1. Introduction

This is an assessment checklist to use in assessing an applicant to gain a permit to lead Personal Watercraft (Jet Ski). More details on the permit scheme, assessing, technical skills and Personal Watercraft (Jet Ski) 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:

* P – Personal permits
* L – Leadership permits
* S – Supervisory 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 Activity Assessor prior to a Lead Volunteer or Permit Approver granting the permit.

|  |  |
| --- | --- |
| **Qualification** | **Permit** |
| Personal Watercraft Proficiency Course | Personal Watercraft – 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:

**Personal Watercraft Practical Course Notes** *by RYA* ISBN 0-901501-71-9

1. Personal Watercraft (Jet Ski) Name:

| Core Skill | P | L | S |
| --- | --- | --- | --- |
| **Responsibilities** |  |  |  |
| * Be aware of the limits of your own abilities
 | [ ]  | [ ]  | [ ]  |
| * Choose objectives appropriate to the group.
 |  | [ ]  | [ ]  |
| * Plan effectively in advance.
 | [ ]  | [ ]  | [ ]  |
| * Knowledge of the rules / regulations which govern the use of the water.
 | [ ]  | [ ]  | [ ]  |
| * Knowledge of with the International Rules for the Prevention of Collisions at Sea (IRPCS).
 | [ ]  | [ ]  | [ ]  |
| * Able to identify when remote supervision is not appropriate in running personal watercraft activities.
 |  |  | [ ]  |
| **Group Management** |  |  |  |
| * Manage and communicate with a group effectively.
 |  | [ ]  | [ ]  |
| * Ensure the group is adequately briefed before personal watercraft activities.
 |  | [ ]  | [ ]  |
| * Know how to position themselves to most effectively manage the group.
 |  | [ ]  | [ ]  |
| * Able to identify group members with the skills and experience to be able to lead personal watercraft activities as a designated leader under supervision.
 |  |  | [ ]  |
| * Able to set up appropriate monitoring systems to effectively supervise personal watercraft activities groups.
 |  |  | [ ]  |
| * Able to ensure that designated leaders are aware of their responsibilities.
 |  |  | [ ]  |
| **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 personal watercraft activities.
 | [ ]  | [ ]  | [ ]  |
| * Able to train participants to carry out their own dynamic risk assessments.
 |  |  | [ ]  |
| * Able to complete a risk assessment and identify those factors that are likely to change gradually or quickly.
 |  |  | [ ]  |
| * Able to identify emergency procedures in a number of situations
 |  |  | [ ]  |
| **Weather** |  |  |  |
| * Knowledge of where to gain weather information.
 | [ ]  | [ ]  | [ ]  |
| * Knowledge of how weather conditions can affect personal watercraft activities.
 | [ ]  | [ ]  | [ ]  |
| * Knowledge of the Beaufort Wind Scale.
 | [ ]  | [ ]  | [ ]  |
| **Technical** |  |  |  |
| * Ability to handle craft in confined and open water.
 | [ ]  | [ ]  | [ ]  |
| * Ability to control craft’s speed and direction.
 | [ ]  | [ ]  | [ ]  |
| * Ability to launch and recover the craft, including the use of trolleys and trailers.
 | [ ]  | [ ]  | [ ]  |
| * Ability to come alongside and moor.
 | [ ]  | [ ]  | [ ]  |
| * Ability to anchor effectively.
 | [ ]  | [ ]  | [ ]  |
| * Ability to perform safe towing manoeuvres.
 | [ ]  | [ ]  | [ ]  |
| * Demonstrate the effective use of lines and suitable knots.
 | [ ]  | [ ]  | [ ]  |
| * Experience in a variety of environments for personal watercraft activities.
 |  |  | [ ]  |
| * Experience of working with a variety of different activity groups in personal watercraft activities.
 |  |  | [ ]  |
| **Emergency Procedures** |  |  |  |
| * Knowledge of relevant procedures in the event of an accident.
 | [ ]  | [ ]  | [ ]  |
| * Ability to demonstrate man overboard recovery.
 | [ ]  | [ ]  | [ ]  |
| * Knowledge of distress signals and how they are used.
 | [ ]  | [ ]  | [ ]  |
| * Ability to right a capsized craft, board and restart the machine.
 | [ ]  | [ ]  | [ ]  |
| **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.
 | [ ]  | [ ]  | [ ]  |

**Personal Water Craft - 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** | C Waters [ ]  B1 waters [ ] B2 waters [ ]  B3 Waters [ ] A Waters [ ]  |
| **Category** | Personal [ ]  / Leadership [ ]  / Supervisory [ ]  |
|  |
| **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 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 Personal Water Craft. 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 Personal Water Craft.**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 |       |