



Maroon Outdoor Education Centre

RTO No 32122

SIS40619 Certificate IV in Outdoor Leadership



Pre-enrolment Information

This document sets out some information regarding participation in our courses in outdoor recreation.

- Experience First:** Our courses are suitable for teachers or outdoor leaders without qualifications, but with some or extensive experience caring for others during activities outside. If you are a beginner to Outdoor Recreation it is advisable to seek out a TAFE course for a full certificate 3 in Outdoor Recreation or similar provided by another private RTO (such as “**Outdoor Training College**”)
- Hours/time allocated** – each unit has an allocation of hours to it. This guides the RTO as to how long it should take an **inexperienced** trainee to learn and then successfully apply the knowledge and skills. For example, the “Lead Bushwalks in Tracked Environments” is allocated around 240 hours to complete. It is therefore advantageous for a student to provide evidence of experience to reduce the hours needed for completion. A recognised way to achieve this in the outdoor recreation sector is via a **log book**.
- Log Books** – to reduce the training hours you will need to present a log book of recent and relevant experience. You must complete at least 3 recent personal experiences at or above the skill level being assessed, as described in the units. If you are completing any “Lead” level unit, you must complete at least 3 sessions as a leader, or assisting an experienced leader. Your involvement in the training program and assessment program does count, but is not sufficient. Log books must be sufficiently detailed and verifiable. Your supervisor/line manager can verify your experience. A sample logbook is included below for bushwalking.

Date	Activity	Venue	People	Level	Details	Role	Incidents	Verified

- Coursework** – Pre-reading and workbook completion will reduce the contact hours further, therefore you will receive text materials and workbooks. Each text is carefully matched to the activity area. Students are required to demonstrate comprehensive knowledge of the applicable areas in the text or the whole text for advanced levels. **Completed workbooks should be returned to your assessor prior to any contact sessions as they do form part of your formative assessment.**
- Training Program** – outdoor recreation is an active outdoor sector. You must use the text materials and/or your own prior experience to prepare adequately for the day/s sessions. Generally you will need to arrange your own transport and accommodation, appropriate food for the duration of the program and all of your personal clothing and equipment as appropriate for the activity. Specialist equipment needs can be negotiated with the trainer/assessor for your activity area, but as a teacher training to lead student groups you should have access to appropriate equipment.
- Personal Fitness** – you will need to be fit enough to not only engage in an activity yourself, and have sufficient fitness to manage any client related issues during or after any activity that you lead. Inability to complete an emergency response during assessment because of lack of fitness will result in a grade of “not yet competent”.

7. **Assessment Program** – you will need to have completed all of the workbooks applicable to the activity and you must arrive at the assessment as if you are the leader. Others may be training whilst you are being assessed. Therefore the trainer/assessor will switch between training and assessment modes. If you are being assessed on a training program, you are under no obligation to attend training only sessions. Generally you will need to bring: completed trip planning documents, activity conduction documents, information documents and equipment suitable for a leader at that level.
8. **Competency completion** – your assessor will provide you with feedback as you progress through your assessment. Students should clarify any issues relating to knowledge or skills during training and assessment programs with their assessor or trainer. You will also be provided with opportunities to address any knowledge or skill deficiencies identified. This may occur at a subsequent time after the initial course. When competency has been achieved you will be advised and a Statement of Attainment will be issued in due course, usually within 60 days of competency advice.
9. **Evaluation** – please assist us to continue with this service to EQ teachers and employees. A condition of our registration is collection of your details and a satisfaction survey when your course is finalised. Your personal details are forwarded with your award details to DET Qld. Every year satisfaction survey results must be forwarded as well. When you receive a survey, please complete and return it.

If you are satisfied with these outlined conditions, you may proceed to enrolment. Once your enrolment has been processed and payment has been received, participation in your course or assessment will begin on the date identified in the course information.

Thank you for enrolling in a course with Maroon Outdoor Education Centre. We trust that you find it to be a valuable professional development activity. The hours that you spend with us are countable for your 30 hrs annual PD for the QCT.

Regards

Neil Gray
Deputy Principal
MOEC
RTO: 32122

