

## Orienteering Instructor Qualification Tutor Information

### Background Information

- This course is aimed at teachers, youth sector workers and those working in Schools and Outdoor centres. Anyone over the age of 16 may attend the course

### Course assessment

Following the course, candidates will receive a certificate. The certificate will show that they have gained the Orienteering Instructor Qualification. Enabling them to instruct on private 'safe' enclosed areas such as Schools Sites or Outdoor Centre Grounds, local areas such as parks, small woods or clearly defined small sections of a larger wood and areas which are neither complex nor exposed which are a small defined section of a larger area. The link below provides further information.

<https://www.britishorienteering.org.uk/doc/coaching/safety-guidelines-table-of-area-types-2025>

The wording on the certificate is shown below:

*To develop orienteers through high quality introductory orienteering sessions within the safety management system, insurance and policies of the deploying organisation.*

Candidates will be assessed during the course by means of a formative assessment process.

- It would be advantageous for candidates to have some orienteering experience prior to the course. However, in practice, it is unlikely that candidates will have any experience. Tutors should be aware of their local clubs and opportunities to orienteer. Tutors should encourage participants to go to find out about their local club and go to an event.
- Tutors will need to have a working knowledge of school/centre environments, educational publications (e.g. National Curriculum), British Orienteering Young Leader Award, and other relevant literature. Tutors must also be aware of the legal responsibilities of anyone providing activities for young people and must make candidates aware of the current safe practice in Orienteering.
- To ensure the quality of the training is maintained British Orienteering will follow internal verification procedures and an internal verifier may visit a course at any time.

## Course Content and Delivery

- Core delivery guidance is provided in the tutor Zip file. This includes a tutor delivery programme which details learning outcomes and the course delivery plan, a PowerPoint presentation, an evaluation form and supporting resources.
- The administration forms associated with this course can be found in the Tutor Zip file & on the British Orienteering web site under Coach Education Resources
- Tutors will also need to obtain additional resources as detailed in the delivery programme.
- There are also resources to be issued to candidates. (Zip file of resource templates and instructing cards)

NB: It is important for the consistency of candidate progression that tutors deliver the core course content.

- At the end of the course, candidates will be able to apply their knowledge, understanding and practical ability to perform and teach the basic skills of orienteering, including opportunities for simple competitions.
- Candidates should be introduced to standard orienteering equipment. They should also be shown a variety of cost-effective alternatives e.g. home-made markers incorporating the “kite” symbol.
- Tutors should show good practice in the equipment that they use and as far as possible use the resources provided.
- Safety must be an integral part of the tutor’s plan for the day. Candidates will learn from good examples demonstrated by the course tutor.
- Pre course planning.  
Outdoor Centres obtain a copy of the centre risk assessment, operating procedures for orienteering and the centre session plan.  
Uniform organisations-obtain their risk assessment for orienteering and details of links to badges etc.  
Schools check the age groups and curriculum links.

## Venues

- Courses should be held at appropriate venues so that a variety of activities can be demonstrated to the candidates. A meeting room/space and an orienteering map is required.  
When working with teachers you might need to do the second day at a local park as the school area might be very limited.

## Tutor Candidate Ratio

The tutor to candidate ratio is 1:12 maximum. The minimum number of candidates on a course is 6.

## Tutor requirements

- Tutors must be on the British Orienteering approved list of licensed tutors.
- Tutors require a valid emergency 1<sup>st</sup> Aid certificate (minimum 4-hour course).
- Tutors need to hold a British Orienteering Coaching Licence

Tutors need to have signed the Code of Conduct for British Orienteering Coaches.

**Course Administration Procedure (forms available on the web site):**

- 1 Tutor/Organiser to decide arrangements for and agree venue, maps, fees etc. (resource fees are to be included in the course fees set by the course organiser/tutor. The resource fees will be invoiced to the course organiser/tutor as listed below).**
- 2 Orienteering Instructor Qualification Registration Form to be completed and sent to the national office at least 3 weeks before the start date.**
  - Tutor/Organiser to register both 'open' and 'closed' courses.
- 3 Return the course registration form to the National Office**
  - The course will be then added to the Training Courses section of the website unless you have indicated that the course is closed.
  - All enquiries will be directed to the course tutor or nominated course organiser.
- 4 Tutor or organiser to distribute appropriate Candidate application & Medical Forms**
  - Candidate application & medical forms (including any special requirements) available on the website and via the Tutor zip file.
  - All application forms along with course payment (if applicable) to be returned to the tutor or organiser.
  - **Tutor or organiser to send out final course details.**
- 5 British Orienteering course fee**
  - The course organiser/tutor is invoiced £50 per candidate
  - **The invoice is to be paid within 30 days**

## 6 Course Delivery

- The tutor must ensure that they have a completed medical form for each candidate present on the day of the course.
- Tutors should retain course evaluation forms for 3 years. British Orienteering may request sight of these as part of the verification process.
- Tutors can provide other promotional material as appropriate.
- Complete the Instructor Observation Check List. Give a copy to the Instructor and keep a copy for your records.

## 7 Following the course

- Provide the national office with a course attendance list found on the bottom of the course registration form.

### Payment to be sent to the National Office

### Additional information

Tutors may choose to provide candidates with:

- Local club details including website address for events.
- Free outdated or surplus O-maps. These are useful for displays and for teaching games.
- Any other information which they feel might be useful for the candidate.

### Tutor Fee Guidance

British Orienteering recognises there is an open marketplace in which tutors operate. To help tutors effectively budget for the delivery of the Instructor Qualification the Coaching Advisory group suggest the following fees are charged:

Tutors - £250 per/full day, £125 per/half day, which include all expenses,

For example, a course with 8 learners

£50 British Orienteering fee x 8, £400

2 Days' Tutor delivery - £250 per day, £500

Total £900

Cost per learner £112.50

These figures assume the venue hire is provided free of charge by the Outdoor Centre, School or Uniformed Group.