

## **Qualification Pathway for Teaching Orienteering Tutors**

1. Candidate to hold a recognised teaching qualification **or** a tutoring qualification. Examples of a tutoring qualification include; Certificate in Tutoring in Sport (CTS), Preparing to Teach in the Lifelong Learning Sector (PTLLS) and the Level 3 Award in Education and Training (QCF). Other tutoring qualifications may be considered but British Orienteering reserves the right to refuse any that are not considered to be of sufficient quality.
2. Candidate to hold at least either the UKCC Level 1 (or higher) in Orienteering **or** 'old' Level 2 Orienteering Coach (or higher) and be a British Orienteering Licenced Coach, (have appropriate First Aid certificate and signed the Code of Conduct)
3. Candidate to observe a minimum of 1 Teaching Orienteering Course delivered by an experienced tutor. The candidate is expected to attend at their own expense.
4. Candidate to complete British Orienteering Teaching Orienteering New Tutor Application Form below and send together with any evidence required to [info@britishorienteering.org.uk](mailto:info@britishorienteering.org.uk).
5. British Orienteering to allocate a mentor to the candidate. The mentor will be an experienced Teaching Orienteering Tutor and hold a suitable assessor qualification (IAPS or similar). Mentor to verify the candidate's qualifications and carry out professional discussion with the candidates to agree candidate's readiness for observation and agree any necessary actions. If necessary, the candidate may observe further courses at their own expense and being mentored as appropriate
6. Mentor to inform national office if candidate is suitable. National office to send the candidate an invoice for the £110 tutor fee.
7. Candidate to pay £110 to National Office. National Office to inform mentor when payment has been received. National Office to supply Tutor Resources to the candidate.
8. Candidate to organise their first Teaching Orienteering Course and submit a completed Course Registration form, **at least 4 weeks** before the first course is to run, with support from the Mentor if required.
9. Candidate to order course resources from the National Office using the **Resource Order form at least 2 weeks** before the course date.
10. Candidate to deliver their first course. Mentor to observe and complete the observation checklist. Mentor to feed back to the candidate, which will include any further actions on the action plan for the candidate's development. This may include further observations if deemed necessary by the mentor. If a subsequent observation is needed an additional fee may be required. All completed observations to be copied to Candidate and British Orienteering.
11. Once the mentor is satisfied that the candidate is delivering to the required standard, mentor to ensure candidate is added to the list of available Teaching Orienteering Tutors.

Potential Tutors who require support with their journey through the Qualification Pathway are asked to contact the national office.

## Teaching Orienteering New Tutor Application Form

Please complete **all** sections of this form and return to the National Office along with all the requested documentation. A Teaching Orienteering New Tutor Mentor will contact you to discuss your application within two weeks. Should you wish to continue with the process British Orienteering will send an invoice for £110 to cover the costs of mentoring and resourcing.

**Please note** that the mentor will check that you have provided all the relevant information and documentation before getting in touch with you. Any potential New Tutor who is experiencing problems in providing the information is asked to contact the National Office for support.

### New Tutor Details

Name:	Telephone Number(s):
	Work:
Email:	Home:
	Mobile:
Address: Address Line 1 Address Line 2 Address Line 3 Address Line 4 Post Code	

### New Tutor Evidence Checklist

Requirement	Evidence
<b>Current Member of British Orienteering</b>	Enter Membership Number:
<b>Note:</b> Your membership number will be used by the National Office to verify that you have a UKCC L1 Coaching Qualification (or higher) and a current First Aid Qualification. If you suspect that the National Office do not already have copies of these then please send a copy with this application form. This will prevent your application from being delayed.	
<b>Tutoring Qualification</b> as detailed in the qualification pathway. Any qualification not listed in the pathway will be considered on a case by case basis	Copy of Certificate enclosed / attached. <input type="checkbox"/>
<b>Teaching Orienteering Course Observed</b>	Name of Tutor: Date:                      Venue:
<b>Proposed Date of 1<sup>st</sup> course</b> (if known)	Date:                      Venue:

### Office Use Only

1. Mentor Allocated: Name of Mentor: Insert Name	5. Tutor Resources sent out: <input type="checkbox"/>
2. Evidence meets requirements: <input type="checkbox"/>	6. 1st Course Application and candidate resource order forms received: <input type="checkbox"/>
3. New Tutor fee invoiced <input type="checkbox"/>	7. Mentor Recommendation to add to Teaching Orienteering Tutor List <input type="checkbox"/>
4. New Tutor Fee Received: <input type="checkbox"/>	8. New tutor added to list: <input type="checkbox"/>