British Orienteering Teaching Orienteering Part 1
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 but the Orienteering Young Leader Award; available for 14 – 19-year-olds may be more suitable.

NB: This training day will also need to be completed by those wishing to attend the British Orienteering Teaching Orienteering Part 2 course.

This course is not assessed.

Following the training candidates will receive a certificate of attendance. The certificate will show that they have been trained to introduce orienteering to beginners on private 'safe' enclosed areas such as Schools Sites or Outdoor Centre Grounds. The wording on the certificate is shown below:

The person delivering the activity is responsible for the safety of participants and should only use areas that have clear boundaries, good access, plenty of features which may be followed such as fences or paths, and be so small as to allow supervision of the participants at frequent intervals; there must be an absence of hazards such as busy traffic, crags, fast or deep water.

This course contains no element of assessment and this certificate is only valid if the holder is operating under the insurance and policies of an 'Outside Agency'.

- Candidates requiring assessment of learning should attend a British Orienteering Coach training and assessment.

- It would be advantageous for candidates to have competitive 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, QCA units of work), 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 pack. 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 Teaching Orienteering Part 1 and 2 can be found on the British Orienteering web site under 'Member View -Coaching – Coach Education Staff'.
- Tutors will also need to obtain additional resources as detailed in the delivery programme.
- There are also resources to be issued to candidates.

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. Tutors working in Scotland, Ireland and Wales should be familiar with current curriculum requirements for the relevant country.
- 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. Orienteering maps can be orientated using land features at this level, therefore, compass work is not covered in this course.
- 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.

Venues

- Courses should be held at appropriate venues so that a variety of activities can be demonstrated to the candidates. A classroom, a school map or similar is required. Many teachers in inner-city schools do not have access to large playgrounds or school fields. Help must be given in imaginative use of available facilities.
- To demonstrate that the exercises can be done in a small simple area and in order to deliver the sessions to the timings on the delivery plan it is important that the map used should not exceed scale 1:2500

Tutor Candidate Ratio

The tutor to candidate ratio is 1:14 maximum. If over 14, two qualified tutors are required up to a max of 20 candidates per course.

Tutor requirements

- Tutors must be on the British Orienteering approved list of licensed tutors.
- Tutors delivering the Teaching Orienteering Part 1 course must have a minimum coaching level of British Orienteering Level 1or UK Coaching Certificate (UKCC) Level 1
- Tutors require a valid emergency 1st Aid certificate (minimum 4-hour course).
- Tutors need to be a member of British Orienteering.

- Tutors need to have signed the Code of Conduct for British Orienteering Coaches.
- (Full details for new tutors contained in the Qualification Pathway for Trainee Teaching Orienteering Tutors).

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 Training Course 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 service agreement and 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 Submission Forms

- Example Candidate Submission Form (including any special requirements) available on the web site.
- 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 Resource Access Request Form to be completed and returned to the National Office 14 days prior to the course

- National Office supplies the course organiser/tutor with the Teaching Orienteering sign up link and a resource access code. This code has a pre-determined limitation set by the national office in accordance with the number of codes requested on the Access Code Request Form.
- **Tutors to distribute the signup link and access code to candidates after Session 5 is completed or at the end of the course.** If candidates are given the details at the start of the course but do not complete, they will still have access to resources and certification.
- The resource access code will only be valid for a 30-day period from the course start date. Once registered the candidates will have access to the certificate and resources for 12 months from the course start date.
- If a candidate wishes to register after the 30-day period there will be a £5 code reactivation fee to pay.
- The course organiser/tutor is invoiced £20 per candidate for the resource access code distributed.
- **The invoice is to be paid within 30 days**

6   Deliver Course

- The tutor must ensure that they have a completed medical form for each candidate present on the day of the course.
- The tutor must enable the candidates to register during the course via the British Orienteering web site to view their Course Attendance Certificate and the resources. If an internet connection is unavailable during the course the candidates can sign up later, within the 30-day time frame.
- **Candidates should be informed that they will have access to their resources and certificate for 12 months from the course date. Candidates will receive an email from British Orienteering two months prior to the access expiry date explaining how they can maintain their access.**
- 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.

7   Following the course

- Provide the national office with a course attendance list.
- **If you require additional access (i.e. you have extra candidates than originally submitted), please submit a further access request form. If you have fewer candidates than originally submitted, please contact the National Office as soon as possible so that a credit note can be issued and the max usage for the code will be updated accordingly.**

8   Payment to be sent to the National Office

Each Candidate online access Contains:

- Attendance Certificate
- Resources including:
    o Session plans related to the course core content
    o Resource templates
    o Safety Guidelines

Additional information

Tutors may choose to provide to candidates:

- Local club details including website address for events.
- Free outdated or surplus O-maps, preferably of areas too far away to tempt people to trespass on the terrain. These are useful for displays and for teaching games.
- Any other information which they feel might be useful for the candidate.