

SUP Instructor Application - CANI

Please complete this application form if you wish to apply for the role of SUP Instructor Tutor. You will not be able to save your application and return to it so you may find it helpful to prepare your answers separately and then paste in. The questions are all available to view in a MS Word document in the application pack.

The deadline for applications is noon (12:00) Tuesday 17th October 2023.

CANI takes your privacy seriously and will only collect necessary personal data to administer your application to become a SUP Instructor Tutor.

To protect your data, we will:

- make sure it's treated consistently with our privacy policy.
- not allow other companies to use it to contact you with their own marketing unless you've given your consent.

Your data will be shared with British Canoeing Awarding Body for auditing purposes, It will not be shared with any other third party organisations. CANI will hold your data on file for a period of three years to send you information about other relevant tutor opportunities and to meet British Canoeing Awarding Body requirements unless you tell us otherwise by emailing rodgerhamilton@cani.org.uk Please bear in mind that if you request your data to be deleted we will no longer be able to provide you with updates about tutor opportunities.

CANI has updated its privacy policy. To view the current policy and how we use your data, please visit www.cani.org.uk

* Indicates required question

1. Email *

2. Your Name *

3. Your Membership number *

Coaching Qualifications

Essential

Stand Up Paddleboard specific coaching qualification appropriate to the role. Minimum BCAB (Level 3) SUP Sheltered Water Coach.

Appropriate tutoring and assessing qualifications and awards (or the commitment to complete).

Desirable

BCAB SUP Safer Provider.

4. SUP Coaching Qualification

Please state the SUP Coaching Qualification that you hold. If none held (at Coach Award or above), please describe your planned road to Coach Award assessment and identify any SUP based PPA or Leadership awards (or provider roles) held or SUP qualifications achieved from a different organisation.

Tutoring and Assessing Qualifications

All Stand Up Paddleboard Instructor tutors require:

- a nationally recognised Tutoring Qualification that aligns to the relevant National Occupational Standards for Learning and Development (standards 1 to 8) or the British Canoeing Awarding Body Tutoring in the Paddlesport Environment eLearning.
- a nationally recognised Assessing Qualification that aligns to the relevant National Occupational Standards for Learning and Development (standard 9) or the British Canoeing Awarding Body Assessing Competence in the Paddlesport Environment eLearning.

Stand Up Paddleboard Instructor Tutor applications may be accepted from candidates who are working towards the nationally recognised qualifications. In these cases, the Tutoring and Assessing qualifications must be completed within 3 years from the date of initial orientation, or point of application (whichever is later). The Delivery Centre may be able to provide opportunities for tutors to undertake the required course, although there is likely to be an additional charge for this.

The following list of qualifications is not exhaustive, applicants who hold other qualifications for teaching/tutoring/assessing should list these in their application and they can be considered on an individual basis.

Examples of Relevant Tutoring Qualifications:

- British Canoeing Awarding Body Tutoring in the Paddlesport Environment eLearning
- Qualified Teacher Status
- Level 3 Award in Preparing to Teach in the Lifelong Learning Sector (QCF)
- Sports Education Tutoring PDA (SCQF)
- Level 3 Award in Delivering Learning (QCF)
- Level 3 Award in Education and Training

Examples of Relevant Assessor Qualifications:

- British Canoeing Awarding Body Assessing Competence in the Paddlesport Environment eLearning
- Level 3 Award in Assessing Vocational Related Achievement (QCF)
- Level 3 Award in Assessing Vocational Achievement (QCF)
- Level 3 Award in Assessing Competence in the Work Environment (QCF)
- Conduct the Assessment Process PDA (SCQF, L&D9)
- Assess Workplace Competence Using Direct Methods (SCQF, L&D9D)
- Assess Workplace Competence Using Direct and Indirect Methods (SCQF, L&D9DI)
- NVQ A1 Assessor Award
- NVQ D32/D33 Assessor Award

5. Tutoring Qualification *

Please provide details of any nationally recognised tutoring qualifications held, working towards, or demonstrate a commitment to complete.

6. Assessing Qualification *

Please provide details of any nationally recognised assessing qualifications held, working towards, or demonstrate a commitment to complete.

Skills and Experience

Essential

Recent and current experience that supports your understanding of the demands of running Stand Up Paddleboard taster/starter sessions.

Verified leadership, personal skills and rescue competence relevant to Stand Up Paddleboard.

Desirable

Tutoring and/or Assessing experience.

Extensive experience working with a wide range of relevant user groups, in the relevant environment.

Experience of working with an Awarding Body or within a related organisation.

7. Skills and Experience - SUP *

Please describe your experience of delivering taster/starter sessions for SUP paddlers and your experience of working with a wide range of relevant user groups, in the relevant environment

8. Skills and Experience - SUP *

If relevant also include any experience you have training and/or managing instructors who deliver taster/starter sessions.

Knowledge

Essential Detailed knowledge and understanding of:

- The award syllabus.
- The role and skills of the Tutor.

9. Knowledge *

Please describe your knowledge of the award syllabus and the role and skills of the Tutor.

Tutoring and Assessing Experience

Essential

- Detailed knowledge and understanding of the role and skills of the Tutor/Assessor.

Desirable

-Tutoring and/or Assessing experience.

10. Please describe your experience training and/or assessing instructors *

This maybe within Paddlesport, or outside of British Canoeing on related/regulated qualifications. Please also include here if you have been involved in any Stand Up Paddleboard Instructor courses as an observer.

Commitment to CPD

Essential

Evidence of commitment to personal, professional development.

Evidence of commitment to the professional development of others through appropriate mentoring and support.

11. Commitment to CPD

Please list recent CPD that you have engaged in (formal and/or informal). And describe how you approach attending to your ongoing professional development.

Personal Profile

Essential

- Has a personal coaching and educational philosophy that is in keeping with the British Canoeing Awarding Body Educational Philosophy.
- Has competence in the subject matter of the qualification.
- Has strong interpersonal skills and the ability to operate as a team player.
- Is able to communicate effectively with a wide range of people.
- Is skilled in communicating through various media and has excellent presentation skills.
- Is competent in the language used for assessment (or has access to appropriate guidance and training).
- Is fair and equitable, ethical and honest.
- Treats people with respect, is candid, and protects confidential information.
- Adheres to Delivery Centre policies and demonstrates loyalty to British Canoeing Awarding Body/the Delivery Centres and the team.
- Supports equality of opportunity.
- Is a clear thinker, able to approach tasks in a systematic and logical manner.
- Has excellent problem solving and analytical skills.
- Is able and willing to take and offer advice. Is willing to learn, develop and grow.
- Has the ability to write and speak in plain English and to use language that is free from bias and appropriate to the qualification.
- Has competence in assessment and awarding systems and procedures.
- Has excellent customer care skills.
- Has the ability to make accurate judgements about the standard of candidates' performance, knowledge and development needs.
- Has the ability to design, deliver and tailor a programme of training/assessment to meet candidates' specific needs.
- Has the ability to deploy other tutors to plan and deliver aspects of the training/assessment programme.
- Has the ability to monitor and support deployed tutors' delivery to ensure all aspects of the learning/assessment programme are delivered appropriately.

12. Please provide a personal statement explaining how you meet the required personal profile

Focus on areas of the personal profile that you feel are not reflected in your answers to the previous questions (250 – 750 words).

Orientation Dates

If you are successful in your application, you will be required to attend orientation event/s.

If successful, you will need to complete some pre-reading and attend a 2 hour classroom orientation and 2-day practical face to face orientation event. This is compulsory for all applicants.

Online Orientation Webinar - **Tuesday 6th February 2024 18:30 - 20:30**. Venue **ONLINE**.

Practical Face to Face Orientation – **Saturday 13th and Sunday 14th April 2024**. This will take place at Tollymore National Outdoor Centre.

The practical 2-day face-to-face orientation event is to support the development of your understanding of the course and its delivery.

During the orientation events you will be working alongside other aspirant providers and a National Trainer.

The orientation fee will be **£375, or early bird price of £325** for the online webinar and 2-day practical face-to-face orientation. This does not include food or accommodation.

13. I am available to attend the required orientation: *

Mark only one oval per row.

	Yes	No	Maybe
Tuesday 6th February 2024 18:30 - 20:30 ONLINE	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sat 13th - Sun 14th April 2024 - Tollymore	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Planned Delivery

14. Please indicate the regions you would be aiming to work on courses, and the capacity in which you would hope to work (e.g. as a freelancer, for your work place/club etc.). Please also indicate any specific client groups you plan to deliver to.

We welcome applicants from anyone who is active in delivering taster sessions, and who has access to a market place of potential candidates on courses, particularly where that market place reaches our minority populations.

Declaration

15. I declare that the information given in this application is true. If successful, I understand there is an orientation fee of payable by 17th November 2024 to secure my place. *

I understand I will be required to attend the online evening session and the 2 day orientation in order to progress towards the role. I have read and understand the steps required to achieve the role of tutor or assessor. I have read and understood the data use statement at the start of this application.

Mark only one oval.

I agree

16. I agree to attend an Orientation Event and understand I will be required to complete a Skills verification. *

Mark only one oval.

I agree

17. I have read and understood the BCAB Paddlesport Instructor Tutor Requirements *

Mark only one oval.

I agree

18. Assessor Qualification *

Mark only one oval.

I already hold a recognised assessor qualification

I am committed to working towards an assessor qualification

19. Tutoring Qualification *

Mark only one oval.

- I already hold a recognised tutor qualification
- I am committed to working towards a tutor qualification

References

We may wish to obtain a reference to verify that you have the discipline specific competence, experience, currency, health and fitness to look after paddlers in your care. You should provide details of at least one referee that and is able to comment on:

- Your experience as a tutor and assessor
- Your experience of organising courses
- Your knowledge and understanding of the requirements of running and organising taster/starter sessions
- How you meet and demonstrate the behaviours listed in the role person specification

You can provide details of more than one referee if you wish.

Please contact your referee/s before submitting your application to ensure they are able and willing to provide a reference.

20. Name of referee 1 *

21. Referee 1 email address

22. Name of referee 2

23. Referee 2 email address

End

Thank you for completing this form.

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