



## **NCC Guide Award Administration Guide**

**Version 3 April 2022**

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## **1. Membership and Contract**

Before you can progress with providing a training and/or assessment course you must ensure that you have completed your provider contract, have registered as an individual member and paid your provider fees.

### **1.1 Provider Contact:**

To view this please [click here](#)

### **1.2 Membership and Provider Fees:**

[You can join and pay for your relevant membership / status here](#)

The NCC Scheme Administrator keeps a master record of providers and it is your responsibility to ensure that your membership and contract status is in date

## **2. Registering a Course**

A course must be registered ahead of the commencement date (ideally at least 7 days) so that the Scheme Administrator can update the relevant files and when necessary, advertise the course on the [Course Calendar](#)

[To register a course please click here](#)

You have the option to tick for closed courses so that they will not appear on the public (live) course calendar.

For courses that run over multiple sessions (e.g. not 2 consecutive days) the calendar input will just show the first date (additional info will be included in the description for candidates to get in touch with the provider for full information)

A reference number will be added to the course and link shared with you via Google Calendar so you can see the details of the course and information to be shared

### **3. Completion of Course Reports**

Following a training or assessment course a course report (TCCD) must be uploaded within 14 days of the course being completed. You will need to enter basic information about the course as well as a candidate detail sheet which you upload.

#### **3.1 Training Courses:**

Step 1) log your candidates details on the TCCD

[To access a training course candidate info template \(please make a copy\) click here](#) (TCCD)

Step 2) Complete the training course info form and upload your TCCD (in excel or spreadsheet format)

[To access the training course submission form click here](#)

Step 3) Please complete this [short form](#) to help feedback on the course

#### **3.2 Assessment Courses:**

Step 1) log your candidates details on the ACCD

[To access an assessment course candidate info template \(please make a copy\) click here](#) (ACCD)

Step 2) Complete the assessment course info form and upload your ACCD (in excel or spreadsheet format)

[To access the assessment course submission form click here](#)

Step 3) Please complete this [short form](#) to help feedback on the course

### **4. Candidate Certification**

Candidates will receive email confirmation of attendance on a training course or a certificate (pass) of assessment within 14 days of successful submission of the course report.

Therefore, please inform your candidates that this process could take upto 28 days from completion of a course or assessment. If there is any incorrect information or forms are not complete then this process will of course take longer therefore it is essential that forms are completed accurately and in a timely manner.

Candidates records will be updated by the administrator on the Membership Database but providers are encouraged to keep their own records of the course (e.g. TCCD and ACCD forms inline with their own data storage protocols)

## 5. Minimum Requirements

In line with the [training / assessment notes and syllabus](#) the following applies:

### 5.1 Training:

Min 4 Candidates and Max 8 (increase to 12 with an additional approved provider). Where courses are publicly advertised the minimum per person fee is £150

Prior to attending a training course a research paper will be sent to candidates for discussion on the course. **The NCC are working on an approved bank of questions.**

Providers are responsible for checking that Candidates meet the minimum prerequisites for training as noted in the document: [NCC Coasteering Guide Training and Assessment Syllabus V8 - 1st Feb 22](#)

### 5.2 Assessment:

Min 1 and Max 2 Candidates leading a group of clients (min 3 max 6). Where courses are publicly advertised the minimum per person fee is £150

Providers are responsible for checking that Candidates meet the minimum prerequisites for assessment as noted in the document: [NCC Coasteering Guide Training and Assessment Syllabus V8 - 1st Feb 22](#)

## 6. Further Support and Guidance

For more information please contact the NCC Guide Award Administrator  
[coasteeringguideaward@gmail.com](mailto:coasteeringguideaward@gmail.com)

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