

Guide Evidence Capture Sheet



Name	
Branch	
Membership Number	
Role	
Proposed Discipline	
Email	
Mobile Number	

This document is aimed at providing guidance for Guide appointments, for the delivery of a safe activity in the 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 **National Instructor or Guide (as a minimum)**, assessment will be undertaken.

The evidence that is needed to be provided is to cover the following criteria on at least 2 occasions: -

- (1) A: Preparing equipment and participants,
B: Briefing Participants,
C: Leading & supervising two activities,
D: Managing safety during 2 activities, and
E: Post activity responsibilities.
- (2) Evidence needs to be current (not more than 3 years old) and they must be able to verify that they have conducted the activities.

Evidence that could be provided: -

- 2 x Activity plans or camp plans
- Section programs
- Third party reports
- Current Logbook
- Expedition or adventurous journey if not over 3 years old
- Photos
- Videos
- 2 x Risk plans of an activity
- Extranet record

Plan> - *"I know what makes a safe and unsafe vertical activity site"*

Do> - *"I have taken part in and logged a minimum of two abseiling sessions on different days on either artificial or natural surfaces."*

Review> - *"I can identify improvements for future abseiling activities"*

Guide Evidence Capture Sheet



Based on my observations and from verified information available, the candidates listed above can: -	Not satisfactory	Satisfactory
1. PLAN>		
Evidence of 2 activity/session/camp plans including the following		
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 (2)		
Policies & Procedures: - including Site notification, Booking, Land Management		
Menu, Ration List, Water & Food Requirements, etc		
Equipment: - personal & Group (including first aid)		
Logistics: - Transport		
2. DO>		
Effective Risk Management & Dynamic assessment, and any reporting		
Briefing: - Copy of briefing notes given to participants		
Group wellbeing & inclusion		
Leadership performance		
3. REVIEW>		
Review>: - Briefing of the activity		
Future recommendations		
4. Instructor Assessment		
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 logbook meet the member running several activities as a guide		
Comments: -		
<input type="checkbox"/> Evidence is attached or scanned to ateam@scoutsvictoria.com.au		
Circle selection: -		
I <u>recommend</u> / <u>Do Not Recommend</u> the member for Guide qualification		
The candidate has satisfied the requirements for the activity and is recommended as being competent.		
Name: Guide/Instructor No:		
Signature: Date:/...../.....		