



Canoeing Ireland,
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National Sports Campus
Blanchardstown,
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Tel: (01) 6251105
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Canoeing Ireland Training Department

May 21, 2018

Your Responsibilities as an Instructor Delivering Canoeing Ireland Courses

Dear Instructor,

Canoeing Ireland have recently had to deal with some issues in relation to the organising and registering participants of courses. Whether you are working in a commercial capacity or in a voluntary capacity with a club, there are certain protocols that need to be followed when 1) organising a course and 2) issuing certification.

In order to maintain the excellent standards within the organisation and delivery of Canoeing Ireland courses, Canoeing Ireland is reminding all instructors of the standardised processing system for all skills training and assessments, including from L3 to L5.

Your Qualifications

To be recognised as a valid instructor with Canoeing Ireland must have the following requirements in place.

1. Current Canoeing Ireland membership
2. Recognised and current first aid qualification
3. Current Garda Vetting clearance
4. Safeguarding certification (code of ethics) renewed every three years

NB: All courses ran by instructors who are operating outside of these requirements will be marked invalid.

It is your responsibility to ensure you have all the relevant criteria in place before organising a Canoeing Ireland course.

Canoeing Ireland will **not** issue certs for courses ran by invalid instructors. Make sure you are valid and current, this is your responsibility.

Skills Training & Assessments

Level 1 and 2 skills awards are termed 'generic skills' and therefore do not have to be registered on the Canoeing Ireland database if the recipients are not members. You can order L1 and L2 skills certs through your own instructor profile and add this qualification to a profile if the recipient is a member of Canoeing Ireland.

All training and assessments above L2 **must** be registered on the Canoeing Ireland database **before** the course is ran. Failing to do so disenfranchises the student in the long term. All skills training and assessments that a student participates in will be added to their personal profile as a log of their skills journey. Failing to register training and assessments to the database and failing to add the member participants to the course means Canoeing Ireland has NO record of them ever sitting the course. This includes all RSR courses.



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Order Level 1, 2, Sit on Top & RSR 1 certs for non Canoeing Ireland members by [clicking here](#)

Add New Course / Assessment

Courses given as an Instructor

| Course | Date | Location | Provider | |
|---------------------------------|------------|----------|----------|---------------------------|
| Level 3 River Skills Assessment | 02/07/2016 | Boyne | | View/Edit |
| | | | | |
| 1 | | | | |

The above image shows clearly what you will be able to view when you click on 'courses given' on your personal profile. Only instructors can access this part of the database.

When adding in a new course or assessment, click the blue tab '[Add New Course / Assessment](#)'.

Once the course/assessment is set up you will then see this box which enables you to add members to the course/assessment.

Student List

| Member | |
|--|----------------------|
| Add Member: | <input type="text"/> |
| <i>(member no. OR email address)</i> | |
| <input type="button" value="Add"/> | |
| <input type="button" value="Export to Excel"/> | |

The database will only allow you to add members who are current and who meet the requirements to be on said course or assessment. For example, Jane Doe has only received a cert for L2 skills so the database will not allow her to be added to an assessment for L4 skills. For those on the Instructor Training and Assessment Panels, the same blocking system will kick in for any trainee instructor who may not have first aid, and/or Garda Vetting, Safeguarding etc.

Now for a second, imagine Jane Doe did her L3 skills assessment but you haven't logged it on the database as the instructor who has assessed her, she cannot progress to a L4 skills assessment because the database thinks she has not met the pre requirements. As a Canoeing Ireland registered instructor you are obliged to ensure that all of the course/assessment criteria is met, this includes the administrative aspects involved in updating the database.



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From June 30th 2018 all assessments from L3 skills upwards must be logged on the Canoeing Ireland database. Canoeing Ireland will not issue certs for courses that are not registered on the database.

- All members participating in the course/assessment must be added to the course/assessment by the instructor, on the database.
- Certification will not be issued to any member who was not added to the course/assessment on the database.
- Certification will not be issued to any course/assessment that has not been logged on the Canoeing Ireland database.
- Canoeing Ireland can add any course/assessment to its training calendar to increase the coverage the course receives across its membership base.

Level 4 and Level 5 skills Training and Assessments

From June 30th 2018 **all** L4 and L5 skills training and assessments must be submitted to the office for approval and for inclusion on our training calendar. Understanding that these assessments may be run at short notice due to water levels, communication with the Canoeing Ireland office needs to be in place before hand. All enquiries can be sent to development@canoe.ie.

To approve these assessments Canoeing Ireland will need to know the location the assessment is to be carried out, the stretch of river or coastal region and the projected water levels/sea state. A short description of the assessment plan should be included. Instructors who have provided the training relevant to the assessment, as a rule, should not be the assessor. The training course/assessment must also be logged on the database.

For exemptions on requirements prior to assessment, an email should be sent to tdu@canoe.ie well in advance of the course/assessment.

Certification will not be processed for any assessment that is not registered with Canoeing Ireland

Many thanks for your understanding in regard to this matter and I hope you agree that this criteria will benefit the students of our courses and the overall standard of our processes.

Best regards,

Jon Mackey

Training Officer



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