

Paddle Australia Qualification Scheme

Assessment Guidelines

Flatwater Instructor - Canoe



Qualification Definition

The holder of this award is qualified to guide and instruct individuals or groups of novices on activity and day based programs on Flatwater areas such as lakes, dams, slow moving rivers, etc. An area should **not** be classified as Flatwater if any of the following apply:

- Rapids of any grade
- Surf (of any size) entry or exit
- An entrance structure to an estuary or embayment
- Affected by swell
- Documented tidal rips (see chart)
- Documented tidal current greater than 1 knot (see chart)
- Where the tide (rise or fall) removes a landing area or makes it unsuitable
- Distances greater than 400 metres from shore
- Fetch greater than 1 nautical mile

The assessment can be conducted in single or double canoes. If using a double canoe the candidate should be tested in both the bow and stern positions.

Skills

Prepare appropriate craft and equipment

Throughout assessment participants use appropriate equipment for the environment.
This equipment promotes personal safety and is prepared in a way to not impede on safety

Secure craft for transport, secure equipment to craft

Participants transport craft to and from venue, method is safe for craft and participant. (or able to demonstrate method they would use)
Equipment placed on craft is secured in a manner that does not impede safety and is accessible when required

Launch and land craft

Participant launches and lands craft in a safe repeatable manner without assistance

Perform paddle strokes

Demonstrate individual strokes to manoeuvre the craft:

- Forward and reverse paddle
- Forward and reverse sweeps
- Draw strokes (feathered and sculling)
- Stern rudder
- Bow rudder
- Cross-bow rudder
- Stopping
- Support using blade
- J stroke
- Pry

For each stroke the minimum performance requirements are:

- Correct hand placement on paddle
- Sufficient wrist movement to enable correct blade placement
- Adequate paddle depth in water to achieve effective stroke
- Correct paddle blade angle throughout stroke

Paddle Australia Qualification Scheme

Assessment Guidelines

Flatwater Instructor - Canoe



	<ul style="list-style-type: none"> • Correct paddle entry and exit points with respect to craft and body position
Form into and disperse from a raft	A raft is formed in a timely manner (no wasted time) and promotes safety to all involved
Perform self and buddy rescues	<p>Self rescue:</p> <ul style="list-style-type: none"> • Swim craft 50m in paddling gear <p>Buddy rescue (rescues are performed as rescuee and rescuer):</p> <ul style="list-style-type: none"> • T rescue <p>Rescues are performed in a timely manner (no time wasted) and promotes safety to all involved and is deemed to work in all conditions</p>
Accept a tow	<p>Calm is maintained.</p> <p>Craft kept in a straight line while towed.</p> <p>Craft kept stable and balanced</p>
Perform a tow	<p>Demonstrate:</p> <ul style="list-style-type: none"> • Single tow • Contact tow <p>Tows are performed using quick release system that floats if disconnected.</p> <p>Tows are performed to promote safety to all.</p>
Complete an activity	Activity plan/brief is followed to meet time management requirements and activity goals. Plan is adjusted if and when required
Rope work	<p>Demonstrate:</p> <ul style="list-style-type: none"> • Bowline • Fisherman's knot • Round turn and two half hitches • Clove hitch • Highwayman's hitch • Truckies hitch
Individual Situational Awareness	Participant is able to monitor personal wellbeing as well as environmental elements that may effect all participants
Role Model paddle strokes	Demonstrate paddle strokes broken down into component parts and as combinations, to a high level of technical correctness
Group Situational Awareness	<p>Group and environment are monitored to ensure activity remains safe and enjoyable for all participants.</p> <p>Monitoring may include:</p> <ul style="list-style-type: none"> • Fatigue • Separation • Sickness • Engagement • Tide • Weather • Other environmental influences

Paddle Australia Qualification Scheme

Assessment Guidelines

Flatwater Instructor - Canoe



Instruct a group of novice paddlers

Program is delivered to a group to promote a smooth, productive, effective, and safe program for all students.

Arrange venues, equipment, staff or assistants, and coordinate timetables and logistics.

Contents of instruction to include but not limited to:

- Paddling skills
- Launching and landing
- Self and buddy rescues
- Group control
- Navigation
- Delivery of a theory training session
- Delivery of a practical training session

Paddling skills to include those specified in the above **Skills** component.

The above skills are taught in a manner to reduce injury and increase efficiency.

Participant also demonstrates the ability to correct techniques to prevent injury long and short term.

All skills and knowledge delivered is done at a level and in a style that is appropriate for the students.

Demonstrate skills in a manner that is consistent with the skills required of the students. Ability to break down the physical movements of skills either on water or land

Knowledge

Group participants: Novice paddlers

Knowledge and maintenance of craft

Good knowledge of what makes a craft suitable for Flatwater. Must include but not limited to:

- Construction
- Material
- Flotation
- Water line
- Handling characteristics
- Grab handles
- Thwarts
- Gunwales

Select and advise on appropriate equipment and clothing

Clothing and equipment is selected with consideration of sun sense and other environmental influences

Throughout assessment participants use appropriate equipment for the environment and are monitored and reminded of appropriate precautions.

This equipment is prepared in a way to not impede on safety

Store, operate and maintain appropriate safety and communication equipment

Equipment to include but not limited to:

- Lifejacket (level 50)
- Sufficient food and water
- Spare paddle

Paddle Australia Qualification Scheme

Assessment Guidelines

Flatwater Instructor - Canoe



- Mobile phone
- Hand pump
- VHF radio
- Tow line
- Sat Phone
- Sling/rescue ladder
- Pea-less whistle
- PLB
- Safety knife
- Bailer
- First Aid kit

Able to show or explain simple repair kit and the purpose of contents

Navigational aids

Knowledge of but not limited to:

- Latitude and Longitude/Grid reference
- Measuring distance
- Scale
- Navigational markers: Lateral, cardinal and special markers
- Tidal flow arrows
- Paddling speed
- Position fixing; e.g. dead reckoning, 3 point fix
- Aiming off
- Contour lines
- Land features such as Spur, Ridge, Saddle, Gully, Knoll, and Plateau
- Tides: High, Low, Spring, Neap, Tidal range, Rule of twelves, Secondary ports
- Able to complete a Navigation sheet

Interpret weather

Able to gain appropriate Bureau of Meteorology (BOM) weather forecasts (e.g. from MetEye) and warnings, and interpret how weather can influence and affect a paddling location.

Knowledge of, but not limited to:

- Winds
- Beaufort Scale
- Funnelling
- Fetch
- Effects of wind on paddling; windward, leeward
- Tidal currents
- Precipitation
- Sources of extended marine weather forecasts
- Telling signs of bad weather approaching

Plan an activity

Plan is developed to meet the activity goals and is appropriate for group, location and time limitation. Plan allows for all capabilities within the group and contains contingency plans for equipment failure and emergency evacuation

Minimal environmental

Follows PA [Minimal Impact Guidelines](#)

Paddle Australia Qualification Scheme

Assessment Guidelines

Flatwater Instructor - Canoe



impact

Maintain a log book	Understands the purpose and contents of a log book Knowledge and use of PA's Paddle Log app
Prepare a Float Plan	Understands the purpose and contents of a Float Plan Knowledge and use of PA's Paddle Prep app
Selection of launching and landing sites	Understands the issues when selecting an appropriate launching and landing site to be safe for the group
PA's role, membership structure, your rights and responsibilities	Understands PA's membership, structure and rights and responsibilities as a registered PA leader
PA's relevant guidelines and policies	Has knowledge of the safe conduct of recreational paddling as described in PA's Safety Guidelines
Hazard identification and risk management	Able to identify risks and causal factors for a Flatwater activity and also able to identify management strategies to mitigate any risks. Risks may include: <ul style="list-style-type: none"> • Separation • Drowning • Sunburn • Hypothermia • Hyperthermia
Licensing, permits, legal matters	Able to give examples of any Licensing, Permits and other legal and behavioural laws and requirements that may be required for an activity
Instruction	Correctional model and training skills are taught in a method that suits students' learning. Technique is adjusted if required

Communication

Group participants: Novice paddlers

Establish and maintain an effective communication system within a group	Participant establishes a safe working system. Maintain group within communication distance. Communication is limited to Verbal, Whistle, Visual. Communicate in a positive manner within a paddling group to help establish and maintain an enjoyable, safe experience for all group members Deliver directions in a clear and concise manner
Conduct briefing	Brief must include but not limited to: <ul style="list-style-type: none"> • Purpose and duration of activity • Expected conditions • Lifejacket fitting • Appropriate clothing worn • Correct posture

Paddle Australia Qualification Scheme

Assessment Guidelines

Flatwater Instructor - Canoe



- Setting up the craft
- Launching and landing
- Strokes as required
- Limits
- Actions in the event of an emergency
- On water signals
- Capsize drill
- Warm up
- Group movement requirements
- Communication
- Foreseeable risks
- Participant experience

Brief is clear and concise, attention of the group is gained.
Recollection could be tested.

Conduct debriefing

A debrief is conducted to suit the activity and group.
Constructive feedback is provided

Instruction

Introduce a program including aims and outcomes, timing and movements.
Demonstrate an understanding of recent developments in equipment and technique.
Show clear and concise communication when delivering a program. This communication is not limited to verbal communication, but is appropriate for the students

Experience

Minimum log book requirement

In the previous three years:

- Five Flatwater trips of a minimum of three hours duration
- Three Flatwater activities of at least three hours duration as an observer under training or as an assistant Guide
- Three Flatwater activities of at least three hours duration as lead Guide under observation of qualified Guide
- Three practical instructional activities in Flatwater of at least three hours duration as an observer under training or as an assistant Instructor
- Three practical instructional activities in Flatwater of at least three hours duration as lead Instructor under observation of a qualified Instructor
- One theory sessions as an observer under training or as an assistant Instructor
- One theory sessions as lead Instructor under observation of a qualified Instructor

Leadership

Group participants: Novice paddlers

Manage the launching and

Launch and landing promotes safety to all involved

Paddle Australia Qualification Scheme

Assessment Guidelines

Flatwater Instructor - Canoe



landing of a group

Manage a group	Group is managed in a safe manner to meet activity goal; assistance and direction given if and when needed. Route is managed to promote safety to group
Manage multiple capsizes and emergencies	Rescues are managed to promote safety to all in group
Manage tows	Roles of the group is determined Good communication maintained Tows are managed to promote safety to all
Lead a course	Lead students in a training course. Direct staff and assistants in training course. Demonstrate on water leadership in training course. Leadership shown is appropriate for group; promotes safety and a good learning environment

Assessment Documents

The following documents should be produced and submitted to your Assessor prior to final assessment. Preferred format for Project is PDF.

Project

Plan a six hour Flatwater skills training course with a group of eight novices in a location of your choice. The location must fit within the award definition above.

The program is to include the following sessions:

- Flatwater paddling skills
- Hazard identification and risk management
- Trip planning
- Flatwater paddling equipment
- Rescues and towing
- Navigation
- Weather interpretation

You are the Leader for all aspects of the training course but have an assistant with this qualification.

Prepare:

- A basic timetable that covers the sessions listed above, allocating sufficient time and appropriate resources and venue
- A basic theory (off water) lesson plan from the session list above in point form
- A basic practical (on water) lesson plan from the session list above in point form

Assessment Record

The completed Assessment Record for the award, signed by both Assessor and participant, preferably using the **Paddle Ed** app

Log book

A copy of your log book with verified entries supporting the **Minimum log book requirement** above