



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **SISOKYK304A Guide kayaking trips on flat and undemanding water**

**Release: 2**

## **SISOKYK304A Guide kayaking trips on flat and undemanding water**

### **Modification History**

Not Applicable

### **Unit Descriptor**

This unit describes the performance outcomes, skills and knowledge required to guide participants on day and or overnight kayaking trips on flat and undemanding water. This unit focuses on the application of planning skills to make suitable arrangements to lead a group on a kayaking trip.

### **Application of the Unit**

This unit applies to those working as kayaking guides who are responsible for planning, implementing and evaluating day and or overnight kayaking trips on flat and undemanding water.

This may include those working for private outdoor adventure companies, volunteer organisations, not for profit organisations, government agencies, or group instructors in outdoor education programs.

### **Licensing/Regulatory Information**

No licensing, regulatory or certification requirements apply to this unit at the time of endorsement.

### **Pre-Requisites**

Nil

### **Employability Skills Information**

This unit contains employability skills.

## Elements and Performance Criteria Pre-Content

### Elements and Performance Criteria

#### ELEMENT

#### PERFORMANCE CRITERIA

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the Evidence Guide.

- |                                    |  |
|------------------------------------|--|
| 1. Plan a kayaking trip.           | <p>1.1. Conduct relevant assessments to determine the <i>condition of participants</i>.</p> <p>1.2. Develop a trip <i>plan</i>, according to needs of participants, <i>relevant legislation</i> and <i>organisational policies and procedures</i>.</p> <p>1.3. Select a location that is suitable for participants and meets <i>trip objectives</i>, relevant legislation and organisational policies and procedures.</p> <p>1.4. Identify <i>hazards</i> associated with kayaking on <i>flat and undemanding water</i> and minimise <i>risks</i> to ensure personal safety of participants.</p> <p>1.5. Access <i>relevant sources</i> to interpret detailed <i>weather and environmental information</i> to determine trip plan.</p> <p>1.6. Determine <i>food and water requirements</i> according to <i>principles of nutrition</i> and <i>contextual issues</i> of the trip.</p> <p>1.7. Inform <i>appropriate authorities</i> before and after commencing the kayaking trip.</p> |
| 2. Select equipment for the group. | <p>2.1. Select <i>kayaks</i> and <i>equipment</i> according to contextual issues and organisational policies and procedures, and check serviceability.</p> <p>2.2. Assess kayaks and equipment for safety and suitability, and adjust and fit according to manufacturer's specifications.</p> <p>2.3. Check safety and rescue equipment to ensure suitability to the group and planned trip.</p> <p>2.4. Waterproof, pack and fasten equipment that is not required on hand and prepare kayak for transportation if required.</p>  |
| 3. Brief participants.             | <p>3.1. Communicate instructions and <i>relevant information</i> about the kayaking trip in a manner suitable to the</p>   |

ELEMENT	PERFORMANCE CRITERIA
4. Lead the group and monitor progress.	<p>participants.</p> <p>3.2. Demonstrate correct packing of a kayak, and kayaking techniques where required.</p> <p>3.3. Establish a suitable communication system for participants to use while kayaking.</p> <p>3.4. Outline <i>safety procedures</i> and confirm that all participant equipment is fitted, adjusted and attached.</p> <p>4.1. Provide direction and advice to group while navigating.</p> <p>4.2. Identify potential hazards and decide how they can be overcome or avoided throughout trip.</p> <p>4.3. Monitor individual participant's performance and provide appropriate feedback.</p> <p>4.4. Evaluate paddling pace and spacing between kayaks throughout trip and alter accordingly.</p> <p>4.5. Implement appropriate modifications to trip in regard to all <i>variable factors</i> that are monitored.</p>
5. Select and maintain a temporary site as required.	<p>5.1. Access local area knowledge and use it to identify a suitable <i>temporary site</i> according to relevant legislation and organisational policies and procedures.</p> <p>5.2. Arrange shelter according to prevailing weather conditions, and comfort and safety of group.</p> <p>5.3. Maintain minimal impact to environment during overnight stay, and return site to original standard on departure.</p>
6. Complete post-trip responsibilities.	<p>6.1. Retrieve, inspect, repair and store equipment according to organisational policies and procedures.</p> <p>6.2. Evaluate <i>relevant aspects</i> of kayaking trip and identify areas requiring improvement.</p> <p>6.3. Review own performance and identify required areas of personal improvement.</p>

## Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

### Required skills

- communication skills to:
  - consult with participants to plan a kayaking trip that meets their needs
  - convey information about the safety aspects of the trip
  - interact with participants to create a safe and positive kayaking environment
- problem-solving skills to:
  - make decisions affecting trip
  - respond to non-routine situations
  - manage the group effectively
- planning and organising skills to source, allocate and coordinate resources, equipment and a suitable body of water with easy access to land for possible overnight stay
- language and literacy skills to:
  - produce a plan for the kayaking trip
  - complete post-trip participant and self evaluations
- personal kayaking skills to a high level of technical correctness to demonstrate and explain kayaking techniques to participants
- swimming skills to remove self from danger after a capsize and to manoeuvre kayak while in paddling gear
- river reading skills, such as direction and speed of flow, currents, eddies and other hydrological features that may impact on paddling and safety
- navigation skills to lead a group on a planned kayaking trip along a certain route and or to a chosen destination
- first aid and emergency response and rescue skills appropriate to the location to enable initial response to emergencies and personal health care.

### Required knowledge

- legislation and organisational policies and procedures to ensure safe and non-discriminatory conduct of all activities performed during kayaking trip
- minimal impact codes to ensure protection of the environment
- international river grading system to understand conditions and appropriateness of the river to the level of participants
- information about local area to assist in the planning process and enable management of potential kayaking hazards and any special restrictions applying to the area
- equipment types, characteristics and technology used for kayaking on flat and undemanding water, the advantages and disadvantages of the range of equipment, and factors affecting appropriate selection of equipment
- clothing requirements for kayaking, such as wet weather gear to maintain warmth and sun protection to minimise sunburn and heat stroke

- care and maintenance of kayaking equipment to ensure prolonged life span and safety requirements
- waterproofing techniques used to keep equipment, that is not required on hand, dry during kayaking
- importance of a personal flotation device in keeping a person afloat and their head above water
- stroke, rolling and capsizing techniques used on flat and undemanding water
- hydrology and river features such as currents, banks, change in gradient and volume, and how these might impact on the kayaking experience
- swimming techniques to swim out of trouble and manoeuvre kayak while in water
- communication systems and signals used on rivers
- navigation applicable to river trips
- principles of nutrition to maintain health during kayaking
- setting up and removal of camping equipment, if required to stay overnight
- weather and environmental information to identify forecast conditions and their effect on the kayaking trip
- hazards, obstacles and risks commonly experienced when kayaking on flat and undemanding water and ways to avoid or negotiate these
- emergency response and rescue procedures appropriate for kayaking, to ensure risk minimisation to self and group.

## Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

### Overview of assessment

#### Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the following is essential:

- plans within activity constraints and guides and monitors group in a safe and professional manner
- applies contingency management techniques to make adjustments to deal with a range of problems or variable factors that may arise during kayaking trips
- encourages and responds to group feedback and evaluates and reflects on own guiding performance to identify strengths, weaknesses and areas that need improvement.

#### Context of and specific resources for assessment

Assessment must ensure the safe guiding of groups on kayaking trips in locations that are of sufficient breadth and duration to demonstrate competency and consistency of performance.

Assessment must also ensure access to:

- resources and information regarding participants and location to plan, guide and document kayaking trip
- a body of flat and undemanding water suitable for the participants
- a suitable overnight site, where required
- a group of participants to take part in the kayaking trip
- kayaking, navigation, overnight, first aid and safety and rescue equipment.
- a suitable and safe method of transport, if required to drive kayak to and from activity location.

#### Method of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- observation of planning and guiding processes and interacting with participants, including conveying information for safe participation
- oral and or written questioning to assess knowledge of relevant legislation and organisational policies and procedures to enable safe conduct of kayaking trip
- observation of dealing with contingencies such as

changing weather conditions and equipment failure

- portfolio of kayaking trip plans
- third-party reports from a supervisor detailing performance.

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:

- SISOOPS204A Use and maintain a temporary overnight site
- SISONAV201A Demonstrate navigation skills in a controlled environment



## Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

***Condition of participants*** may include:

- previous experience
- physical development
- age
- injuries and illnesses.

***Plan*** may include:

- aims and objectives
- date, time and duration of trip
- location, equipment and resources
- guide and participant ratios
- safety requirements
- risk and contingency management plan.

***Relevant legislation*** may include:

- occupational health and safety
- permits or permission for access
- environmental regulations
- marine regulations.

***Organisational policies and procedures*** may include:

- occupational health and safety
- time and budget constraints
- use and maintenance of equipment
- communication protocols
- confidentiality of participant information
- guide and participant ratios
- international river grading system
- code of ethics.

***Trip objectives*** may include:

- self improvement
- meeting people
- fitness targets
- adventure and recreation.

***Hazards*** may include:

- temperature extremes
- slippery or unstable terrain
- dangerous animals and insects
- stinging trees and nettles
- dense vegetation
- group management hazards.

***Flat and undemanding water*** may

- sheltered and calm waters
- minimal wind and water movement

- include:
- easy access to shore.
- Risks** may include:
- hypothermia
  - heat exhaustion
  - injuries
  - exhaustion
  - lost party or party member
  - equipment and course failure.
- Relevant sources** may include:
- Bureau of Meteorology
  - media
  - land managers or agencies
  - coastal patrol or coastguard
  - volunteer marine rescue
  - local knowledge.
- Weather and environmental information** may include:
- satellite images
  - daily and weekly forecasts
  - maximum and minimum temperatures
  - weather warnings
  - event warnings
  - river levels
  - synoptic charts
  - high and low tide predictions.
- Food and water requirements** may include:
- menu planning and preparation
  - range of foods.
- Principles of nutrition** may include:
- food groups
  - dietary guidelines
  - individual food requirements and allergies.
- Contextual issues** may include:
- weather conditions, including times
  - season
  - transport
  - location
  - trip distance and duration
  - group objectives
  - group size.
- Appropriate authorities** may include:
- waterways departments
  - surf rescue
  - authorities
  - supervisors.
- Kayaks** may include:
- single or double closed kayaks
  - single or double sit-on-top kayaks.
- Equipment** may include:
- personal flotation device

- paddle with leash
  - spray deck
  - wet suit or wet weather gear
  - ropes
  - tie down straps
  - safety and first aid equipment
  - pumps
  - sponges
  - paddle float
  -
- Relevant information*** may include:
- safety procedures
  - logistical details
  - kayaking techniques
  - responsible and safe behaviour.
- Safety procedures*** may include:
- capsizing procedures
  - boundaries
  - symptoms, treatment and prevention of common kayaking risks
  - communication systems
  - use of safety and rescue equipment.
- Variable factors*** may include:
- change of weather and conditions
  - equipment failure
  - participant's needs.
- Temporary site*** may include:
- rest stops
  - activity sites
  - temporary or overnight shelter
  - tent.
- Relevant aspects*** may include:
- objectives
  - planning process
  - activity site
  - weather
  - equipment selection
  - clothing selection
  - food selection
  - instructional content
  - instructional technique
  - assessment technique
  - group feedback
  - directing techniques
  - rescue techniques employed.

## **Unit Sector(s)**

Outdoor Recreation

## **Competency Field**

Kayaking