ADVENTURE ACTIVITY GUIDELINES

# Documentation of Staff Qualifications and Experience

This proforma is one suggested way to document the qualifications and /or experience in lieu of formal qualifications/accreditation for **all** staff on the excursions, including school staff, external providers, or any volunteers.

# Excursion details

|  |  |
| --- | --- |
| Teacher in charge |  |
| School/Organisation |  |
| Activity |  |
| Venue  |  |
| Season  |  |
| **STUDENT DETAILS** |
| Year Level(s) |  |
| Age Range |  |
| Prior Experience |  |
| Special Considerations |  |

# qualificationS relevant to the activity

|  |  |  |  |
| --- | --- | --- | --- |
| **Staff name** | **Qualification****(incl. Title, organisation, date received)** | **Qualification still current? (Y/N)** | **Does this qualification meet the requirements outlined in the Excursions policy and/or relevant activity guidelines? (Y/N)** |
|  |  |  |  |
|  |       |       |       |
|  |       |       |       |

# experience in lieu of formal qualifications

This section should outline the experience of the staff member in lieu of formal qualifications. It should outline any training in the activity or similar activities, and personal experience of the activity, any instructional experience, any experience in the venue or similar venues. Relevant certificates, log books, etc should be provided as required.

|  |  |  |
| --- | --- | --- |
| **Staff member** | **Season** | **Experience Description** |
|       |       |       |
|       |       |       |
|       |       |       |