



National Coasteering Charter
promoting safe coasteering

Provider Pathway - NCC Guide Award

Version 2 June 2024

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1) Application Process

The committee will meet annually to look at the number of providers and the requirements for any additional providers, any immediate need, and developing new providers. Following this, the NCC will open the process and applications will be welcome from suitably qualified and experienced applicants. This will usually be announced at the AGM along with the deadlines for applications and feedback to applicants. Generally, it is expected that there would be around 2 - 3 providers providing courses within a region which will allow for a good range of courses and continuity if a provider no longer delivers the award.

Potential candidates MUST be able to evidence ALL ASPECTS of the following criteria:

NOTE: it is the candidate's responsibility to ensure that it is clear in all aspects of the application how they are meeting the criteria. There is supporting guidance in the Appendix of this document.

- 600 Hours Experience of Coasteering (which would include training and mentoring of coasteering staff)
- 3 years of experience in Deploying coasteering guides and/or adventurous marine water activities. Deployment means deciding which members of staff go where given the conditions of the day.
- Hold the NCC Guide Award
- Hold Current NCC Individual Membership
- Hold an award in teaching and/or training/assessing (e.g. other NGB TA Status, AET level 3)
- Min 3 years active NCC member with evidence of attending at least 4 regional meetings
- Attend at least one NCC Bi-Annual Symposium within the last 3 years
- Obtain a reference from 2 current members of the NCC to validate your application. One of these should be from a current provider
- Provide details of where the applicant deems there to be space in the market for delivering training and assessment including any market research undertaken

Nominated candidates should use the application form [to](#) highlight their experience and evidence of how they meet the above criteria.

In addition, they must complete and sign a provider agreement form as part of the application process.

[CLICK HERE to go to the downloads section of the Website](#)

You will find a PDF version of the Application form and the Provider Agreement Form

Please email the [Guide Award Administrator](#) if you would like the form in a different format (e.g. word, Google Doc) or would like to discuss any aspect of your application in advance of a submission.

2) Appointment Process

An appointed panel of the committee will meet to review and scrutinise the applications, this may involve further discussion with the applicant before the final application goes to the full committee for approval.

Any feedback and decisions will be met within the stated deadlines where possible.

The candidates will be contacted to inform them of the application and offered feedback if requested.

3) Provider Status

Where a candidate has been appointed as a probationary provider they must then complete the following actions and log them.

[CLICK HERE to go to the downloads section of the Website](#)

You will find a PDF version of the Log Book

Please email the [Guide Award Administrator](#) if you would like the form in a different format (e.g. word, Google Doc)

Assist in the delivery of 2 training courses

1 of these courses would be in an assisting / observing role. (Observed)

1 of these courses would be run and delivered (with support) by the probationary provider. (Supported Delivery)

Both courses must be observed by different providers

Following each course the mentor would complete a Probationary Providers Mentor Form and share a copy of this with the probationary provider along with any specific feedback or actions required.

These forms are uploaded, as part of the course admin, by the mentor. These forms are found on the [Downloads](#) section of the website.

Assist in the delivery of 2 assessment courses

1 of these courses would be in an assisting / observing role. (Observed)

1 of these courses would be run and delivered (with support) by the probationary provider. (Supported Delivery)

Both courses must be observed by different providers.

Following each course the mentor would complete a Probationary Providers Mentor Form and share a copy of this with the probationary provider along with any specific feedback or actions required.

These forms are uploaded, as part of the course admin, by the mentor. These forms are found on the [Downloads](#) section of the website.

Attend Provider Update and NCC Symposiums

Provider Update meetings are held each year. There are a mix of online and in person meetings.

Symposiums are held bi-annually and every effort must be made to attend these

Notes:

- This process should be completed within 2 years but may be extended with approval from the committee.
- The above actions are minimum evidence and experience required. Probationary providers must be signed off by the observing provider and may be asked to run additional training/assessment courses if required.

- Probationary providers must be observed by a minimum of 2 providers.
- Probationary providers can use past experience prior to the application starting as logged evidence (providing this can be signed off by a current provider)

Once the required evidence has been logged and completed the probationary provider must submit the evidence to the NCC committee.

The committee will discuss the evidence with the observing providers and agree on the outcome.

This could be - more experience required (with a provided action plan) or Provider Status

Where provider status is granted the provider must then:

- Complete the provider details form so their public details can be displayed on the website
- Pay the provider status fees
- Agree to the current peer moderation and standardisation process, as per the provider agreement (please note - this is currently being reviewed)

4) Appendix - Further Guidance on Evidencing Criteria

Criteria Point(s):

- **600 Hours Experience of Coasteering (which would include training and mentoring of coasteering staff)**
- **3 years of experience in Deploying coasteering guides and/or adventurous marine water activities. Deployment means deciding which members of staff go where given the conditions of the day.**

For both of these criteria please ensure that your application makes it clear how you meet this. Supporting log books, a summary of dates, organisations you have worked with, and in what roles are all very useful pieces of information that will help the committee verify your experience.

Criteria Point(s):

- **Hold the NCC Guide Award**
- **Hold Current NCC Individual Membership**

Please include a copy of your certificate (guide award) and evidence of your individual membership.

Criteria Point(s):

- Hold an award in teaching and/or training/assessing (e.g. other NGB TA Status, AET level 3)

For this criteria point the NCC is ensuring that a probationary provider has the necessary experience in delivering training and assessing competence. The probationary pathway does not include training on training and assessment methods, standards, and processes therefore we ask that applicants can evidence a suitable award or equivalent experience in training and assessing.

Examples of awards that would verify your training and assessing skills are:

- AET Level 3 (or higher)
- Teaching Qualification / Certificate in Education

Another way of demonstrating this experience is if you are a trainer / assessor in another NGB (or similar) qualification, for example:

- NVBLQ TA

- First Aid Training Provider
- RYA Powerboat Instructor
- Mountain Training Course Director for CWI / RCI etc.

This is just an example list. There are many awards in training and assessment that exist (including schemes in public services, military etc.)

It is recommended that when the applicant states which award they are using to evidence this criteria then as much detail as possible is provided in the application form. It may be necessary for the NCC to discuss this directly with the applicant should there be any further information needed.

Note: Being a Technical Advisor or Expert is not evidence in its own right to meet this criteria. It is useful supporting evidence alongside other awards held in training and assessing.

Criteria Point(s):

- **Min 3 years active NCC member with evidence of attending at least 4 regional meetings**
- **Attend at least one NCC Bi-Annual Symposium within the last 3 years**

We would expect to see ongoing and continual commitment to the NCC both nationally and regionally. This may have some gaps (e.g. if you change jobs, sickness or maternity/paternity leave etc.) In cases where your experience and involvement spans several years with gaps and breaks please help us to understand why there were breaks by giving this information.

Criteria Point(s):

- Obtain a reference from 2 current members of the NCC to validate your application. One of these should be from a current provider

Ensure you have discussed your application and provided a copy of the full application to the referee. We may contact the referees so it is critical they are aware of your application and have had time to consider the information and their endorsement of the application.

Criteria Point(s):

- Provide details of where the applicant deems there to be space in the market for delivering training and assessment including any market research undertaken.

To help us and the referee determine where there are opportunities to deliver and develop the delivery of the award please give as much detail as possible. The NCC is trying to strike a balance between having enough providers, and enough demand to keep providers active as well as ensuring there is some succession planning and future-proofing of the delivery should a provider stop delivering the award for any reason. If you have details of the number of courses you plan to run, who they will be for, and where you think the participants will come from to your courses then please include this.