

Outdoor Council of Australia

National
Outdoor
Leaders
Registration
Scheme

NOLRS
PARTNERED ASSESSMENT PROVIDERS

NOLRS VERSION 2.3
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Outdoor Council of Australia
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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.

Table of Contents

Introduction	1
How is 'the NOLRS standard' defined?	1
Where do I access information about the NOLRS process?	1
Becoming a NOLRS Partnered Assessment Provider	2
Quality Assurance Criteria to be a NOLRS Partnered Assessment Provider	2
Establishing Equivalence to the NOLRS Standard.....	2
Statutory Declarations asserting equivalence to the NOLRS standard	3
Steps to achieving recognition as a NOLRS Partnered Assessment Provider	3
Changes to Partnered Assessment Providers' Courses.....	4

INTRODUCTION

The National Outdoor Leader Registration Scheme (NOLRS) has been developed by the Outdoor Council of Australia to recognise the diversity of learning pathways that may contribute to an individual's knowledge, skill and experience being **at least** equal to that required to meet the standard or benchmark. In addition to the recognition of this diversity, the NOLRS has been developed to support all providers of training and/or assessment within the outdoor industry which deliver outcomes that meet or exceed 'the standard'. In layman's terms; any organisation (Australian or otherwise) that assesses outdoor leaders to have the skills, knowledge and experience required to do the job in any activity and at any level to 'the standard' can be recognised by the Outdoor Council of Australia (OCA) as a Partnered Assessment Provider.

Registration is currently available within the following outdoor activity areas:

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

HOW IS 'THE NOLRS STANDARD' DEFINED?

The knowledge, skills and experience that have been determined as 'the standard' for each activity at each Registration Level within the NOLRS have been detailed within the document entitled *NOLRS Registration Levels*. For each Registration Level, the required knowledge and skills cover areas that are generic to all or most outdoor activities, as well as knowledge and skills that are specific to that particular activity and Registration Level.

WHERE DO I ACCESS INFORMATION ABOUT THE NOLRS PROCESS?

The following documents provide additional information about the Scheme and the registration process and can be downloaded from the Outdoor Council of Australia's website (www.outdoorcouncil.asn.au):

- *NOLRS Registration Guide* - detailed information about the NOLRS process and how to apply for registration;
- *NOLRS Re-registration Guide* - information about the re-registration requirements and process;
- *NOLRS Registration Levels* - detailed information about the skills and knowledge requirements for each activity at each Registration Level;
- *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 that achieve outcomes equivalent to the skill and knowledge requirements for each activity at each Registration Level;
- *Application for Registration Form*.

BECOMING A NOLRS PARTNERED ASSESSMENT PROVIDER

Many organisations (eg. private enterprises, community-based and educational institutes) conduct education/training that achieves outcomes at least equivalent to 'the standard'. Some of these organisations conduct training and assessment; others just conduct training; others just conduct assessment. For the purposes of NOLRS, it is the assessment of an individual's knowledge and skills and achievement of 'the standard' that is important, not the training process, hence the term "NOLRS Partnered Assessment Provider".

QUALITY ASSURANCE CRITERIA TO BE A NOLRS PARTNERED ASSESSMENT PROVIDER

In order to assure quality within the National Outdoor Leader Registration Scheme, the assessment offered by the partner organisations must be relatively rigorous.

It is for this reason that the following quality assurance criteria must be met by the NOLRS Partnered Assessment Providers so that leaders assessed by them can be recognised for registration purposes.

Organisations seeking to have their assessment recognised for registration purposes under the NOLRS must:

- Be an organisation (eg, incorporated body, company, university, entity, etc) OR an individual approved by the National NOLRS Sub Committee and ratified by the OCA Board;
- Provide a Certificate of Currency for Public Liability (indemnifying the Outdoor Council of Australia) and Professional Indemnity Insurance
- Have clearly documented assessment processes;
- Have documented minimum qualification / skill requirements for assessors;
- Have documented review procedures of assessment;
- Have formal assessment record keeping procedures
 - The National NOLRS office of the OCA will also maintain records

The Outdoor Council of Australia excludes Government agencies (with the exception of TAFE Colleges and Universities) from becoming Partnered Assessment Providers.

ESTABLISHING EQUIVALENCE TO THE NOLRS STANDARD

Organisations seeking to become a NOLRS Partnered Assessment Provider must demonstrate that the assessed outcomes of their course meet the skill, knowledge and experience outcomes contained within the relevant activities and levels for the NOLRS (as detailed in the document entitled *NOLRS Registration Levels*). This will be achieved through documenting how and when each aspect of knowledge and skill from the NOLRS requirements are covered by the organisation's assessment process. (IE the Assessment Plan)

Once an organisation has completed the comparison, if equivalence to the NOLRS standard is verified, copies of all documentation relating to the process of establishing equivalence must be provided to the OCA for their records, via the NOLRS Administration office (refer Appendix 2). This documentation must also include a completed and endorsed statutory declaration (see below).

Before accepting the equivalence of outcomes for registration purposes under NOLRS, the NOLRS sub-committee of OCA reserves the right to:

- (a) request and review documentation to determine whether the organisation has met the criteria documented above;

and/or

- (b) request and review any additional documentation relevant to the comparison.

If satisfied that all requirements have been met, the NOLRS sub-committee of OCA will confirm that the assessment plan of a particular course by an organisation / entity / individual confirms that an individual graduating from said course meets 'the standard' (has achieved the outcomes for the specific activity and NOLRS Registration Level), and Partnered Assessment Provider status will be awarded. The OCA will issue a certificate stating that the organisation has become a NOLRS Partnered Assessment Provider and the activity specialisations and levels for which the certificate applies. The organisation and relevant

courses will also be posted to the NOLRS page on the OCA website to promote the relationship/status for potential outdoor leaders.

This relationship / status enables the NOLRS Administration office to follow through with direct registration when an applicant produces evidence of successful completion of the nominated course(s). The NOLRS Partnered Assessment Provider may also use this status to promote its courses to clients.

STATUTORY DECLARATIONS ASSERTING EQUIVALENCE TO THE NOLRS STANDARD

Any organisation seeking to have the outcomes of their assessment of a specific course (or unit of study) deemed equivalent to the skills and knowledge requirements of the NOLRS standard must conduct a mapping exercise and sign a Statutory Declaration. An acceptable Statutory Declaration must include the following information;

- The name of the organisation / person / entity;
- The name and position of the person conducting the comparison or mapping;
- The name and position of the person verifying the comparison or mapping;
- The name and position of the person authorised to sign the Statutory Declaration.
- The NOLRS Activity Specialisation and Registration Level for which equivalent outcomes have been identified;
- The name of the organisation's course or unit of study deemed as equivalent to the NOLRS requirements and the year(s) for which equivalence has been determined (ie. the years during which the same content and skills have been assessed in the same manner as mapped);

Refer to Figures 1 and 2 for examples of a suitable Statutory Declaration and a completed Statutory Declaration.

NOTE: The provision of false or misleading information is an offence. Falsely swearing a statutory declaration is an offence under the Oaths Act.

STEPS TO ACHIEVING RECOGNITION AS A NOLRS PARTNERED ASSESSMENT PROVIDER

Step 1: Determine whether your organisation meets the NOLRS quality assurance criteria:

- What type of organisation?
- Do you have clearly documented assessment processes?
- Do you have documented minimum qualification / skill requirements for assessors?
- Do you have documented review procedures of assessment?
- Do you have formal assessment record keeping procedures?

Step 2: Document a comparison (mapping) of the assessed outcomes of courses with the skill, knowledge and experience outcomes required within the relevant activity specialisations and levels for the NOLRS, detailing how each aspect of knowledge and skill from the NOLRS requirements are covered by the organisation's assessment process.

Step 3: Submit your application to the Outdoor Council of Australia **electronically** including

- Partnered Assessment Provider Application Form
- Documentation verifying that the criteria outlined in step 1 have been met (eg. Examples of assessment resources, position descriptions, procedures, etc);
- Documentation of the mapping between the NOLRS requirements and the course outcomes (refer Step 2);
- A completed Statutory Declaration (refer Figures 1 and 2) for each activity Registration Level mapped as having equivalent outcomes.

(A fee will be charged by the Outdoor Council of Australia equivalent to \$440 per activity specialisation per Registration Level for reviewing the material submitted; the Outdoor Council of Australia will issue a Tax Receipt; your application form doubles as your Tax Invoice).

CHANGES TO PARTNERED ASSESSMENT PROVIDERS' COURSES

The OCA expects that a Partnered Assessment Provider will periodically review and in some cases change their course content. When this occurs the previously delivered version of the course that has been compared and confirmed as assessing the appropriate outcomes will remain on the NOLRS Partnered Assessment Provider list. This is to ensure that leaders who have been assessed against the outcomes of a particular course will continue to be eligible to access NOLRS.

It will be the responsibility of the NOLRS Partnered Assessment Provider to notify the OCA of any significant changes to their course or assessment process that impact upon the mapped equivalence to the NOLRS skills and knowledge requirements, and to apply to add or modify the names of courses.

CHANGES TO THE NOLRS OUTCOMES TO BE ASSESSED

Similarly, the OCA will periodically review the NOLRS skills and knowledge requirements for activities and the various Registration Levels. This will ensure that they continue to represent 'the standard'.

If changes occur, it will be the responsibility of the OCA to inform all Partnered Assessment Providers of the changes that are relevant to their course and assessment processes. In such situations the OCA will fund the re-mapping of the Partnered Assessment Providers' course and assessments to determine whether equivalence is maintained.

FIGURE 1: EXAMPLE STATUTORY DECLARATION

STATUTORY DECLARATION

I, the undersigned, _____

in my position as _____ with

do solemnly and sincerely declare that the following course or unit of study has been mapped and the assessed outcomes shown to be at least equivalent to the skill and knowledge requirements specified within the National Outdoor Leader Registration Scheme for the activity of _____

and the Registration Level of _____

Course Name/Unit of study (and code where appropriate):

Graduating Year(s): _____

Mapping conducted by: _____

_____ (Name) _____ (Position)

Mapping verified by: _____

_____ (Name) _____ (Position)

(Signed)

TAKEN and declared at _____ in the state/territory of

this _____ day of _____ 200____, before me:-

(Signed)

(Print name)

****Justice of the Peace / Legal or Medical Practitioner / Pharmacist / Police Officer / Teacher (employed on a full-time basis at a school or tertiary institution that is not involved with the mapping process and is unrelated to the signatory)**

**** Please circle the relevant qualification**

Figure 2: Example Completed Statutory Declaration

STATUTORY DECLARATION

I, the undersigned, *Joseph Bloggs* in my position as *Director* with

The Upside Down School of Outdoor Education

do solemnly and sincerely declare that the following course or unit of study has been mapped and the assessed outcomes shown to be at least equivalent to the skill and knowledge requirements specified within the National Outdoor Leader Registration Scheme for the activity of *Climbing (Natural Surfaces)*

and the Registration Level of *Single Pitch Climbing Guide*

Course Name/Unit of study (and code where appropriate): *ABC123 Single Pitch Abseiling Guide*

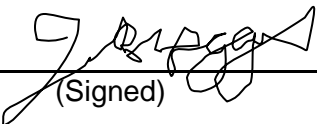
Graduating Year(s): *2004 onwards*

Mapping conducted by: _____ *Youbeaut Climber*
(Name)

Multi-pitch Climbing Instructor
(Position)

Mapping verified by: *Wonder Climber*
(Name)


Multi-pitch Climbing Guide
(Position)



(Signed)

TAKEN and declared at *Blue Mountains* in the state/territory of *NSW*

this *30th* day of _____ *October* 2006, before me:-



(Signed)

Horatio Upstart
(Print name)

**Justice of the Peace / Legal or Medical Practitioner / Pharmacist / Police Officer / Teacher (employed on a full-time basis at a school or tertiary institution that is not involved with the mapping process and is unrelated to the signatory)

**** Please circle the relevant qualification**