

## British Orienteering Teaching Orienteering Part 2 Tutor Information

### Background:

- This course is aimed at teachers, youth sector workers and those working in Outdoor centres. Anyone over the age of 16 may attend the course.
- Candidates must have attended either Training Orienteering Part 1 or equivalent British Orienteering training prior to this training.
- Following the training candidates will receive a certificate of attendance. The certificate will show that they have been trained to teach skills of orienteering as required by external examination boards up to step 3 on British Orienteering Step System on Type A areas. 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 contained 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 undertake the UK Coaching Certificate (UKCC) Orienteering Level 1 assessment.
- Candidates wishing to work on "Type B" areas as defined by the British Orienteering Safety Guidelines will also need to continue for assessment as mentioned above.
- 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 encourage candidates to take part in an organised club orienteering event *after* the course.
- Tutors will need to have a working knowledge of school/centre environments, educational publications (e.g. National Curriculum, British Orienteering GSCE guidelines, QCA units of work), British Orienteering Young Leader Award, School Games for Orienteering and other relevant literature. They will need to give details of local orienteering clubs and events e.g. relevant website(s). Tutors must also be aware of the legal responsibilities of anyone providing activities for young people and must make candidates aware of 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 tutor resource CD containing a PowerPoint presentation.
- The administration forms associated with Teaching Orienteering Part 1 and 2 can be found on the British Orienteering web site under 'Documents' – 'Officials' – 'Teaching Orienteering Part 1 and 2'.
- Tutors will also need to obtain additional resources as detailed in the delivery programme.
- The resources for this training, to be issued to candidates, are the book 'Orienteering in the National Curriculum Key Stages 3 & 4' together with a CD.

NB. To provide a level of quality assurance it is important for consistency 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 teach the skills of orienteering up to level 3 of the British Orienteering step system and have more ideas 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 be aware that it may be appropriate and acceptable for candidates not to be asked to work alone.
- Safety must be an integral part of your plan for the day. Candidates will learn from good examples set by the course tutor.

## Venues

- Courses should be held at appropriate venues so that a variety of activities can be demonstrated to the candidates in a variety of terrains. A classroom, a school map or similar and a small wood or park will be required.
- Many teachers in inner city schools do not have access to large playgrounds or school fields or are unable to go off site for long periods of time. Help must be given in imaginative use of available facilities.

## 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 delivering the Teaching Orienteering Part 2 course must be on the British Orienteering approved list of licensed tutors.
- All British Orienteering licensed tutors require a valid emergency 1<sup>st</sup> Aid certificate.

## **Course Administration Procedure**

(All forms are available on the coach education and document pages of the web site):

**1 Tutor to make arrangements for and agree venue, fees, maps etc.**

**2 Training Course Form (one per course) to be completed**

- Tutor to register both 'open' and 'closed' courses.

**3 Return Training Course Form to the National Office**

- "Open" courses will be then added to the training course on the web site
- "Closed" courses will not be advertised on the British Orienteering web site.
- All enquiries will be directed to the course tutor or nominated course organiser.

**4 Tutor or organiser to distribute appropriate Candidate Application Forms**

- All application forms along with course payment (if applicable) to be returned to the tutor or organiser.

**5 Tutor or organiser is to send out final course details along with the Medical Form**

- The medical form is an example; some organisations may have their own form. It is mandatory for the necessary checks and information to be available to tutors.

**6 Resource Order Form MUST be completed and returned to the National Office a minimum of 14 days\* prior to the course** (see below for details of Candidate pack contents)

- Candidate packs will be posted to the tutor or course organiser.
- Invoice will be sent to address stated on the Resource Order Form.
- Payment to be sent to National Office within 30 days.

**7 Deliver Course: the Tutor is to give out the Candidate Registration Forms, Attendance Certificates, Resources and Evaluation Forms on the day**

- Candidates must complete the Candidate Registration Form on the day as proof of their attendance on the course.
- The tutor must give out the Course Attendance Certificate and resource pack to the candidates on the day.
- Tutors should retain Course Evaluation Forms for 3 years. British Orienteering may request sight of these as part of the verification process.

**8 Following the course, the Tutor MUST return all Candidate Registration Forms to the National Office.**

\*If Resource Order Form is not returned 14 days prior, British Orienteering cannot guarantee Resource Packs will be received in time for course start date.

**Each Candidate Pack Contains:**

- Attendance Certificate
- Orienteering in the National Curriculum Key Stages 3&4.
- Resource CD including:

*Session plans related to the course core content*

*Resource templates*

*Safety Guidelines*

- British Orienteering “Adventure Sport for All” leaflet
- Other promotional material as appropriate

Addition information Tutors may choose to add to candidate packs:

- Information on coaching awards and assessments.
- Local club details including website address for events.
- Details of local events for the next 3 months.
- 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.