



National
Outdoor
Leaders
Registration
Scheme

RE-REGISTRATION GUIDE

NOLRS VERSION 2.2
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Disclaimer

It is the responsibility of a particular employer, organisation, government agency or resource manager to determine the "appropriate" skills, knowledge and experience required, based on a risk analysis of the type of program(s), situations, clients and conditions. It should therefore be noted that additional skills over and above those specified as a minimum within the National Outdoor Leader Registration Scheme (NOLRS) might be deemed necessary in some circumstances.

In administering the NOLRS, the Outdoor Council of Australia (OCA) does not conduct assessments of an applicant's skills, knowledge and experience; rather it relies upon the information and certification provided by external training providers / assessors to determine the applicant's competency. Whilst every care is taken to ensure the accuracy of evidence presented, the OCA accepts neither liability nor responsibility for any direct or indirect loss, damage or liability that may be suffered or incurred by any person as a consequence of reliance upon a person gaining NOLRS registration status.

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Re-Registration

The National Outdoor Leader Registration Scheme (NOLRS) establishes the requirements for skills, knowledge and experience for leaders within the outdoor industry and is valid for three (3) years from the initial registration date (or subsequent re-registration date). After this time it is necessary to re-register to demonstrate that knowledge and skills are current and valid. The re-registration requirements ensure that registered outdoor leaders participate in a minimum level of activity ensuring the currency of, or increase in, their knowledge and skills.

The Outdoor Council of Australia (OCA) reserves the right to modify the re-registration requirements based on industry advice, changing industry trends and any other relevant circumstances. Registered leaders will be provided with notification of any changes and adequate time to meet the changed requirements prior to re-registration.

Re-registration requirements

Different activities and Registration Levels have different re-registration requirements in the following categories:

- Leading a Group
- Emergency Response and Rescue Training
- Professional Development (PD)

Re-registration Tables containing a summary of the requirements for re-registration in each activity at each Registration Level are detailed in individual documents entitled *Abseiling (Artificial Surfaces) Re-registration*, *Abseiling (Natural Surfaces) Re-registration*, *Bushwalking Re-registration*, etc available at www.outdoorcouncil.asn.au.

A point-scoring method is used to determine if a leader is eligible for re-registration. The different categories have different rates of points allocation as well as different minimum and maximum total points possible. More points in one category can offset to some degree a lower level of points in another. Re-registration is possible without points from the Professional Development category. Registered leaders who, for some extenuating circumstances¹, are not able to meet the re-registration requirements over the three-year period, may access an alternative pathway to re-registration (refer below). Experienced outdoor leaders (E) are extended reduced re-registration requirements.

Additionally, leaders need to provide evidence of the relevant current first aid qualification. This is a continuous requirement for registration in the Scheme.

Meeting the requirements

(a) Leading a group

Evidence will consist of **verifiable** logbook entries. Entries need to have:

- the contact details for a verifying person, or
- access to a 'workplace' diary or schedule along with the name of a person within the organisation who can verify the activity occurred, or
- access to a land manager permit or similar evidence

¹ Types of circumstances that may warrant use of this method could be prolonged period of illness or injury, pregnancy, overseas, "time out" from the industry" due to some valid reason.

(b) Emergency Response and Rescue Training

Evidence needs to include the duration, the name of the presenter and a brief description of the content of programs and events. Training can be both in-house and/or external. Training relevant to multiple registrations may be used more than once (e.g. a vertical rescue course may be used for both single pitch abseiling guide as well as single pitch climbing guide requirements). Additionally, evidence must be supported by verifiable logbook entries, certificates issued by the training organisation, or certificates of attendance or receipts from employer/organisation.

(c) Professional Development

Evidence needs to include the duration, the name of presenter and a brief description of the content of programs and events, which can be both in-house and/or external. Additionally, professional development needs to be verified by certificates of attendance, receipts confirming subscriptions, other supporting documentation such as names of articles, course enrollment etc.

Re-registration options within the NOLRS

Re-registration is available within the NOLRS for the following activities:

- Abseiling (Artificial Surfaces)
- Abseiling (Natural Surfaces)
- Bushwalking
- Canoeing
- Canyoning
- Caving
- Challenge Ropes Course (High Ropes)
- Challenge Ropes Course (Low Ropes)
- Climbing (Artificial Surfaces)
- Climbing (Natural Surfaces)
- On Road Cycle Touring
- Four Wheel Driving
- Horse Trail Riding
- Kayaking
- Mountain Biking
- Rafting
- Sea Kayaking
- Snorkelling / Wildlife Swims
- Surfing
- Trail Bike Touring

Further information

Additional documents available at www.outdoorcouncil.asn.au which provide further information about the Scheme *include*:

- *NOLRS Registration Guide*- information about the registration requirements and process

- *Courses and Competencies equivalent to the NOLRS Standard* - a cross reference detailing the courses delivered by NOLRS Partnered Assessment Providers and the units of competency which achieve outcomes equivalent to the skill and knowledge requirements for each activity at each Registration Level
- *Application for Registration Form*
- *Application for Subsequent Registration*
- *NOLRS Partnered Assessment Providers* - a guide for organisations which conduct assessment of outdoor leaders, detailing how to have their course outcomes recognised as equivalent to the skill and knowledge requirements of the NOLRS.

Re-registration process

The NOLRS Administration office will notify leaders whose registration is due to expire at least 3 months prior to the expiry date.

How to Re-register

1. Review the requirements detailed in this document for re-registration for your specific Registration Level(s) and activity/ies
2. Gather the evidence to show you meet the requirements. Possible evidence *includes*:
 - verifiable² log book
 - certificates of attendance or receipts
 - verifiable descriptions of the content of programs and events
 - relevant current first aid qualification
3. Assess your evidence and determine whether or not you have gathered sufficient evidence to meet ALL the criteria for re-registration. If you do not have sufficient evidence, contact the NOLRS Administration office for assistance and information about what actions/activities you can undertake.
4. Complete the Re-registration Table for each activity and Registration Level
5. If you are satisfied you've "got what it takes", obtain certified copies³ of your evidence. **Send only the copies** to the NOLRS Administration office and keep the originals for your own records.
6. Complete the NOLRS *Application for Re-Registration Form*. On this form, two fees are listed, one for members and one for non-members. The **Member Fee** applies to individuals who are members of any organisation which is a member of the OCA (refer <http://www.outdoorcouncil.asn.au/members/index.htm>). Proof of membership should be submitted at time of application. The **Non-member Fee** is for individuals who are not members of any organisation which is a member of the OCA.
7. Decide on your preferred method of payment and complete as required.
8. Post the application, certified copies of your evidence and payment to the NOLRS Administration office.

² **Verifiable** logbooks and other verifiable material needs to have the contact details for a verifying person, or access to a 'workplace' diary or schedule along with the name of a person within the organisation who can verify the activity occurred, its content, etc

³ A **certified** copy is obtained by presenting your original and a photocopy of the same to a Justice of the Peace / Commissioner for Declarations OR your employer/ Training Provider. This person will sign and date the photocopy to indicate its authenticity.

What if I Want to Change my Registration Level or Add New Activities?

If you wish to add to or modify your registration with NOLRS, rather than just re-register in the same activity and level, you should submit:

- *Application for Re-registration Form* for any activity and levels in which you still want to re-register; PLUS
- *Application for Subsequent Registration* for the new activity or Registration Level. Subsequent registration applications are offered at a reduced rate.

If you aren't sure what Registration Level best suits your current knowledge and skills, refer to the document, *NOLRS Registration Levels* (or the document specific to each activity) for a description of each Registration Level and the types of situations and locations that an outdoor leader registered at that Level should be able to guide or instruct within. You might also find the document entitled *Courses and Competencies equivalent to the NOLRS Standard* (refer www.outdoorcouncil.asn.au) *helpful to determine*:

- whether a course or unit of study which you have completed since your initial registration has been delivered by a NOLRS Partnered Provider and, if it has, the NOLRS Registration Level which is appropriate to your skills and knowledge; or
- the NOLRS Registration Levels which are appropriate to your knowledge and skills if you have completed formal training and / or assessment (including Recognition of Prior Learning or RPL), through a Registered Training Organisation and have a Statement of Attainment detailing units of competency.

As with your initial registration, you will need to submit evidence that demonstrates how you meet the NOLRS registration requirements. This includes:

- Certified copies of your qualifications, certificates, etc. **Send only the copies** and keep the originals for your own records; and
- Verifiable log books or other material which validates your currency.

Alternative Pathway to Re-registration

There may be a variety of situations which result in a person not being able to meet the specified re-registration requirements. Types of circumstances that may warrant use of this method *could be*:

- Prolonged period of illness or injury
- Pregnancy
- Overseas travel
- "Time out" from the industry

Individuals who do not meet the specified re-registration requirements may choose to have the currency of their knowledge and skills verified by the NOLRS Administration Office.

What do I get when I become Re-registered?

Each re-registered leader receives:

- A new personal wallet card with details of all areas of registration
- Logbook to assist with re-registration requirements (electronic format, in Word)
- Ongoing inclusion in industry e-network
- Other benefits, as negotiated by OCA as the NOLRS scheme expands

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