



REGISTRATION WORKBOOK

VERSION 3.0

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WHAT IS THE NOLRS?

HISTORY OF NOLRS

The National Outdoor Leader Registration Scheme (NOLRS) is a voluntary, national registration scheme for any individual leading outdoor activities irrespective of whether they are seeking to achieve recreational, educational, tourism or other outcomes. The Scheme is designed to recognise individuals who have the appropriate knowledge and skills (aligned to certain competencies) to lead activities in the outdoors to a specified standard as agreed to by industry nationally.

NOLRS was born from a need that was identified as early as 1992. At that time, the National Outdoor Recreation Leadership Development project (NORLD) was established to address a number of issues including, “*the lack of portable and easily recognised qualifications for people conducting outdoor activities [in Australia]*”. Later NORLD’s responsibilities were assumed with the formation of the Outdoor Recreation Council of Australia (ORCA), which finalised the NOLRS process. In March 2003 ORCA and the Australian Outdoor Education Council (AOEC) combined to form the Outdoor Council of Australia (OCA). This new entity will oversee and administer the registration scheme using the services of local state and territory outdoor recreation offices.

WHAT IS THE “STANDARD”?

In November 1998, the National Outdoor Recreation Training Package (NORTP) was finalised and it was decided that the units of competency from within this Training Package could be used as benchmarks for the Scheme. These competency standards were developed through extensive national consultation during the development of the National Outdoor Recreation Training Package (SRO03). Minimum clusters of competencies have been packaged to align to different vocational outcomes or levels within each outdoor activity area. Representatives from the outdoor recreation, outdoor education and adventure tourism areas provided advice on the development of the minimum cluster of competencies required for each activity and level. The eligibility of an applicant for registration is based on their ability to demonstrate skills and knowledge equivalent to the minimum cluster of competencies for the outdoor activity at the level they wish to be registered at (eg, day bush walk guide, single pitch abseiling instructor).

RELATIONSHIP BETWEEN TRAINING AND REGISTRATION

NOLRS is a registration process; and will not involve OCA in training. As training and assessment will be undertaken by Registered Training Organisations, universities and other training organisations, the potential for conflict of interest is removed. The scheme is an open, flexible process aimed at helping people gain national recognition for their existing skills and knowledge. Applicants who can demonstrate that their skills and knowledge are equivalent to the requirements of the registration scheme, will be eligible for registration as a Guide and/or Instructor in the outdoor adventure activity area(s) of their specialisation. Registration as an assistant guide or assistant instructor will not be possible within the NOLRS, as the demand is for a process to identify those able to work independently with clients. The NOLRS will focus on a person’s ability to lead reliant clients participating in outdoor adventure activities and will not include a process for the registration of those with “participation” skills only. In a similar manner, persons participating in outdoor adventure activities in a self-directed, self-responsible manner (eg, those participating independently with friends or as part of social or community-based clubs) are not generally leading *reliant* clients. In these instances, the individuals involved accept personal responsibility for their actions and consequences. No process will be established within the NOLRS for these situations.

REGISTRATION VERSUS ACCREDITATION

Registration is a separate and distinct process to accreditation. The main difference being that registration is a process for individuals, whereas accreditation applies to organisations or businesses. However, an employee who is part of an organisation that has achieved accreditation, or is currently seeking to do so, will assist that organisation in meeting the human resource requirements for accreditation purposes if they are registered. (Refer Figure 1 for a diagrammatic representation of the relationship)

IS IT COMPULSORY TO REGISTER?

The registration scheme will NOT be compulsory. Outdoor adventure leaders will be able to choose whether they wish to be registered. However because the NOLRS will provide an easily recognised national standard at a time when demand for accountability, responsibility, and quality of service continues to increase, participation in the scheme is expected to be high.

ACTIVITY AREAS WITHIN NOLRS

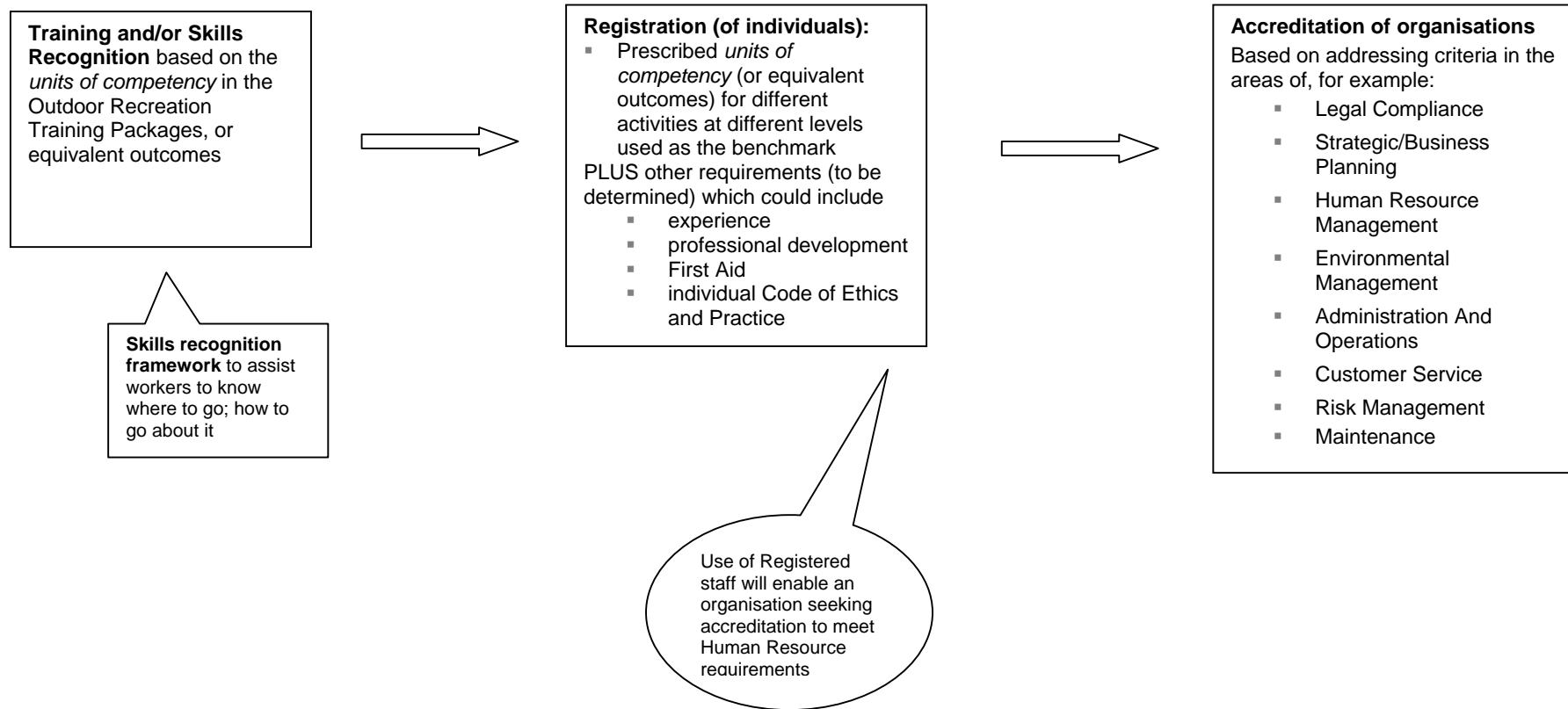
For the purpose of establishing NOLRS, registration will initially be limited to the following activities:

- Abseiling (Artificial)
- Abseiling (Natural)
- Bushwalking
- Challenge Ropes Course (High & Low)
- Climbing (Artificial)

In the future more activities, particularly those with no existing national governing body, will be added to the NOLRS. In each of these activities registration will be possible at a number of different skill levels.

A summary of the competencies required for registration in each activity area at each level is attached (Appendix 2 [Competencies Required For Registration](#))

Figure 1: Relationship between Registration and Accreditation



WHY DO WE NEED A NATIONAL REGISTRATION SCHEME?

A number of factors have emerged that have led to the establishment of the NOLRS. They include;

- Increasing demand from land managers, insurance agencies, employers and clients for a consistent and easily recognised standard that applies to people leading outdoor activities;
- Increasing insurance premiums and decreasing access to natural areas;
- Increasing numbers of training courses with no mechanism for the “quality” or “standard” of many of these courses to be monitored or verified;
- Outdoor leaders indicating that they believe that registration would assist in maintaining professional standards and improving public attitudes toward ‘high risk’ activities;
- A continuing reluctance to recognise training and experience on a national level.

Now that the Scheme has been established, it is expected that the following outcomes will be achieved:

- The development of a scheme that has nationally recognised outcomes and is available to all, irrespective of how or where skills have been acquired;
- A process that recognises existing training and experience and aids in the identification of “gaps” in experience and training outcomes;
- Listing on a database (if requested by the registered leader) for the purpose of job access and networking¹;
- The collation of data that can be used by planners and policy makers to gain a more accurate picture of outdoor activities and the manner in which they are conducted;
- The development of a more professional image throughout the nation and across a variety of outdoor activities.

These outcomes will be of benefit to all individuals who conduct activities in the outdoors, whether they are paid or voluntary, in recreation, education or tourism.

In addition, negotiations have occurred over the past two years between agencies in Australia, New Zealand and Great Britain about the mutual recognition of each other’s competency standards for outdoor adventure leaders. As the proposed National Outdoor Leader Registration Scheme is based on the competency standards endorsed by the Australian National Training Authority, the potential exists for international portability of registration.

¹ Note, whilst the details of all registered leaders will be maintained on a database for the purpose of distribution of newsletters, information and renewal reminders, only those who request it will be listed on a database available for more public viewing.

HOW DOES THE NOLRS APPLY TO ME?

ELIGIBILITY

The Scheme was designed to be equally relevant and accessible to all leaders of outdoor activities, from those who have gained their skills and knowledge (competence) through life experience and 'on the job' training, to those who have obtained competence through more formal training methods (eg, TAFE's, universities or 'in house' programs). All leaders of outdoor activities, be they commercial or volunteer, educational or commercial are encouraged to become registered.

OUTCOMES

The Scheme is **not** designed to train leaders, nor is it to assess them, but to recognise leaders that have existing skills and knowledge that meet a specified standard. Individuals with the required competencies will gain national registration. The Scheme can be used not only to award registration, but also as a means to benchmark existing operations, and to highlight training needs.

PROCESS

Although registration appears daunting, the process has been designed to be as simple, straightforward and open as possible. It has been designed to be user friendly, and flexible, so that individual needs may be accommodated. A variety of different information, depending on varying needs, has been prepared to assist leaders to complete the registration process successfully. If you require additional information please contact the relevant NOLRS Administration office in your state or territory. (See Appendix 4 for contact details)

WHAT IS IN IT FOR ME?

By becoming registered with NOLRS, you could expect the following benefits:

- Registration certificate, wallet card, log book and newsletters
- Recognition of existing experience that may be put towards future training or qualifications (anywhere in Australia)
- *Possible* international recognition of experience by other countries (eg, New Zealand, United Kingdom) that have adopted a competency based training system
- *Possible* discount schemes (retail, legal, insurance, training)
- *Possible* improvements in areas including networking, insurance, work conditions, job opportunities and pay rates.

WHAT'S THE CATCH?

The NOLRS is a voluntary scheme, that is, registration is not mandatory. The scheme is based on recognition of an individual's current skills and knowledge (competency). It is not an assessment or training process, nor should it be confused with organisational accreditation. The process has been made flexible to accommodate the variety of individual's experiences.

The following points indicate some aspects of the implementation of the NOLRS that may be seen as disadvantageous by some (whereas others may well see them as advantages!).

- Land managers and insurance agencies may use registration as a benchmark, therefore people not on the register may find that insurance and access to areas become more difficult/costly;

- Those not registered may be disadvantaged with respect to employment opportunities; There will be a cost involved in becoming registered; Registration will require renewal;
- “Gaps” might be identified in training outcomes or personal experience;
- Registration might create and increase record keeping and paperwork.

HOW TO USE THIS WORKBOOK

This workbook contains information that should explain more about the Scheme and guide you through the process to gain registration. It is recommended that you;

- Read through the workbook carefully to gain an understanding of the process and the various possible pathways to gain registration;
- Access (or download) the additional documents referred to throughout this workbook;
- Maintain contact with your [State NOLRS Administration Offices](#) to hear of any workshops that may assist you through the process;
- Talk to other people that have been through, or are going through the registration process. Also talk to training and industry representatives, to get a better picture of what is required, and to gain some guidance, advice and support;
- Make sure you have all the required documentation to support your application for registration;
- Once you have read through all the information, and you feel you are ready to apply for registration, go to "[So what do I have to do?](#)" and follow the steps.

ADDITIONAL DOCUMENTS WHICH PROVIDE ASSISTANCE

There is supplementary information in a range of other documents that will provide background material to help explain terms you may not be familiar with, provide you with examples or templates that you may use, and give you contact details for appropriate organisations and associations. These documents are available from your state/territory NOLRS Administration office and/or their website. The titles of some of these documents are listed below.

1. Application Form for Registration
2. Activity Clusters for Registration (all activities)
3. Activity Cluster for Registration (Abseiling – Artificial)
4. Activity Cluster for Registration (Abseiling – Natural)
5. Activity Cluster for Registration (Bushwalking)
6. Activity Cluster for Registration (Challenge Ropes Course)
7. Activity Cluster for Registration (Climbing – Artificial)
8. Non – VET Applicants
9. Recognition Information for Applicants (What is Recognition?)
10. How to use the Recognition Tools
11. Re-registration requirements

For example, the document entitled "Activity Clusters for Registration" provides more detail in regard to the levels of registration possible for each of the activities and the competencies required. Included in each section is an indication of the roles (or functions) within each of the activities. These roles and the associated descriptions will provide an indication of the sequence in which the required competencies would normally be achieved.

Alternatively, you can also access the activity clusters for registration for each activity area separately (eg, Activity Clusters for Bushwalking, etc)

PATHWAYS TO REGISTRATION

To gain registration, you are required to have the knowledge and skills defined in the minimum cluster of competencies used as a benchmark for the activity and the level you wish to be registered at (these competencies have been selected from the National Outdoor Recreation Training Package SRO03). The registration scheme is flexible to accommodate the vast range of experience people have, and the variety of sources through which they have gained the necessary skills and knowledge. There are three main pathways that individuals may have taken to gain the competencies necessary for registration ([Figure 2: Pathways to Registration](#)).

- Path 1: Individuals who have completed a Vocational Education and Training (VET) course in Outdoor Recreation/Education/Tourism after November 1998² may be eligible for automatic registration. This will depend on whether the competencies comprising the minimum clusters necessary for registration were successfully completed in the course.
- Path 2: Individuals who have completed training and assessment through a formal non-VET training process (eg, universities, “in-house”) and have achieved skills and knowledge equivalent to the benchmark competencies. These individuals may be eligible for automatic registration if their training organisation meets minimum criteria and has formally documented a mapping of their courses, demonstrating equivalence to the NOLRS competency requirements, and submitted the mapping to OCA³. NOLRS Administration offices will be able to provide information on mapped courses which have been approved for equivalence or partial equivalence.
- Path 3: Individuals who have completed VET training prior to November 1998, or who have completed training which has not been mapped, or who have not had any formal assessment of their skills and knowledge will need to go through a Recognition of Prior Learning/Recognition of Current Competence process. Contact your state/territory NOLRS Administration office for further details on this process, or access the file entitled “Recognition Information for Applicants” (What is Recognition?)

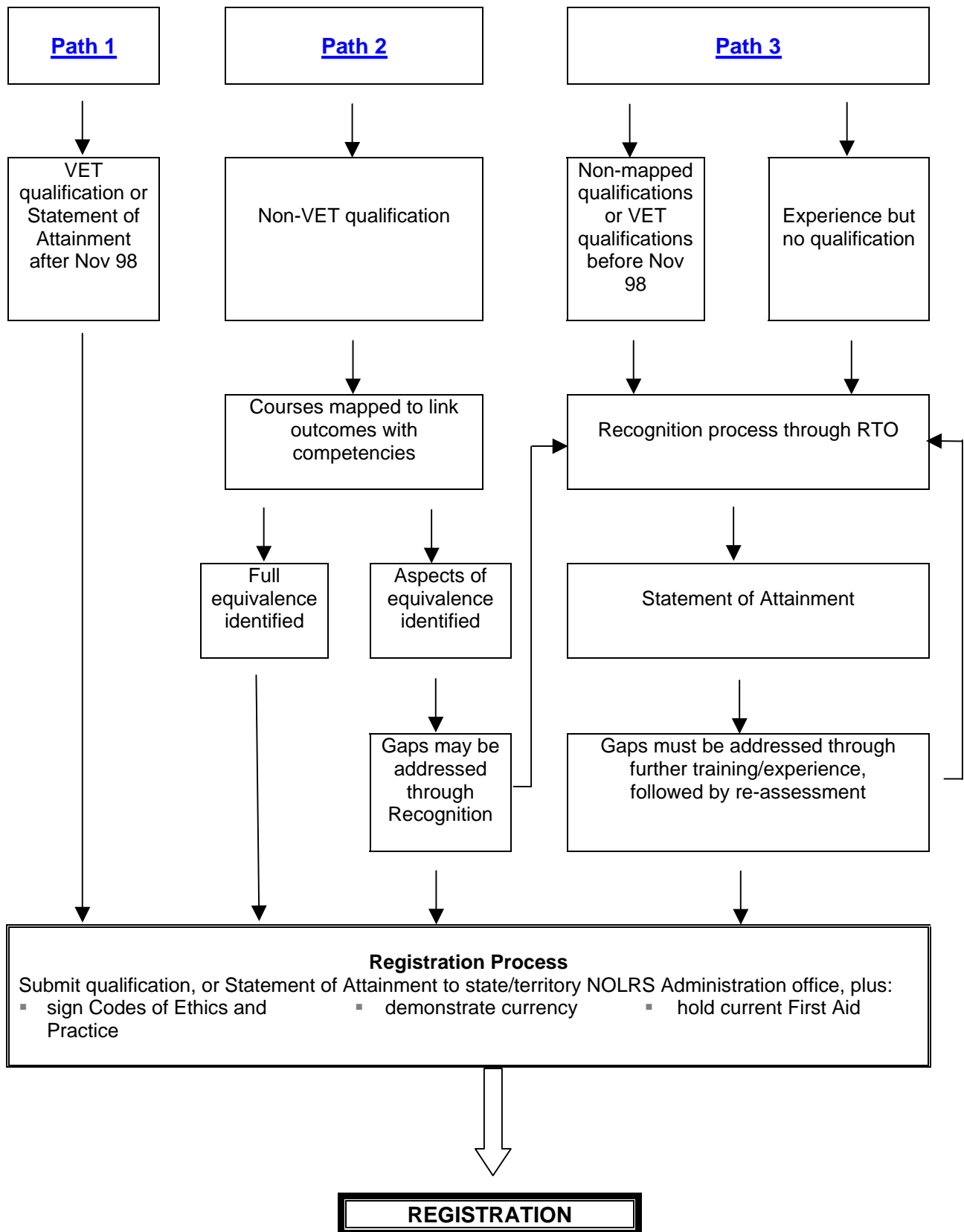
In all cases, once you can show that you have achieved the necessary competencies via one of the pathways described above, it will be necessary to demonstrate currency in the activity area of registration, have a current first aid certificate, sign the NOLRS Codes of Ethics and Practice and pay the appropriate fees. (All of these aspects of registration are dealt with later in this document).

Following are some descriptions and case studies that explain each of the three pathways.

² **What is the significance of November 1998?** The first version of the competencies on which NOLRS is based were finalised in November 1998, as part of the National Outdoor Recreation Industry Training Package (SRO99). Courses written and training completed prior to that date may not achieve the competency as defined in the National Outdoor Recreation Industry Training Package. The Training Package has been reviewed and revised and the units of competency within the National Outdoor Recreation Industry Training Package (SRO03) now form the benchmark for NOLRS.

³ **Mapping templates have been developed** to assist non-VET training providers to determine to what extent their training outcomes match the units of competency. Information sheets detailing minimum training and assessment requirements which non VET training organisations must meet are available from the state/territory Administration office and/or their websites.

Figure 2: Pathways to Registration



Pathway 1

Individuals who have completed a VET (Vocational Education and Training) course in Outdoor Recreation, Education or Tourism after November 1998 may be eligible for automatic registration. This will depend on whether the competencies comprising the minimum clusters necessary for registration were successfully completed in the course. VET courses are those that are based on achievement of competencies and are offered by Registered Training Organisations (RTO's), including TAFE's and private RTO's.

The competencies which form the benchmark for NOLRS are from the National Outdoor Recreation Training Package (SRO03). Some individuals will have completed a VET course which was based on a previous version of the Training Package (SRO99). As a consequence, graduates may have a Statement of Attainment or qualification which lists units of competency with different codes or titles. Many of these are equivalent to the competencies upon which NOLRS is based and competency in these "old" units is therefore accepted for registration purposes where equivalence has been identified. Further details of equivalence between units of competency are contained within the "Activity Clusters for Registration" document.

Case Study 1

In 2000, Jon completed a Certificate IV in Outdoor Recreation through the Southbank Institute of TAFE. The electives he chose were single pitch abseiling and cross country skiing. As part of the TAFE's requirements, it was necessary for Jon to hold a current first aid certificate. During his studies, Jon was also employed on a part time basis as an abseiling instructor for a local business providing outdoor adventures.

Jon now wishes to gain registration as a single pitch abseiling instructor.

As Jon's training has been through a RTO, the competencies in his course have already been identified. The competencies covered by the TAFE course include all of the competencies required for registration. Jon is also able to demonstrate that he has current experience in the abseiling 'industry'. In order for Jon to gain registration, he will need to submit his Certificate IV (identifying the competencies covered), a letter from his employer (indicating currency in the field), his log book, first aid certificate, sign the NOLRS Code of Ethics and Practice and pay the required registration fee.

Pathway 2

Individuals who have completed a non-VET training process (eg, through universities, community organisations, or "in-house"), may be eligible for registration. Non-VET training organisations have been asked to map their course outcomes to the competencies within the clusters required for registration. For quality assurance purposes, the training organisations must meet specific criteria with respect to their training and assessment processes (as do RTOs within the VET system). If the course outcomes are mapped as equivalent to the competencies within the clusters required for registration, graduates of the mapped courses need only present their qualifications or certificates, along with evidence of currency, to apply for registration. As more training organisations map their courses in the future, and increasing number of graduates will be able to register via this pathway. NOLRS

Administration offices will provide information on mapped courses that have been approved for equivalence or partial equivalence⁴.

If a student's course does not cover all of the competencies required for registration (ie, only partial equivalence is mapped against the clusters required for registration), they may need to go through a Recognition process (refer Pathway 3), or they may need to complete further training.

Case Study 2

Susan completed a Bachelor of Education (Secondary) at Griffith University in 1993, and went back in 1997 to study a Master of Arts (Outdoor Education) (MAOE). The Masters she studied part-time and completed in November 1998. Susan went on to work for the Maroon Outdoor Education Centre. There her roles included planning, conducting and evaluating outdoor education programs. Recently she has developed a strong interest in the development and management of the challenge ropes course, getting involved in maintenance and creating innovative high ropes activities for 'youth at risk' groups.

Susan wishes to become registered as a challenge ropes course supervisor.

Griffith University had undertaken to map some of their courses against the units of competency required within the NOLRS to assist their students to easily achieve registration. Griffith University has a well-documented training and assessment procedure, which made the mapping of the MAOE a lot easier and they easily met the quality assurance requirements specified by NOLRS. All NOLRS Administration offices had been informed of the equivalence of Susan's course (and her electives) to the clusters of competency required for registration.

Susan didn't choose challenge ropes course as an elective and the course mapping showed that her MAOE covered all of the required units of competency apart from the challenge ropes course specific units. By studying the requirements for those units of competency, she was able to approach The Outlook (a Registered Training Organisation) and successfully gain Recognition for the remaining units. (For further details on Recognition, refer Pathway 3)

Susan was then able to gain registration by submitting a certified copy of her Masters of Arts (Outdoor Education) from Griffith University, a Statement of Attainment (from The Outlook), a letter from her current employer (indicating currency in the field), and a current first aid certificate, and subsequently signing the NOLRS Code of Ethics and Practice and paying her registration fee.

Pathway 3

A number of individuals will need to go through a Recognition process to achieve registration. This include individuals who have:

- completed VET training prior to November 1998; or
- completed other training which has not been mapped; or
- not had any formal training and assessment.

⁴ Applicants who have completed a version of a course prior to the course that has been mapped, **AND** the outcomes of their course differ to the mapped course, will not be eligible for registration via this pathway.

Recognition is the process where you can gain match your current skills and knowledge to competencies. These skills and knowledge can come from a wide range of sources including previous studies, working experience, life experience, etc. The broad term Recognition is now used as the preferred alternative to *Recognition of Prior Learning (RPL)*, term *Recognition of Current Competence (RCC)* and Skills Recognition.

Individuals seeking Recognition as a pathway to registration will have to provide evidence that their existing experience and/or qualifications are equivalent to or greater than the competency requirements for registration. Evidence can be anything that demonstrates that the person has sufficient skills and knowledge. The portfolio of evidence can be compiled in any manner but Recognition Tools have been developed to assist outdoor leaders to document their evidence in a manner that can easily be reviewed by an assessor. These Recognition Tools also have more detail and suggestions about what sort of evidence to submit. Contact your state/territory NOLRS Administration office to gain access to these Recognition Tools.

In a normal Recognition process, an individual would send his/her evidence to an assessor within a Registered Training Organisation (RTO) who would then make a decision. One-on-one Recognition has proved to be expensive for applicants. To reduce Recognition costs, most states and territories (in conjunction with an RTO) will also be conducting peer assessment workshops, in which applicants will be placed in small groups with others seeking Recognition. Each group will then be asked to assess other people's evidence against the same units of competency that they are applying for. A number of assessors will oversee the process. Contact your state/territory NOLRS Administration office to find out when and where peer assessment workshops are being conducted. Alternatively you may still contact an RTO that offers outdoor recreation and complete their Recognition process individually to gain a Statement of Attainment. As Recognition will need to be through a RTO and it is additional to the NOLRS process, additional costs will be incurred and will depend on the RTO's policies.

If a person doesn't have enough evidence they may have to go through further training and/or assessment to determine their competency.

Case Study 3

Bert is a bushwalking guide. He has been leading bushwalks for reliant clients throughout Australia and overseas for the last 35 years. Bert has had no formal training other than the Remote Area First Aid course he attended last year. Bert realises that there is a growing demand for credibility and thinks registration would be a good thing.

Bert wishes to become a registered bushwalking guide.

Bert looked into a number of bushwalking training courses and decided that he wouldn't get anything useful out of them. Instead he asked his state NOLRS Administration office for details of the next peer assessment workshop. He was sent the Recognition Tools relevant to the units of competency required for a Bushwalking Guide (Unmodified Landscapes) and some additional information about how to complete the Recognition Tools. The Recognition Tools identified, amongst other things, various types of evidence he needed to collect and present to support his application. Six week later he joined a group of other bushwalkers, all of whom were seeking Recognition, at a day long workshop. Not only did he have a great day looking at the evidence from other people at the workshop, he also heard about some additional areas to go walking!. As a result of the review of his evidence by his peers at the workshop, Bert was deemed "competent" in all the units of competency and was

subsequently sent a Statement of Attainment from Tropical North Qld Institute of TAFE, the RTO which supervised the peer assessment workshop.

Bert was then able to gain registration as a bushwalking guide by presenting his Statement of Attainment (which covered all of the required units) and first aid certificate, signing the NOLRS code of ethics/practice and paying the registration fee.

CODE OF ETHICS AND CODE OF PRACTICE

In order to present a comprehensive set of guidelines, NOLRS has developed both a Code of Ethics **and** a Code of Practice. The Code of Ethics is designed to provide fundamental guidance and may be widely interpreted. The *spirit* of these ethics should permeate the conduct of a NOLRS outdoor leader. The Code of Practice is designed to provide more specific guidelines regarding acceptable standards of professional practice. These practices focus on essential matters and should be used as a minimum standard of practice. All persons registered through NOLRS are encouraged to strive to achieve a level of professionalism in excess of such minimum requirements. These Codes cover the following seven areas:

- Competence
- Integrity
- Responsibility
- Respect
- Concern
- Recognition
- Objectivity

Registration through NOLRS requires compliance with both the Code of Ethics and the Code of Practice.

CODE OF ETHICS

- ✓ Respect the fundamental rights, dignity and worth of every human being.
- ✓ Interact with both clients and peers with honesty, fairness and respect
- ✓ Treat each client as an individual and be sensitive to their needs and well-being, assisting each individual to reach their full potential.
- ✓ Use honesty and integrity to underlie decisions and actions.
- ✓ Be aware of responsibilities and ensure that you possess an adequate basis for professional judgments.
- ✓ Provide services within the boundaries of your education, training, supervision, experience and practice.
- ✓ Provide the safest possible environment, both physical and psychological, for your clients.
- ✓ Conduct experiences in a manner that results in minimal environmental impact.
- ✓ Seek continual improvement through performance appraisal and ongoing education.
- ✓ Be committed to the provision of quality customer service to your clients.
- ✓ Be a positive role model for your clients and peers/work colleagues.
- ✓ Be aware of how your personal belief system, values, needs and limitations affect clients.
- ✓ Be sensitive to cultural and individual differences, including those due to age, race, gender, ethnicity, national origin, religion, sexual orientation, disability and socio-economic status.
- ✓ Encourage the development of standards and policies that serve the clients' interests as well as those of the public.

CODE OF PRACTICE

- ✓ Avoid false, misleading or deceptive statements when describing or reporting qualifications, experience, services, products or fees.
- ✓ Participate in ongoing professional efforts to maintain your knowledge, practice and skills.
- ✓ Promote and conduct activities within your level of competence and take reasonable steps to ensure the competence of your work.
- ✓ Do not exploit or mislead clients or other leaders during and after professional relationships.
- ✓ Respect clients' rights to privacy, confidentiality and self-determination within the limits of the law.
- ✓ Act in a professional manner when dealing with staff, clients and peers, displaying high standards of language, manner, preparation and presentation.
- ✓ Avoid all forms of harassment and/or discrimination.
- ✓ Provide clients with appropriate information about the nature of services and their rights, risks and responsibilities
- ✓ Provide activities, which are planned and appropriate to the ability and needs of the client.
- ✓ Respect clients' rights to refuse consent to services and activities
- ✓ Identify and follow relevant "duty of care" responsibilities.
- ✓ Store and utilise equipment according to manufacturers specifications/ organisational procedures.
- ✓ Abide by all applicable state and federal legislation and local government regulations.
- ✓ Abide by specific land management or activity specific rules or codes of ethics/conduct/practice where they exist.
- ✓ Abide by any contractual or permit requirements of resource managers (eg, facility owners, land management agencies, marine authorities).
- ✓ Brief clients and staff about safety and emergency procedures.
- ✓ Abide by relevant documented risk management procedures.

All individuals seeking registration are required to sign the following statement attached to the Code of Ethics and Code of Practice:

"I, have read the National Outdoor Leader Registration Scheme's Codes of Ethics and Practice, and do hereby agree to abide by the ethics and practices as outlined above. I acknowledge that failure to do so may result in the immediate suspension or cancellation of my registration with the National Outdoor Leader Registration Scheme."

The Codes are also detailed on a Certificate provided to registered leaders, which states that registration is conditional on compliance with the Codes.

CURRENCY REQUIREMENTS

One of the main advantages of registration is that it has the capacity to ensure currency. No one will be registered unless they meet minimum “currency” requirements. Similarly, re-registration will be required every three years and criteria have been established to ensure that currency is maintained during the registration period.

For initial registration in any activity area, the applicant must produce evidence showing currency in the activity(ies) in which they are seeking registration. In most cases this may be in the form of a logbook or a letter from an organisation outlining your current involvement in an activity.

To demonstrate currency, you will need to provide evidence that within the last 12 months you have:

- lead (guided or instructed) the activity for which you are seeking registration;
- personally participated in the activity for which you are seeking registration;
- been involved in the response to an emergency, or participated in emergency response training relevant to the activity for which you are seeking registration.

In addition to the above requirements, you will need to provide evidence that within the last 3 years you have:

- participated in some form of professional development relevant to the activity for which you are seeking registration. This can be anything that brings your skills and knowledge up-to-date with current best practice/standard operating procedures (eg, attending workshops or seminars, conducting research, being an active member of a professional body).

WHAT DO I GET WHEN I BECOME REGISTERED?

Each registered leader, as part of their registration, will receive:

- Personal membership card with details of all areas of registration
- 3 newsletters per year, focused on issues relevant to outdoor leaders
- Logbook to assist with re-registration requirements
- Certificate

The Outdoor Council of Australia also hopes to develop, as the NOLRS scheme expands, a number of other benefits including product / workshop discounts.

HOW MUCH DOES IT COST?

Opening Specials!

Prices effective 1st July 2003 until 31st December 2003. All costs are inclusive of GST

MEMBERS

The following fee schedule applies to individuals who are members of the state Outdoor Education/Outdoor Recreation peak body, or who are members of an organisation which is a member:

Initial Registration
\$120.00

Subsequent Registration – Additional Activity/ies
\$77.00

NON MEMBERS

The NOLRS fee for individuals who are not members of the state Outdoor Education/Outdoor Recreation peak body, or who are not members of an organisation which is a member will be established by each state/territory NOLRS Administration office.

REPLACEMENT CARDS

Replacement of lost card \$8

RE-REGISTRATION

Costs yet to be determined

The registration fee structure will be regularly reviewed by OCA and its state/territory Administration offices and OCA reserve the right to alter at any time the fee structure associated with the scheme. When this occurs a new version of the Application Form will be supplied indicating an "effective date".

WHAT DO I DO NEXT?

For each area that you wish to become registered in, you will need to follow these steps:

STEP 1

Read through the “Activity Clusters for Registration” document and select the activity area(s) and level(s) which best suit your skills and knowledge.

STEP 2

(a) If you are able to follow pathway 1 to Registration (see [Pathways to Registration](#)), go to Step 4. Please ensure that your qualification / Statement of Attainment identifies all of the units of competency listed in the area(s) of registration that you have chosen. (Refer to the “Notes to Pathway 1” section overleaf for important information).

(b) If you would like to follow pathway 2, contact your state/territory NOLRS Administration office to determine whether the course that you have completed has been mapped against the registration requirements. If it has not, go to step 3. If it has been mapped as equivalent, go to Step 4. If only partial equivalence can be demonstrated, refer to Step 3 for those areas not covered by your current certification.

STEP 3

If you feel you have enough experience but are not able to provide certification, then you may be able to gain registration by going through a Recognition process. You have two options:

- (a) contact your state/territory NOLRS Administration office to access the Recognition Tools and obtain details about the peer assessment workshops; or
- (b) contact a Registered Training Organisation which has outdoor recreation within its scope and enquire about their Recognition process (Details of RTOs and their scope can be found at www.ntis.gov.au)

Complete your portfolio of evidence and once a Statement of Attainment (issued at the successful completion of a Recognition process) has been attained for all of the required units of competence for the area of registration, go to Step 4.

STEP 4 Apply for NOLRS registration

- Access the Application Form from your state/territory NOLRS Administration office (or website) and complete (refer [APPENDIX 3: EXAMPLE APPLICATION FORM](#)). Don't forget to sign the attached NOLRS Code of Ethics and Code of Practice
- Attach copies of your Qualification/certification (pathway 2) or Statement of Attainment (Pathways 1 and 3). Ensure that all documents identify the units you have gained competence in and/or the electives you have taken (Academic Records are useful).
- Attach evidence to demonstrate currency in the activity(ies) that you are wishing to gain registration in. (eg logbooks, testimonial, etc)
- Attach a copy of your current first aid certificate
- Enclose payment (according to fees as outlined in the Application Form)

Note: all attached documentation must be certified as original and authentic by a Justice of the Peace or a Commissioner of Declarations.

Notes to Pathway 1

If you have a qualification / Statement of Attainments from the “old” Training Package (SRO99) there are a number of issues to be aware of:

(a) New Units:

There will be some units of competency that have been written for the new Training Package that do not correspond to any equivalent units in the previous Training Package. This means that you will not "automatically" be eligible to enter the NOLRS with a qualification or Statement of Attainment from the previous Training Package if these new units are included in the registration level in the activity/ies that you are seeking. These units include:

SROODR006A *Manage risk in an outdoor activity*

SROCRO005A *Manage a low ropes course*

SROCRO006A *Manage a high ropes course*

In the case of the above units, you will either have to undertake some recognition process or be assessed by a training organisation that has the units in their scope.

The unit SROBVG004A *Demonstrate river crossing skills* is a new unit which was previously included as part of the underpinning skills and knowledge in SROBWK002A *Demonstrate bushwalking skills in difficult or trackless areas* (SRO99 Training Package). If you have been deemed competent in SROBWK002A, then you meet the competency requirements of SROBVG004A.

(b) Units which are now contextualised

A major change from the SRO99 Training Package to the SRO03 Training Package was the development of “contextualised” units of competency. For example, SRO ORE 007A *Guide groups in a broad range of outdoor recreation situations and circumstances* has been replaced by SROBVG009A *Guide bushwalks in difficult and trackless areas*; SROABA005A *Guide abseiling on artificial surfaces (Single Pitch)*; SROCLA008A *Guide climbing activities on artificial surfaces*; etc.

Therefore, it is vitally important that you provide additional information when submitting the NOLRS Application Form to demonstrate that you have been assessed and / or have experience in the context for which you are seeking registration. For example, if you have a Statement of Attainment including the unit SRO ORE 007A and are seeking registration as a Bushwalking Guide - Difficult & Trackless and a Single Pitch Abseiling Guide - Artificial Surfaces then you **MUST** have evidence (log book, employment history) that you meet the requirements of the new units SROBVG009A *Guide bushwalks in difficult and trackless areas* and SROABA005A *Guide abseiling on artificial surfaces (Single Pitch)* and have guided activities in these contexts.

Similarly, the SRO99 Training Package contained a range of generic Roping units which have now been replaced by context-specific units. You **MUST** provide evidence that you have been assessed or can apply the generic roping competencies in the context for which you are seeking registration. Once again, a log book or employer testimonial or other evidence will suffice.

CURRENCY REQUIREMENTS

Any qualifications or Statements of Attainment that have not been issued within the last 12 months must be accompanied by additional evidence to demonstrate currency. This evidence may take the form of logbook, testimonial from employer or some other method. The purpose of this evidence is to demonstrate that the leader has been "active" in the area in which they are seeking registration. As a guide to what would be considered adequate activity (as a minimum), use the re-registration requirements for the specific activity and registration level.

OTHER RELEVANT INFORMATION

COMPLAINTS, APPEALS AND SUSPENSIONS

Full details of the Complaints, Appeals and Suspension processes are available from the state/territory Administration office. However, in summary:

Complaints

Any written complaint against a NOLRS registered leader received by a state NOLRS Administration office will be handled according to the rules of natural justice which can be stated as:

the person accused will receive notice of, and know the nature of, the accusation made against him or her;

the person accused will be given the opportunity to state his or her case;

the Registration Panel hearing the case will act in good faith and without bias.

Suspensions

The NOLRS is in place to recognise people in the outdoors community who are committed to providing safe, quality experiences to their clients. NOLRS reserves the right to suspend an individual's registration when it is discovered that these guidelines are not adhered to.

The NOLRS Code of Ethics and Code of Practice would be of limited value without some means of ensuring that the standards are upheld. It is therefore important that leaders are aware of the consequences if they breach them.

Any registered leader may have this registration suspended when

- they fail to complete the re-registration process;
- there is a proven breach of any part of the Codes of Ethics or Practice;
- substantiated complaints are received by NOLRS;
- they are found to be negligent in a court of law in a case relating to their area of registration with NOLRS;
- the outcome of an external audit indicates that the person is not complying with the registration requirements;
- the original registration was obtained on the basis of false or misleading information to disclose particular information.

Appeals

If a leader is not happy with the complaint handling or suspension process or result and thinks that they have been unfairly dealt with then they have the right to appeal the decision. A formal appeal should be lodged to NOLRS within 14 days of receiving the final result of the process.

RE-REGISTRATION

Re-registration will be required every three years from the initial registration date (or subsequent re-registration date) and requires the individual leader to attain minimum criteria to demonstrate currency of their knowledge and skills. Only individuals who have current skills and qualifications relevant to the outdoor industry can maintain registration with NOLRS. Different activities and levels within each activity have different minimum requirements in the following areas:

- Current first aid qualifications

- Personal skills in the particular activity
- Instructing/guiding/leading sessions in the particular activity
- Emergency response
- Personal development

Details of re-registration requirements for each registration activity and level are available from the state/territory Administration office (or their website). NOLRS will notify leaders whose registration is due to expire at least 3 months prior to the expiry date. There will be a fee for re-registration which is yet to be determined by OCA.

OCA reserves the right to modify the re-registration requirements based on feedback from the outdoor recreation and education community, changing industry trends and any other relevant circumstances. Registered leaders will be provided with notification of any changes and adequate time to meet the changed requirements prior to re-registration.

For registered leaders who, for some extenuating circumstances⁵, are not able to meet the re-registration requirements over the three-year period there would be the option of utilising a “workplace assessor”. This assessor will be ratified by NOLRS and will go to a leader’s “workplace” and observe them whilst they conduct activity sessions in which they are seeking re-registration. There may be additional expenses incurred using this method and it is the responsibility of the individual leader to negotiate a fee with the assessor.

⁵ Types of circumstances that may warrant use of this method could be prolonged period of illness or injury, pregnancy, overseas, “time out” from the industry” due to some valid reason.

APPENDIX 1: GLOSSARY OF TERMS

Accreditation	Recognition that a program or organisation has met certain predetermined standards of operation
Assessor	Someone with the competencies BSZ401A, BSZ402A and BSZ403A, (that is plan, conduct and evaluate assessment) and is competent in the activity being assessed
Client	A person who is internal or external to an organisation; includes participants in activities and work colleagues
Competency	The minimum industry agreed standard of skills and knowledge necessary for a specific activity being conducted at a specific level
Evidence (of currency/competency)	Anything that will demonstrate your level of experience and can be verified. May include; log books, testimonials, products, demonstrations, oral/written presentations, work history, certificates
Guide	Takes you on the experience but only imparts sufficient knowledge for the participant to be able to undertake the activity under direct supervision. Can work in a “controlled” site specific environment or remote areas
Instructor	Imparts knowledge and skills to enable the participants to independently participate in the activity. Can work in a “controlled” site specific environment or remote areas
Leader	Generic term for someone leading activities in the outdoors; can be a guide or instructor, can be paid or voluntary
Mapping	The process where training outcomes of a course or process are matched with units of competency
NOLRS	National Outdoor Leader Registration Scheme
NORLD	National Outdoor Recreation Leadership Development project
NORTP	National Outdoor Recreation Training Package
ORCA	Outdoor Recreation Council of Australia
OCA	Outdoor Council of Australia
Professional	Of a standard equal to or greater than that presented by industry; not necessarily of a commercial nature; “extremely competent in a job”(The Collins Australian Pocket Dictionary, 1989)
Professionalism	Acting in a professional manner
RCC	Recognition of Current Competence (See Recognition)
Recognition	Covers Recognition of Prior Learning (RPL), Recognition of Current Competence (RCC) and Skills Recognition. All terms refer to Recognition of competencies currently held, regardless of how, when, or where the learning occurred
Registration	Recognition that an individual has met certain predetermined standards of operation
Reliant client	A client who is less skilled than the leader, within the context of the activity being led, and who seeks to and/or needs to be under the care of the leader
RPL	Recognition of Prior Learning (See Recognition)
RTO	Registered Training Organisation
Statement of Equivalence	A statement that may be issued at the completion of a non-VET training process identifying equivalence between the training outcomes and specific units of competency
TAFE	Technical and Advanced Further Education; utilizes principles of VET
Unit of Competency	A specific skill or area of knowledge
VET	Vocational Education and Training; a process focussed on imparting skills and knowledge for the purpose of gaining or improving one’s occupation; based on units of competency

APPENDIX 2: COMPETENCIES REQUIRED FOR REGISTRATION

Unit Code	Unit Title	Abseil Artificial			Abseil Natural			Bushwalk Guide			Challenge Ropes Course				Climbing Artificial						
		SINGLE PITCH ABSEILING GUIDE	SINGLE PITCH ABSEILING INSTRUCTOR	MULTI PITCH ABSEILING INSTRUCTOR	SINGLE PITCH ABSEILING GUIDE	SINGLE PITCH ABSEILING INSTRUCTOR	MULTI PITCH ABSEILING GUIDE	MULTI PITCH ABSEILING INSTRUCTOR	TRACKED OR EASY UNTRACKED	DIFFICULT AND TRACKLESS	UNMODIFIED LANDSCAPES	LOW ROPES - CONDUCTOR	HIGH ROPES - CONDUCTOR	LOW ROPES - SUPERVISOR	HIGH ROPES - SUPERVISOR	LOW ROPES - MANAGER	HIGH ROPES - MANAGER	RESTRICTED GUIDE	CLIMBING GUIDE	SINGLE PITCH CLIMBING INSTRUCTOR	MULTI PITCH CLIMBING INSTRUCTOR
Leadership & Management skills																					
BSZ404A	Train small groups		✓	✓		✓	✓		✓	✓		✓	✓		✓	✓		✓	✓		✓
SRXEMR001A	Respond to emergency situations	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
SRXEMR002A	Coordinate emergency response			✓		✓	✓		✓	✓		✓	✓		✓	✓		✓	✓		✓
SRXFAD001A	Provide first aid	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
SRXGRO001A	Facilitate a group	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
SRXGRO002A	Deal with conflict	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
SRXGRO003A	Provide leadership to groups			✓		✓	✓		✓	✓		✓	✓		✓	✓		✓	✓		✓
SRXINU002A	Apply sport and recreation law	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
SRXOHS001B	Follow defined Occupational Health and Safety policy and procedures	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
SRXOHS002B	Implement and monitor the organisation's Occupational Health and Safety policies, procedures and programs			✓		✓	✓		✓	✓		✓	✓		✓	✓		✓	✓		✓
SRXRIK001A	Undertake risk analysis of activities	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Unit Code	Unit Title	Abseil Artificial			Abseil Natural				Bushwalk Guide			Challenge Ropes Course				Climbing Artificial					
		SINGLE PITCH ABSEILING GUIDE	SINGLE PITCH ABSEILING INSTRUCTOR	MULTI PITCH ABSEILING INSTRUCTOR	SINGLE PITCH ABSEILING GUIDE	SINGLE PITCH ABSEILING INSTRUCTOR	MULTI PITCH ABSEILING GUIDE	MULTI PITCH ABSEILING INSTRUCTOR	TRACKED OR EASY UNTRACKED	DIFFICULT AND TRACKLESS	UNMODIFIED LANDSCAPES	LOW ROPES - CONDUCTOR	HIGH ROPES - CONDUCTOR	LOW ROPES - SUPERVISOR	HIGH ROPES - SUPERVISOR	LOW ROPES - MANAGER	HIGH ROPES - MANAGER	RESTRICTED GUIDE	CLIMBING GUIDE	SINGLE PITCH CLIMBING INSTRUCTOR	MULTI PITCH CLIMBING INSTRUCTOR
Outdoor recreation and activity specific skills																					
PUAOPE002A	Operate communications systems and equipment								✓	✓	✓										
SROABA002A	Apply single pitch abseiling skills on artificial surfaces	✓	✓	✓																	
SROABA003A	Establish ropes for abseiling on artificial surfaces	✓	✓	✓																	
SROABA004A	Establish ropes for multi pitch abseiling on artificial surfaces			✓																	
SROABA005A	Guide abseiling on artificial surfaces (single pitch)	✓	✓	✓																	
SROABA006A	Instruct abseiling on artificial surfaces (single pitch)		✓	✓																	
SROABA007A	Instruct abseiling on artificial surfaces (multi pitch)			✓																	
SROABL001B	Take an assistant leadership role in the facilitation of adventure-based learning activities										✓	✓	✓	✓	✓	✓					
SROABL002B	Facilitate adventure-based learning activities												✓	✓	✓	✓					
SROABN003A	Apply single pitch abseiling skills on natural surfaces				✓	✓	✓	✓													

Unit Code	Unit Title	Abseil Artificial			Abseil Natural			Bushwalk Guide			Challenge Ropes Course			Climbing Artificial							
		SINGLE PITCH ABSEILING GUIDE	SINGLE PITCH ABSEILING INSTRUCTOR	MULTI PITCH ABSEILING INSTRUCTOR	SINGLE PITCH ABSEILING GUIDE	SINGLE PITCH ABSEILING INSTRUCTOR	MULTI PITCH ABSEILING GUIDE	MULTI PITCH ABSEILING INSTRUCTOR	TRACKED OR EASY UNTRACKED	DIFFICULT AND TRACKLESS	UNMODIFIED LANDSCAPES	LOW ROPES - CONDUCTOR	HIGH ROPES - CONDUCTOR	LOW ROPES - SUPERVISOR	HIGH ROPES - SUPERVISOR	LOW ROPES - MANAGER	HIGH ROPES - MANAGER	RESTRICTED GUIDE	CLIMBING GUIDE	SINGLE PITCH CLIMBING INSTRUCTOR	MULTI PITCH CLIMBING INSTRUCTOR
SROABN004A	Establish ropes for single pitch abseiling on natural surfaces				✓	✓															
SROABN005A	Apply multi pitch abseiling skills on natural surfaces						✓	✓													
SROABN006A	Establish ropes for multi pitch abseiling on natural surfaces						✓	✓													
SROABN007A	Guide abseiling on natural surfaces (single pitch)				✓	✓	✓	✓													
SROABN008A	Instruct abseiling on natural surfaces (single pitch)					✓	✓	✓													
SROABN009A	Guide abseiling on natural surfaces (multi pitch)						✓	✓													
SROABN010A	Instruct abseiling on natural surfaces (multi pitch)							✓													
SROBVG002A	Demonstrate bushwalking skills in difficult and trackless areas							✓	✓	✓											
SROBVG003A	Demonstrate bushwalking skills in unmodified landscapes								✓	✓											
SROBVG004A	Demonstrate river crossing skills								✓	✓											
SROBVG008A	Guide bushwalks in tracked or easy untracked areas							✓	✓	✓											
SROBVG009A	Guide bushwalks in difficult and trackless areas								✓	✓											

Unit Code	Unit Title	Abseil Artificial			Abseil Natural			Bushwalk Guide			Challenge Ropes Course			Climbing Artificial								
		SINGLE PITCH ABSEILING GUIDE	SINGLE PITCH ABSEILING INSTRUCTOR	MULTI PITCH ABSEILING INSTRUCTOR	SINGLE PITCH ABSEILING GUIDE	SINGLE PITCH ABSEILING INSTRUCTOR	MULTI PITCH ABSEILING GUIDE	MULTI PITCH ABSEILING INSTRUCTOR	TRACKED OR EASY UNTRACKED	DIFFICULT AND TRACKLESS	UNMODIFIED LANDSCAPES	LOW ROPES - CONDUCTOR	HIGH ROPES - CONDUCTOR	LOW ROPES - SUPERVISOR	HIGH ROPES - SUPERVISOR	LOW ROPES - MANAGER	HIGH ROPES - MANAGER	RESTRICTED GUIDE	CLIMBING GUIDE	SINGLE PITCH CLIMBING INSTRUCTOR	MULTI PITCH CLIMBING INSTRUCTOR	
SROBWG010A	Guide bushwalks in unmodified landscapes																					
SROCLA002A	Apply climbing skills on artificial surfaces																✓	✓	✓	✓		
SROCLA003A	Establish belays for climbing on artificial surfaces																✓	✓	✓	✓		
SROCLA004A	Apply lead climbing skills on artificial surfaces																		✓	✓	✓	
SROCLA005A	Apply multi pitch abseiling skills on artificial surfaces																				✓	
SROCLA006A	Establish belays for multi pitch climbing on artificial surfaces																				✓	
SROCLA008A	Guide climbing activities on artificial surfaces																✓	✓	✓	✓		
SROCLA009A	Instruct climbing skills on artificial surfaces(single pitch)																		✓	✓		
SROCLA010A	Instruct climbing skills on artificial surfaces(multi pitch)																				✓	
SROCRP001A	Conduct a low ropes session											✓										
SROCRP002A	Conduct a high ropes session											✓										
SROCRP003A	Supervise a low ropes session												✓									
SROCRP004A	Supervise a high ropes session													✓								
SROCRP005A	Manage a low ropes course														✓							
SROCRP006A	Manage a high ropes course															✓						
SRONAV002B	Navigate in difficult and trackless areas								✓	✓	✓											

Unit Code	Unit Title	Abseil Artificial			Abseil Natural			Bushwalk Guide			Challenge Ropes Course			Climbing Artificial							
		SINGLE PITCH ABSEILING GUIDE	SINGLE PITCH ABSEILING INSTRUCTOR	MULTI PITCH ABSEILING INSTRUCTOR	SINGLE PITCH ABSEILING GUIDE	SINGLE PITCH ABSEILING INSTRUCTOR	MULTI PITCH ABSEILING GUIDE	MULTI PITCH ABSEILING INSTRUCTOR	TRACKED OR EASY UNTRACKED	DIFFICULT AND TRACKLESS	UNMODIFIED LANDSCAPES	LOW ROPES - CONDUCTOR	HIGH ROPES - CONDUCTOR	LOW ROPES - SUPERVISOR	HIGH ROPES - SUPERVISOR	LOW ROPES - MANAGER	HIGH ROPES - MANAGER	RESTRICTED GUIDE	CLIMBING GUIDE	SINGLE PITCH CLIMBING INSTRUCTOR	MULTI PITCH CLIMBING INSTRUCTOR
SRONAV003B	Navigate in unmodified landscapes in extreme environmental conditions								✓	✓	✓										
SROODR002A	Plan outdoor recreation activities	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
SROODR003A	Plan outdoor recreation activities (advanced)			✓			✓		✓	✓			✓	✓	✓	✓	✓	✓	✓	✓	✓
SROODR005A	Guide outdoor recreation sessions	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
SROODR006A	Manage risk in an outdoor activity			✓			✓		✓	✓			✓	✓	✓	✓	✓	✓	✓	✓	✓
SROOPS002B	Plan for minimal environmental impact	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
SROOPS003B	Apply weather information				✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
SROOPS004B	Interpret weather conditions in the field							✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
SROOPS006B	Use and maintain a temporary or overnight site							✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
SROVTR001A	Perform vertical rescues	✓	✓	✓	✓	✓	✓										✓	✓	✓	✓	✓
SROVTR002A	Perform complex vertical rescues			✓			✓														✓



APPENDIX 3: EXAMPLE APPLICATION FORM

Application for Registration As a National Outdoor Leader

CONTACT DETAILS			
Last Name:	<input style="width: 95%;" type="text"/>	First Name:	<input style="width: 95%;" type="text"/>
		Preferred Name:	<input style="width: 95%;" type="text"/>
Address:	<input style="width: 100%;" type="text"/>		
	E-mail: <input style="width: 95%;" type="text"/>		
Town/suburb:	<input style="width: 25%;" type="text"/>	State:	<input style="width: 25%;" type="text"/>
		P'code:	<input style="width: 25%;" type="text"/>
Phone (w):	<input style="width: 25%;" type="text"/>	(h):	<input style="width: 25%;" type="text"/>
		(m):	<input style="width: 25%;" type="text"/>
REGISTRATION DETAILS			
Number of registration areas applied for:		<input style="width: 40px; height: 20px;" type="text"/>	I am already registered with NOLRS YES / NO
Please mark in the following boxes (G)uide and/or (I)nstructor or (R)estricted Guide according to the registration area(s) being applied for;			
<u>Abseiling(Natural)</u>	<u>Artificial Surface</u>	<u>Bushwalking</u>	<u>Challenge Ropes</u> (supervise - S , conduct - C , manage - M)
Single-pitch	Abseiling (single-pitch)	Tracked/easy untracked	Low
	Abseiling (multi-pitch)		
Multi-pitch	Climbing (single-pitch)	Difficult and trackless	High
	Climbing (multi-pitch)	Unmodified	
Preferred method of correspondence:		electronic <input style="width: 40px; height: 20px;" type="checkbox"/>	hard copy <input style="width: 40px; height: 20px;" type="checkbox"/>
REGISTRATION FEES			
Please nominate the amount payable based on the Registration Fee Schedule below. All fees are GST inclusive. Quoted prices are valid only for registration applications submitted by 31 st December 2004			
	Initial registration	Subsequent registrations	
QORF/OEAQ members (or members of state associations which are QORF/OEAQ members)	\$132.00	\$77.00	
Non members	\$220.00	\$85.00	
I enclose a cheque/money order for \$ _____ made payable to QUEENSLAND OUTDOOR RECREATION FEDERATION			

Do you possess competency in the units BSZ401A – Plan Assessment
 BSZ402A – Conduct Assessment, BSZ403A – Review Assessment? YES NO

Do you wish to make your details accessible to potential employers,
 RTOs etc : YES NO

(If you indicate YES then we will release **ONLY** your name, phone numbers, e-mail address and registration activity and level information).

APPLICATION MATERIAL SUBMITTED (Copies to be certified by a JP or Commissioner of Declarations)

Statement(s) of Attainment Copy of other qualification(s) mapped to NOLRS requirements
 Evidence of currency Copy of current First Aid certificate (inc CPR update)

All information supplied to the Qld Outdoor Recreation Federation must be current and complete

I confirm that:

1. The information contained in this application or otherwise supplied is complete and accurate and constitutes an honest and reasonable assessment of adherence to criteria nominated
2. I agree and accept the terms and conditions of the National Outdoor Leader Registration Scheme set out in this document
3. I agree to provide on request any additional information required by the National Outdoor Leader Registration Scheme to support this application
4. If granted registration, I acknowledge the responsibility to uphold the required code of ethics and code of practice and to meet the expectations of consumers and industry arising from the National Outdoor Leader Registration Scheme

Conditions of Certification

- The applicant agrees by making this application to be bound by these terms and conditions
- The National Outdoor Leader Registration Scheme is not bound to accept any application for registration and, at its absolute discretion, can decline to accept the application and refuse to grant or continue registration to the applicant. Written explanation will be given in this case
- The applicant acknowledges that the National Outdoor Leader Registration Scheme relies absolutely upon the frank and full disclosure of all matters outlined in this application. Any incorrect/misleading description or failure to provide information as set out in this application may lead to the National Outdoor Leader Registration Scheme withdrawing registration

Name: Signature: Date:

For NOLRS Office Use

Date Rcvd	<input style="width: 80%;" type="text"/> / /	Amount Rcd	<input style="width: 80%;" type="text"/>	Certified 1 st Aid - Expiry	/ /
Dbase Entry	/ /	By whom		Member No	
Card Printed	Cert Printed	Currency reviewed by:		Evidence reviewed	

APPENDIX 4: CODES OF ETHICS AND PRACTICE

In order to present a comprehensive set of guidelines, NOLRS has developed both a Code of Ethics **and** a Code of Practice. The Code of Ethics is designed to provide fundamental guidance and may be widely interpreted. The *spirit* of these ethics should permeate the conduct of a NOLRS outdoor leader. The Code of Practice is designed to provide more specific guidelines regarding acceptable standards of professional practice. These practices focus on essential matters and should be used as a minimum standard of practice. All persons registered through NOLRS are encouraged to strive to achieve a level of professionalism in excess of such minimum requirements. These Codes cover the following seven areas:

- Competence
- Integrity
- Responsibility
- Respect
- Concern
- Recognition
- Objectivity

Registration through NOLRS requires compliance with both the Code of Ethics and the Code of Practice.

CODE OF ETHICS

- ✓ Respect the fundamental rights, dignity and worth of every human being.
- ✓ Interact with both clients and peers with honesty, fairness and respect
- ✓ Treat each client as an individual and be sensitive to their needs and well-being, assisting each individual to reach their full potential.
- ✓ Use honesty and integrity to underlie decisions and actions.
- ✓ Be aware of responsibilities and ensure that you possess an adequate basis for professional judgements.
- ✓ Provide services within the boundaries of your education, training, supervision, experience and practice.
- ✓ Provide the safest possible environment, both physical and psychological, for your clients.
- ✓ Conduct experiences in a manner that results in minimal environmental impact.
- ✓ Seek continual improvement through performance appraisal and ongoing education.
- ✓ Be committed to the provision of quality customer service to your clients.
- ✓ Be a positive role model for your clients and peers/work colleagues.
- ✓ Be aware of how your personal belief system, values, needs and limitations affect clients.
- ✓ Be sensitive to cultural and individual differences, including those due to age, race, gender, ethnicity, national origin, religion, sexual orientation, disability and socio-economic status.
- ✓ Encourage the development of standards and policies that serve the clients' interests as well as those of the public.

CODE OF PRACTICE

- ✓ Avoid false, misleading or deceptive statements when describing or reporting qualifications, experience, services, products or fees.
- ✓ Participate in ongoing professional efforts to maintain your knowledge, practice and skills.
- ✓ Promote and conduct activities within your level of competence and take reasonable steps to ensure the competence of your work.

- ✓ Do not exploit or mislead clients or other leaders during and after professional relationships.
- ✓ Respect clients' rights to privacy, confidentiality and self-determination within the limits of the law.
- ✓ Act in a professional manner when dealing with staff, clients and peers, displaying high standards of language, manner, preparation and presentation.
- ✓ Avoid all forms of harassment and/or discrimination.
- ✓ Provide clients with appropriate information about the nature of services and their rights, risks and responsibilities
- ✓ Provide activities, which are planned and appropriate to the ability and needs of the client.
- ✓ Respect clients' rights to refuse consent to services and activities
- ✓ Identify and follow relevant "duty of care" responsibilities.
- ✓ Store and utilise equipment according to manufacturers' specifications/ organisational procedures.
- ✓ Abide by all applicable state and federal legislation and local government regulations.
- ✓ Abide by specific land management or activity specific rules or codes of ethics/conduct/practice where they exist.
- ✓ Abide by any contractual or permit requirements of resource managers (eg, facility owners, land management agencies, marine authorities).
- ✓ Brief clients and staff about safety and emergency procedures.
- ✓ Abide by relevant documented risk management procedures.

I, have read the National Outdoor Leader Registration Scheme's Codes of Ethics and Practice, and do hereby agree to abide by the ethics and practices as outlined above. I acknowledge that failure to do so may result in the immediate suspension or cancellation of my registration with the National Outdoor Leader Registration Scheme.

Signature: _____ Date : _____

APPENDIX 5: STATE NOLRS ADMINISTRATION OFFICES

QUEENSLAND

Queensland Outdoor Recreation
Federation
Sports House
Cnr Castlemaine & Caxton Street
MILTON Q 4064
Phone (07) 33699455
Fax (07) 33699355

Info@gorf.org.au

www.gorf.org.au

TASMANIA

TASORC
PO Box 1154
GLENORCHY TAS 7010
Phone (03) 62308226
Fax (03) 62308265
tasorc@tassport.org.au

WESTERN AUSTRALIA

Outdoors WA
PO Box 414
GREENWOOD WA 6924
Phone (08) 94095632
Fax (08) 94098788
outdoorswa@wn.com.au

NEW SOUTH WALES

Outdoor Recreation Industry Council
NSW
9 Romsey Street
WAITARA NSW 2077
Phone (02) 94871184
Fax (02) 42291887
info@oric.org.au
www.oric.org.au

NORTHERN TERRITORY

NTORC
PO Box 3693
PALMERSTON NT 0831
Phone (08) 89310744
Fax (08) 89310744
ntorc@octa4.net.au

SOUTH AUSTRALIA

Recreation SA
73 Wakefield Street
ADELAIDE SA 5000
Phone (08) 8232 6477
Fax (08) 8232 7188
recreation.sa@iweb.net.au
www.recreationsa.org

VICTORIA

Yet to be confirmed

ACT

ACT Outdoor Education Association
Naas Road
THARWA ACT 2620
Phone (02) 6237 5158
Fax (02) 6237 5224
zoeh@outwardbound.com.au

NATIONAL BODY (contact State Office first)

Outdoor Council of Australia
73 Wakefield Street
ADELAIDE SA 5000
Phone (08) 82326477
Fax (08) 82327188