

# PROCESS FOR APPOINTMENT

To be considered for registration as an Australian Canoeing Award Scheme Assessor, applicants and assessors must complete the Assessor Assessment Record and forward it to Australian Canoeing.

Australian Canoeing will process complete, correct applications within twenty-one (21) working days. Where an applicant fulfils the criteria, Australian Canoeing will appoint the Assessor.

Applicants must meet all criteria on the Assessment Record.

The application is to include:

- Assessor Assessment Record
- Copies of your paddler's logbook for the past three (3) years The logbook must include relevant logs to canoeing instruction/guiding and assessing, and be verifiable with a person's name and contact number.
- A letter from an AC Assessor supporting the application. This letter must include the following:
  - Duration of knowledge of the applicant
  - Areas where the applicant has been observed
  - Programs in which the applicant has been observed instructing
  - Programs in which the applicant has been observed assisting or observing assessment
  - Verification that the applicant operates safely as an instructor
- A letter from an NTP supporting the application

Applicants must not have breached any of the AC Codes of Ethics over the previous three years.

Where any doubt exists or questions arise regarding the suitability of the applicant it will be referred to the Australian Canoeing Education Committee for adjudication and recommendation. Australian Canoeing will accept the recommendation made by the Education Committee.

Once appointed, Assessors will be recognised throughout Australia for a period of three years or until removed by mutual agreement of Australian Canoeing and the Assessor, or by an Australian Canoeing disciplinary tribunal.

# FUNCTION

Assessment must be performed through National Training Providers. Assessors should be contracted to the NTP in some form and must be stipulated on the NTP's application for providership. Awards will not be processed unless a current AC NTP is on the paperwork, Assessors can only assess the award(s) they hold and awards below that in the craft they are qualified for.