


Guide Evidence Capture Sheet		
	<b>Name</b>	
	<b>Branch</b>	
	<b>Membership Number</b>	
	<b>Role</b>	
	<b>Proposed Discipline</b>	
	<b>email</b>	
	<b>Mobile or Phone</b>	
<p>This document is aimed at providing guidance on the assessment pathway for Guide appointments, for the delivery of a safe activity in your chosen area and will include all aspects of Plan-Do-Review. The expectation is that with assistance and either direct or indirect supervision of a <b>National Instructor or Guide (as a minimum)</b>, you will be assessed by a <b>SAIT Assessor</b> for Guide Level VET competencies. You will be required to attach all the documentation for both pre and post activity, including a written review. This set of documents will be the evidence required for issuing the accredited VET units of competency. It requires the ability to demonstrate, to participants, techniques relevant to a particular outdoor recreation activity, and to manage group participation in that activity. To do this, guides must be proficient in the activity specific skills which are covered by other units of competency. It applies to guides and leaders who work independently in the field using discretion and judgement to manage operational logistics and risk within predetermined guidelines. The criteria will cover (1) Prepare equipment and participants, (2) Participants briefing (3) lead &amp; supervise the activity, (4) Manage safety during the activity, and (5) Post activity responsibilities.</p>		
<b>Based on my observations and from verified information available, the candidates listed above can:</b>	<b>Not satisfactory</b>	<b>Satisfactory</b>
<b>1. PLAN</b>		
Activity Notification form: Copy of Branch form		
Pre-activity communication: (any supporting documentation e.g. copies of notes, email, etc), and meeting for prior planning,		
Weather & Environment: Forecast, environmental considerations, trigger points		
Management of Risk: copy of Risk Assessment		
Emergency Plan: Exits routes, equipment, etc		
Policies & Procedures: including Site notification, Booking, Land Management		
Menu, Ration List, Water & Food Requirements, etc		
Equipment: personal & Group (including first aid)		
Logistics: Transport		
<b>2. DO</b>		
Effective Risk Management & Dynamic assessment, and any reporting		
Briefing: Copy of briefing notes given to participants		
Group wellbeing & inclusion		
Leadership performance,		
<b>3. REVIEW</b>		
Review: Briefing of the activity		
Future recommendations		
<b>4. Instructor Assessment</b>		
Does the member meet the technical aspects required		
Does the member meet the Group facilitation and well being		
Does the member meet Briefing and Communication aspects		
Does the member meet the Policy, Administrative, & Governance Aspects		
Does the member meet safety management practices include risk assessment		
Does the log book meet the member running several (5+) activities as a guide		

**All Evidence is required to be attached or provided in electronic form for uploading to aXcelerate**  
**Note: A SAIT Assessor may request additional evidence to confirm authenticity, validity, currency or sufficiency of the evidence provided.**

- Risk Assessment
- Weather Information
- Map, Emergency plan, Exits routes
- Communication
- Policies, Permits, Notification & booking
- Menu, Ration List, Equipment List, etc
- Briefing Notes Pre & Post Review
- Program,
- Budget
- Log Book

**Instructor Comments:**

Circle selection:

I  recommend /  Do Not Recommend the member for Guide qualification

The candidate has satisfied the requirements for the activity and is recommended as being competent.

**Instructor Name:** ..... **Instructor No:** .....

**Signature:** ..... **Date:** ...../...../.....