



# National Outdoor Leader Registration Scheme



Outdoor Council of Australia

## Application for Re-Registration

### 1. Personal Details

NOLRS #			
First Name			Last Name
Postal Address			
Work Ph			Mobile Ph
Email			
Current Registration Activities & Levels			
NOTES	1. The method of communication will be electronic		
	2. OCA - Outdoor Council of Australia		
<input type="checkbox"/>	3. If you wish to receive information from third parties such as training organizations or employers please tick this box. We will not release your details but will pass the information on to you.		

### 2. Re-Registration Fees / Taxation Invoice

***This Taxation Invoice should be copied for your records.*** All fees are GST inclusive.  
Outdoor Council of Australia ABN 938 943 942 99. Valid for submission by 30th June 2010

<input type="checkbox"/>	<b>Member \$100</b>	<input type="checkbox"/>	<b>Non-Member \$120</b>
<input type="checkbox"/> I enclose a cheque / money order made payable to Outdoor Council of Australia			
<input type="checkbox"/> I have paid via direct debit to the Bendigo Bank account of Outdoor Council of Australia Inc. <b>BSB 633 108 Account Number 1203 90265</b>			
<input type="checkbox"/> I have attached the EFT Receipt with my application			
<input type="checkbox"/> Please debit my		<input type="checkbox"/> MasterCard	<input type="checkbox"/> Visa Card
Card #	<input type="text"/>	<input type="text"/>	<input type="text"/>
Name on Card			Expiry Date <input type="text"/>

### 3. Declaration

\* The information contained in this application or otherwise supplied is complete and accurate and constitutes an honest and reasonable assessment of adherence to criteria nominated.

\* I agree to abide by the attached NOLRS Code of Ethics and Code of Practice

\* I acknowledge that OCA may take disciplinary action against me if I breach the Code of Ethics or Code of Practice. (I understand that NOLRS providers are required to implement complaints-handling procedures in accordance with the principles of natural justice, in the event of an allegation against me). I acknowledge that disciplinary action against me may include de-registration from the National Outdoor Leader Registration Scheme.

Signature			Date
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### 4. Registration Checklist

Please ensure you have	
<input type="checkbox"/>	1. Completed the following Registration Table for each area and level
<input type="checkbox"/>	2. Attached the certified copies of the required evidence to prove currency
<input type="checkbox"/>	3. Attached a certified copy of your current First Aid certificate
<input type="checkbox"/>	4. Completed the payment section, and have taken a copy for your records
<input type="checkbox"/>	5. Signed the above declaration

<b>5. Registration Table</b>					
<input type="checkbox"/>	Abseiling (Artificial)	<input type="checkbox"/>	Top Rope Single Pitch (Guide Only)	<input type="checkbox"/>	Guide
		<input type="checkbox"/>	Single Pitch	<input type="checkbox"/>	Instructor
		<input type="checkbox"/>	Multi Pitch		
<input type="checkbox"/>	Abseiling (Natural)	<input type="checkbox"/>	Single Pitch	<input type="checkbox"/>	Guide
		<input type="checkbox"/>	Multi Pitch	<input type="checkbox"/>	Instructor
<input type="checkbox"/>	Bush- walking	<input type="checkbox"/>	Restricted (Guide Only)		
		<input type="checkbox"/>	Tracked/ Easy Untracked	<input type="checkbox"/>	Guide
		<input type="checkbox"/>	Difficult / Trackless	<input type="checkbox"/>	Instructor
		<input type="checkbox"/>	Unmodified		
<input type="checkbox"/>	Canoeing	<input type="checkbox"/>	Flat / Undemanding (Guide Only)	<input type="checkbox"/>	Guide
		<input type="checkbox"/>	Grade 2	<input type="checkbox"/>	Instructor
		<input type="checkbox"/>	Grade 3		
<input type="checkbox"/>	Canyoning OR Caving	<input type="checkbox"/>	Horizontal	<input type="checkbox"/>	Guide
		<input type="checkbox"/>	Vertical Single Pitch	<input type="checkbox"/>	Instructor
<input type="checkbox"/>		<input type="checkbox"/>	Vertical Multi Pitch		
<input type="checkbox"/>	Challenge Ropes Course	<input type="checkbox"/>	High	<input type="checkbox"/>	Conductor
		<input type="checkbox"/>	Low	<input type="checkbox"/>	Supervisor
				<input type="checkbox"/>	Manager
<input type="checkbox"/>	Climbing (Artificial)	<input type="checkbox"/>	Top Rope (Guide Only)	<input type="checkbox"/>	Guide
		<input type="checkbox"/>	Single Pitch	<input type="checkbox"/>	Instructor
<input type="checkbox"/>	Climbing (Natural)	<input type="checkbox"/>	Top Rope (Guide Only)	<input type="checkbox"/>	Guide
		<input type="checkbox"/>	Single Pitch	<input type="checkbox"/>	Instructor
		<input type="checkbox"/>	Multi Pitch		
<input type="checkbox"/>	Cycle Touring	<input type="checkbox"/>	Day	<input type="checkbox"/>	Guide
		<input type="checkbox"/>	Overnight / Extended	<input type="checkbox"/>	Instructor
<input type="checkbox"/>	4-Wheel Driving	<input type="checkbox"/>	Driving	<input type="checkbox"/>	Guide
				<input type="checkbox"/>	Instructor
<input type="checkbox"/>	Horse Trail Riding	<input type="checkbox"/>	Tracked Areas	<input type="checkbox"/>	Guide
		<input type="checkbox"/>	Tracked Areas /Overnight	<input type="checkbox"/>	Instructor
		<input type="checkbox"/>	Broad Range of Situations		
<input type="checkbox"/>	Kayaking	<input type="checkbox"/>	Flat / Undemanding (Guide Only)	<input type="checkbox"/>	Guide
		<input type="checkbox"/>	Grade 2	<input type="checkbox"/>	Instructor
		<input type="checkbox"/>	Grade 3		
<input type="checkbox"/>	Mountain Biking	<input type="checkbox"/>	Easy / Intermediate (Guide Only)	<input type="checkbox"/>	Guide
		<input type="checkbox"/>	Intermediate / Difficult	<input type="checkbox"/>	Instructor
<input type="checkbox"/>	Rafting	<input type="checkbox"/>	Grade 3	<input type="checkbox"/>	Guide
		<input type="checkbox"/>	Grade 4	<input type="checkbox"/>	Instructor
<input type="checkbox"/>	Sea Kayaking	<input type="checkbox"/>	Easy / Moderate	<input type="checkbox"/>	Guide
		<input type="checkbox"/>	Moderate / Difficult	<input type="checkbox"/>	Instructor
<input type="checkbox"/>	Snorkelling / Wild Life Swims	<input type="checkbox"/>	Snorkelling	<input type="checkbox"/>	Guide
				<input type="checkbox"/>	Instructor
<input type="checkbox"/>	Surfing	<input type="checkbox"/>	Basic / Intermediate	<input type="checkbox"/>	Guide
		<input type="checkbox"/>	Intermediate / Advanced	<input type="checkbox"/>	Instructor
<input type="checkbox"/>	Trail Bike Touring	<input type="checkbox"/>	Basic	<input type="checkbox"/>	Guide
		<input type="checkbox"/>	Advanced	<input type="checkbox"/>	Instructor

Completed forms, payments and enquiries to:  
NOLRS, Po Box 2408 WARWICK WA 6024  
Ph 1800 660 540 Fax 08 9248 5799 Email office@outdoorswa.org

## CODES OF ETHICS AND PRACTICE

In order to present a comprehensive set of guidelines, NOLRS has developed both a Code of Ethics and a Code of Practice. The Code of Ethics is designed to provide a fundamental guidance and may be widely interpreted. The spirit of these ethics should permeate the conduct of a NOLRS outdoor leader. The code of Practice is designed to provide more specific guidelines regarding acceptable standards of professional practice. These practices focus on essential matters and should be used as a minimum standard of practice. All persons registered through NOLRS are encouraged to strive to achieve a level of professionalism in excess of such minimum requirements. These Codes cover the following seven areas:

- \* Competence                      \* Concern                              \* Respect                      \* Responsibility
- \* Integrity                              \* Recognition                              \* Objectivity

### Registration through NOLRS requires compliance with both Codes

Code of Ethics	Code of Practice
✓ Respect the fundamental rights, dignity and worth of every human being.	✓ Avoid false, misleading or deceptive statements when describing or reporting qualifications, experience, services, products or fees.
✓ Interact with both clients and peers with honesty, fairness and respect.	✓ Participate in ongoing professional efforts to maintain your knowledge, practice and skills.
✓ Treat each client as an individual and be sensitive to their needs and well-being, assisting each individual to reach their full potential.	✓ Promote and conduct activities within your level of competence and take reasonable steps to ensure the competence of your work.
✓ Use honesty and integrity to underlie decisions and actions.	✓ Do not exploit or mislead clients or other leaders during and after professional relationships.
✓ Be aware of responsibilities and ensure that you possess an adequate basis for professional judgements.	✓ Respect clients' rights to privacy, confidentiality and self-determination within the limits of the law.
✓ Provide services within the boundaries of your education, training, supervision, experience and practice.	✓ Act in a professional manner when dealing with staff, clients and peers, displaying high levels of language, manner, preparation and presentation.
✓ Provide the safest possible environment, both physical and psychological, for your clients.	✓ Provide clients with appropriate information about the nature of services and their rights, risks and responsibilities.
✓ Conduct experiences in a manner that results in minimal environmental impact.	✓ Avoid all forms of harassment and/or discrimination.
✓ Seek continual improvement through performance appraisal and ongoing education.	✓ Provide activities which are planned and appropriate to the ability and needs of the client.
✓ Be committed to the provision of quality customer service to your clients.	✓ Respect clients' rights to refuse consent to services and activities.
✓ Be a positive role model for your clients and peers/work colleagues.	✓ Identify and follow relevant "duty of care" responsibilities.
✓ Be aware of how your personal belief system, values, needs and limitations affect your clients.	✓ Store and utilise equipment according to manufacturers' specifications/organisational procedures.
✓ Be sensitive to cultural and individual differences, including those due to age, race, gender, ethnicity, national origin, religion, sexual orientation, disability and socio-economic status.	✓ Abide by any contractual or permit requirements of resource managers (e.g. facility owners, land management agencies, marine authorities).
✓ Encourage the development of standards and policies that serve the clients' interests as well as those of the public.	✓ Abide by specific land management or activity specific rules or codes of ethics/conduct/practice where they exist.
	✓ Abide by all applicable state and federal legislation and local government regulations.
	✓ Brief clients and staff about safety and emergency procedures.
	✓ Abide by the relevant documented risk management procedures.

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