



SCOUTING ADVENTURE RECOGNITION OF PROFICIENCY

Individuals who have sufficient and current skills, knowledge and experience to apply for formal recognition of proficiency will complete this attachment.

Recognition of Proficiency may only occur after the required Basic Outdoor Skills eLearning modules have been completed.

NAME:
MEMBER NO:
FORMATION:
BRANCH:
Scouting Adventure Verification I certify that proficiency in Scouting Adventure has been recognised: <div style="text-align: right;">_____ (name)</div> Verified by: _____ Date: ____/____/____

Portfolio of evidence		
Attach the following handouts and any additional information requested. Additional documents should be marked with a portfolio reference number		
No	Item description	Verified by (initial)
1a	OUTDOOR ACTIVITY PLAN	
1b	RISK MANAGEMENT PLAN	
1c	GEAR LIST	
1d	MENU	
2	SELF-ASSESSMENT REPORT	
3	REPORT FROM TEAM LEADER	
4	Additional evidence can be attached, for example, a plan of a camp, walk or outdoor activity that you have participated in.	

OUTDOOR ACTIVITY PLAN

Please attach an activity plan for an outdoor activity, such as a walk or camp. You should include:

- Your overall activity plan
- A risk management plan for the activity
- A gear list for this activity
- A food list and menu for this activity where applicable.

1	What is the location for the activity and what is the name of the map you will be using?	
2	What communications equipment will you be carrying?	
3	Who will be the emergency (home base) contact (who will hold a copy of the activity plan)?	
4	What weather conditions will you expect, and what precautions will you take?	
5	What will your water requirements be?	
6	When setting up an overnight campsite, what are 5 things you will need to check?	1. 2. 3. 4. 5.
7	List 5 unhygienic practices in an overnight campsite and how you will manage them?	1. 2. 3. 4. 5.

EMERGENCIES

- Please complete the On Demand Learning module: *Responding to Emergencies*

SELF – ASSESSMENT REPORT

Self - assessment report			
<i>A self-assessment report provides you with the opportunity to reflect on your own skills and knowledge and provide your assessor with an indication of how familiar you are with the content of each module.</i>			
Please tick your level of experience in each of the following tasks:	I have performed these tasks:		
	Frequently	Sometimes	Never
Demonstrate camping under canvas skills in a controlled environment			
Use and maintain a temporary or overnight site			
Operate communications systems and equipment			
Demonstrate simple navigation skills on a walk in a controlled environment			
Plan outdoor recreation sessions			
Guide outdoor recreation sessions			
Plan and minimise environmental impact			
Interpret weather conditions in the field			
Facilitate groups			
Respond to emergency situations			
Follow Workplace Health & Safety procedures			
Undertake risk analysis for activities			

TEAM LEADER REPORT

Team Leader Report	
<i>Team Leader reports are completed by people who both know you and can support your claims, having seen you demonstrate proficiency. These are not references but statements of information that are relevant to the module(s). The team leader will have witnessed specific activities undertaken that meet the criteria for proficiency.</i>	
Applicant's name:	
Name of team leader:	
Qualification(s) of team leader:	
Phone or email contact for team leader:	
Date:	
Activity / Proficiency / Skills observed <ul style="list-style-type: none"> <input type="checkbox"/> Demonstrated camping under canvas skills in a controlled environment <input type="checkbox"/> Demonstrated simple navigation skills on a walk in a controlled environment <input type="checkbox"/> Used and maintained a temporary or overnight site <input type="checkbox"/> Operated communications systems and equipment <input type="checkbox"/> Planned and guided outdoor recreation activities <input type="checkbox"/> Planned and minimised environmental impact <input type="checkbox"/> Interpreted weather conditions in the field <input type="checkbox"/> Facilitated groups <input type="checkbox"/> Responded to emergency situations <input type="checkbox"/> Followed WHS procedures <input type="checkbox"/> Undertook risk management analysis <p>The activities observed have included:</p>	
In what capacity/context are you the applicant's team leader?	
How long have you worked with the applicant?	
Have you had opportunity to observe the applicant's skills in relation to the proficiency standards stated?	

Please complete the following declaration:

I confirm that I am in a position to verify the experience claimed by the applicant in relation to the following skills;

- Demonstrate camping under canvas skills in a controlled environment
- Demonstrate simple navigation skills on a walk in a controlled environment
- Use and maintain a temporary or overnight site
- Operate communications systems and equipment
- Planned and guided outdoor recreation activities
- Planned and minimised environment impact
- Interpreted weather conditions in the field
- Facilitated groups
- Responded to emergency situations
- Followed WHS procedures
- Undertook risk management analysis

Team Leader signature:

Date: