to lead a new/different site, and in what sea conditions they are willing to let the newly qualified Guide lead that session.

E.g. the employer may wish to trail the new Guide in calm sea conditions for an initial period of time before allowing them to Guide in sea states that are greater than Beaufort 'Calm'.

## **6.2 Maintaining Lead Guide Requirements**

To remain current, all Guides will need to log that they have ran a minimum of 15 Coasteering sessions over a period of 3 years.

All Guides to remain current with their first aid qualification.

All Guides to have attended a logged coasteering workshop (local or national) a minimum of once every 3 years.

## **6.3 Complaints about Guide Competence to Lead**

Complaints could be made in the first place to the NCC Committee to be resolved. If they are of a serious nature then unsafe Guiding practices could be referred to AALS (if at an AALA Licensed centre) or referred to the Local Authority (Environmental Health Department).

## 7. Approved Coasteering Guide Assessor Requirements

To be an assessor you need to apply to the NCC Guide Assessment Committee to endorse assessors in writing or electronically, including copies of relevant qualifications. These will include:

### Either

**7.1.1** Evidence of your assessor status for another qualification where you assess an activity that involves group management and journeying. e.g. BC Moderate Water Leader Sea Assessor, or MIA with assessor status.

### Or

**7.1.2** You are a Surf Life Saving Assessor Award and are current to assess Beach Lifeguard 'Surf'.

### Plus

10 year plus Coasteering experience as a Head Guide or Head of Centre that is endorsed by the Centre/Centres that you have worked for. The places that you have worked for should be listed with contact details for the NCC Guide Assessment Committee to check should they choose.

### In addition to either of the options above you must have the below in place:

**7.2.2** Pay a £20 one off fee to Register with the NCC as a Coasteering Guide Assessor for dealing with your application. You will then be expected to pay the £15 annual fee as normal after this as a normal current NCC Member.

### Plus

**7.2.3** Have a current First Aid qualification and a current Assessor qualification.

### Plus

**7.2.4** A Log book showing 3 areas of good knowledge of coasteering including 10 years of Coasteering as a Lead Guide.

### Plus

**7.2.5** Fit the relevant areas of criteria in the AALS Tech advice doc.

### Plus

**7.2.6** Stay current by attending a logged National Symposium or logged workshop every 3 years. Plus attend the Reps regional meeting at minimum of once a year.