**Activity Instructor Assessment Checklist Form 136**

Name of Candidate

Assessing Instructor 1

Assessing Instructor 2

Date of Assessment

|  |  |  |  |
| --- | --- | --- | --- |
| **Headings** | **Opportunity to demonstrate?** | **Was it?** | **Any Observations** |
| **1. Reputation and general persona** |  |  |  |
| Was the candidate punctual, appropriately dressed and delivered an air of confidence and professionality |  |  |  |
| **2. Group Management** |  |  |  |
| Was the candidate able to organise the group in readiness for the activity, were the participants welcomed and an initial introduction and briefing carried out |   |   |   |
| **3. Selection of Equipment** |   |   |   |
| Includes the kitting out of the group in boats and attire suitable to the weather conditions recognising different attire is available should it be required |   |   |   |
| **4. Manual Handling** |   |   |   |
| Was the group engaged in the removal of craft from racks, were individuals paired up to move boats to the water, were any lifting / carry techniques demonstrated? |   |   |   |
| **5. Launch Operation** |   |   |   |
| Was the launch of craft undertaken in a controlled manner, were assist instructors suitably engaged to ensure safety and aid as required? |   |   |   |
| **6. Tuition** |   |   |   |
| Was any tuition provided, was it clear and were the participants able to carry out the instructions, did the instructor provide any 121 guidance? |   |   |   |

**Page 1 or 2 PTO**

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| **Headings** | **Opportunity to demonstrate?** | **Was it?** | **Any Observations** |
| **7. Game** |   |   |   |
| Was a game played, were the instructions clear to understand, did the game work out, did everyone seem to enjoy taking part? |   |   |   |
| **8. Wet Stuff** |   |   |   |
| Was there a situation where an individual capsized, how was this dealt with, was the safety of the remainder of the group ensured |   |   |   |
| **9. Disembarking** |   |   |   |
| Were the assistant instructors engaged in the disembarkation operation, was everyone given instructions to assist. Did everyone disembark with boats being stowed before getting changed? |   |   |   |
| **10. Departure** |   |   |   |
| Did everyone get away safely and on time, was there any incidents and were they handled appropriately? |   |   |   |

Assessing Instructor 1 Comments:

Assessing Instructor 2 Comments:

Recommendations:

Signed Instructor 1

Signed Instructor 2

Date: