NCC Guide Award Administration Guide

Version 6 December 2023

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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 Training and/or Assessment 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 and save a copy for your records. This can be saved as an excel, sheets, pdf format. **You will be required to upload this document when you complete step 2**
[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 as part of the submission process
[To access the training course submission form click here](#)
This includes a short feedback section to help develop the course

3.2 **Assessment Courses:**
Step 1) log your candidates details on the ACCD and save a copy for your records. This can be saved as an excel, sheets, pdf format. **You will be required to upload this document when you complete step 2**
[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 as part of the submission process
[To access the assessment course submission form click here](#)
This includes a short feedback section to help develop the course

In the event that a 'Conditional Pass' has been issued then providers must wait (no more than 28 days) to obtain the evidence required then complete the course report. Please ensure you have noted why the conditional pass was issued and how the evidence was obtained to issue a pass.

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 NCC guide award provider). Where courses are publicly advertised the minimum per person fee is £150

The use of research papers can be used for discussion on the course.

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

5.2 **Assessment:**

Min 1 and Max 2 Candidates leading a group of clients.
The size of the group should be not less than 3 and no more than 8 as well as being inline with the Standard Operating Procedure that the candidate is working to. The group should represent a suitable 'novice' group for the venue. Where the candidates SOP's state the use of an assistant there must be the opportunity provided on the assessment to assess the guide in a 'solo lead' capacity as well as working with the assistant.

If there is a situation where an assessment is requested where the group size will differ from the above the provider should contact the Guide Award Administrator in due time to seek for approval to run the assessment. Approval will be given pending ratification from another NCC committee member.

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

6. Further Support and Guidance

You can find a link to the NCC Resource folder here
For more information please contact the NCC Guide Award Administrator
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