1. Introduction

This is an assessment checklist to use in assessing an applicant to gain a permit to lead Keelboating. More details on the permit scheme, assessing, technical skills and Keelboating can be found in resources listed on [scouts.org.uk/a-z](http://www.scouts.org.uk/a-z).

**Using this checklist**

This checklist is the syllabus that an applicant should be assessed against for the technical section of gaining a permit. The columns on the right of each skill show whether it is applicable for each type of permit:

* L – Leadership permits

Once an assessment is complete either, a Scout Accredited Assessor should make a recommendation on the membership system, including uploading a copy of this form. Or where an External assessor is used this form should be filled in and given to the applicant to take to their Lead Volunteer or Permit Approver to be added to the membership system. For those under 18, this form should be filled in and given to the applicant to take to their Lead Volunteer or Permit Approver, the final page must be completed and stored locally.

1. Equivalent qualifications
2. If an applicant holds an award of the Royal Yachting Association (RYA) from the table below, or equivalent or higher, and has up to date logged experience, then no practical assessment is likely to be required as they have already shown competence in all of the skills listed in this assessment checklist. They will still require a recommendation from an assessor for a Commissioner to grant them a permit.

|  |  |
| --- | --- |
| **Qualification** | **Permit** |
| Dinghy Sailing Instructor (Keelboat) | Keelboating B1 Waters – Leadership |
| Coastal Skipper (Sail) or Yachtmaster - Coastal (Sail) | Keelboating B3 Waters – Leadership |
| Yachtmaster Offshore (Sail) | Keelboating– Leadership |

1. Technical publication

If you require any more technical information on any of the elements in the checklist, these can be found in the official technical manual, which is:

**Day Skipper Practical Course Notes** *by Andy Thompson, Penny Haire & Simon Jinks* ISBN 1-905104-13-8

RYA Manual of Seamanship ***by Tom Cunliffe* ISBN 9781905104079**

Keelboating Name:

| Core Skill | L |
| --- | --- |
| **Responsibilities** |  |
| * Choose objectives appropriate to the group. |  |
| * Plan effectively in advance. |  |
| * Knowledge of rules / regulations which govern the use of water. |  |
| * Be familiar with the International Rules for Preventing Collisions at Sea. |  |
| **Group Management** |  |
| * Manage and communicate with a group effectively. |  |
| * Ensure the group is adequately briefed before keelboating. |  |
| **Risk Assessment** |  |
| * Know how to complete a risk assessment. |  |
| * Able to effectively identify the hazards and risks and know how to reduce or remove them, during keelboating. |  |
| * Able to prepare 'safe haven' information should the initial plan need to be changed. |  |
| **Weather** |  |
| * Knowledge of where to gain weather information. |  |
| * Knowledge of how weather conditions can affect keelboating. |  |
| * Ability to interpret weather forecasts. |  |
| * Knowledge of the Beaufort Wind Scale. |  |
| **Technical** |  |
| * Ability to handle craft in confined and open water. |  |
| * B1 Inland Waters – ability to navigate to the standards required for the RYA Day Skipper |  |
| * B1 Coastal, B2 and B3 Waters – ability to navigate to the standards required for the RYA Coastal Skipper (Sail) |  |
| * A Waters – ability to navigate to the standards required for the RYA Yachtmaster Offshore (Sail) |  |
| * Know how to maintain accurate logs. |  |
| * Ability to prepare suitable passage plans. |  |
| * Ability to control the craft’s speed and direction using both sail and engine. |  |
| * Demonstrate the use of suitable knots. |  |
| * Ability to come alongside, berth and moor. |  |
| * Ability to effectively use the anchor. |  |
| * Ability to run residential experiences afloat. |  |
| **Emergency Procedures** |  |
| * Knowledge of relevant procedures in the event of an accident. |  |
| * Correct use of distress signals. |  |
| * Knowledge of the lifesaving equipment carried and how to use it. |  |
| * Ability to re-float after grounding. |  |
| * Ability to demonstrate man overboard recovery under power (where applicable) and sail. |  |
| **Equipment** |  |
| * Knowledge of personal equipment required and how it is used. |  |
| * Knowledge of group equipment required and how it is used. |  |
| * Understanding of additional equipment required by the leader. |  |
| * Knowledge of how to care for, operate and maintain engines (where applicable). |  |

|  |
| --- |
| 1. Notes: |
|  |

**Keelboating - Permit Assessment**

DATA PROTECTION: This form is used to collect information about you for the purpose of approving your permit application, this is to be used by your Activity Assessor, Lead Volunteer and Permit Approver. As part of this form, we collect personal data about you, your Assessor, Lead Volunteer and or Permit Approver, this detail is required so that we can log your permit onto the membership system and follow up as necessary with your Assessor, Lead Volunteer and or Permit Approver. We do not share the data provided in this form with any third parties. The data provided in this form is stored securely in the membership system (or locally for under 18s, please refer to local data protection statements). We take your personal data privacy seriously. We will keep the data we capture from this form, in line with the Scout’s Data Retention Policy and it will be securely disposed of six months after the permit expires unless held within the national membership system.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Applicant’s name** |  | | | **Membership No.** | |  | |
| **Type** | B1 Waters  / B2 Waters  / B3 Waters  / A Waters | | | | | | |
| **Category** | Leadership | | | | | | |
|  | | | | | | | |
| **Notes:** | | | | | | | |
|  | | | | | | | |
|  | | | | | | | |
| 1. TECHNICAL COMPETENCE | | | | | | Done |  |
| **Description:** Technical assessment based on competence in all areas of the assessment checklist.  **To be completed by:** Either an Activity Assessor or an External Assessor with the appropriate NGB award. | | | | | | | |
| Restrictions based on technical assessment: | | | | | | | |
|  | | | | | Date |  | |
| Assessor Signature | |  | | | **Name** |  | |
| Activity Assessor Membership Number | | |  | | | | |
| External Assessor Phone/Email | | |  | | | | |
| External Assessor Qualification | | |  | | | | |

**For use with under 18’s only – all adult permits must be entered into the membership system prior to them progressing beyond this point.**

This along with any supportive evidence must be stored locally along as per the data retention details above.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 2. SCOUT ASSOCIATION RULES | | | | | | | | | | | | Done |  |
| **Description:** Check of knowledge of the appropriate Scout Association rules for running Keelboating. Appropriate rules can be found in the hillwalking section of [scouts.org.uk/a-z](http://www.scouts.org.uk/a-z).  **To be completed by:** An Activity Assessor or Lead Volunteer or Permit Approver. | | | | | | | | | | | | | |
| Restrictions based on knowledge of The Scout Association rules: | | | | | | | | | | | | | |
|  | | | | | | | | | Date | | |  | |
| Signature |  | | Name | | |  | | | Role | | |  | |
|  | | | | | | | | | | | | | |
| 3. PERSONAL SUITABILITY | | | | | | | | | | | | Done |  |
| **Description:** Check the applicant is suitable (attitude, etc.) based on the demands of Keelboating.  **To be completed by:** A Lead Volunteer or Permit Approver. | | | | | | | | | | | | | |
| Restrictions based on personal suitability: | | | | | | | | | | | | | |
|  | | | | | | | | Date | | | |  | |
| **Signature** |  | | Name | | |  | | Role | | | |  | |
|  | | | | | | | | | | | | | |
| 4. PERMIT GRANTED | | | | | | | | | | | Done | |  |
| **Description:** Confirm Parts 1, 2, and 3 have been completed. Send a copy to the young person and store it locally with supporting evidence.  **To be completed by:** A Lead Volunteer or Permit Approver. | | | | | | | | | | | | | |
| Restrictions: | | | | | | | | | | | | | |
|  | | | | | Permit expiry date (max. 5 years) | | | | | | |  | |
| Signature | |  | | **Name** | | |  | | | Date | |  | |

The applicant should keep this form once it has been completed by the assessor and take it to their Commissioner.

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Applicant’s name** | |  | | | | | **Membership No.** | | |  | |
| **Type** | | B1 Waters  / B2 Waters  / B3 Waters  / A Waters | | | | | | | | | |
| **Category** | | Leadership | | | | | | | | | |
|  | | | | | | | | | | | |
| 1. TECHNICAL COMPETENCE | | | | | | | | | | Done |  |
| **Description:** Technical assessment based on competence in all areas of the assessment checklist.  **To be completed by:** Either a County Assessor or an External Assessor with the appropriate NGB award. | | | | | | | | | | | |
| Restrictions based on technical assessment: | | | | | | | | | | | |
|  | | | | | | | | Date | |  | |
| Assessor Signature | | |  | | | | | **Name** | |  | |
| County Assessor Membership Number | | | | |  | | | | | | |
| External Assessor Phone/Email | | | | |  | | | | | | |
| External Assessor Qualification | | | | |  | | | | | | |
|  | | | | | | | | | | | |
| 2. SCOUT ASSOCIATION RULES | | | | | | | | | | Done |  |
| **Description:** Check of knowledge of the appropriate Scout Association rules for running Keelboating. Appropriate rules can be found in the Keelboating section of [scouts.org.uk/a-z](http://www.scouts.org.uk/a-z).  **To be completed by:** Either a County Assessor, Commissioner or nominee of the Commissioner. | | | | | | | | | | | |
| Restrictions based on knowledge of The Scout Association rules: | | | | | | | | | | | |
|  | | | | | | | | | Date |  | |
| Signature |  | | | Name | |  | | | Role |  | |
|  | | | | | | | | | | | |
| 3. SAFEGUARDING | | | | | | | | | | Done |  |
| **Description:** Check applicant has undertaken the necessary personal enquiry checks and received the appropriate safeguarding training.  **To be completed by:** Commissioner or nominee of the Commissioner. | | | | | | | | | | | |
| Restrictions based on Child Protection: | | | | | | | | | | | |
|  | | | | | | | | Date | |  | |
| **Signature** |  | | | Name | |  | | Role | |  | |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 4. PERSONAL SUITABILITY | | | | | | | | Done |  |
| **Description:** Check the applicant is suitable (attitude, etc.) based on the demands of Keelboating.  **To be completed by:** Commissioner or nominee of the Commissioner. | | | | | | | | | |
| Restrictions based on personal suitability: | | | | | | | | | |
|  | | | | | | | Date |  | |
| **Signature** |  | | Name | |  | | Role |  | |
|  | | | | | | | | | |
| 5. PERMIT GRANTED | | | | | | Entered on to Compass | | |  |
| Restrictions: | | | | | | | | | |
|  | | | | Permit expiry date (max. 5 years) | | | |  | |
| Commissioner signature | |  | | | | Date | |  | |