



# National Adventurous Activity Framework

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## Change Log

Date	Change	Endorsed	Approved by NOC
March 2020	Complete re-write from V9 reflecting new Sport, Fitness, and Recreation Training Package, Australian Adventurous Activity Standard, and OAS component of Youth Program	NCI – David Walsh NCATD – Dougal Mayor	
May 2020	Review feedback from SAIT, Youth Program, and DCC considered and NAAF amended	NCATD – Dougal Mayor	
V10.2 May 2020	Alterations to composition of levels		
V10.6 June 2020	Update based on NAAC Meeting 26 June 2020	NCI – David Walsh	
V10.8 Oct 2020	Final Review and updates	NCI – David Walsh NCATD – Dougal Mayor	14 November 2020
V11.1 Nov 2022	Review with updates to First Aid <sup>1</sup>	ANCAAT – Parrish Hull NCATD – Dougal Mayor	27 November 2022

## Application of the Australian Adventure Activity Standards and Good Practice Guides

A provider is any organisation, business, community group, government agency, school or others who organize and lead adventurous activities with dependent participants.<sup>2</sup> Scouts Australia is a provider within this definition and has determined it will apply the Australian Adventure Activity Standards to its outdoor activities.

A dependent participant is a person owed a duty of care by the activity provider who is reliant upon the activity leaders for supervision, guidance, or instruction to support a person's participation in an activity. For example, this includes participants under the age of 18, participants lacking the ability to safely undertake the activity, or participants reasonably relying on the activity provider for their safety. The degree of dependence may vary during an activity.<sup>3</sup>

The National Adventurous Activities Framework (NAAF) represents Scouts Australia's approach to applying the [Australian Adventure Activity Standards](#) (AAAS) and [Good Practice Guides](#) (GPG) to its activity offering particularly those documented in the Outdoor Adventurous Skills (OAS) element of the Youth Program. The NAAF seeks to fulfil Scouts Australia's obligations to exercise the duty of care incumbent on the activity provider in providing adventurous activities with dependent participants and provide a pathway for young people, recognising skills obtained through OAS achievements.

The AAAS and associated GPG's are voluntary guidelines for organisations conducting outdoor recreation activities for dependent groups (where participants have a level of dependence upon the leader(s)). Even though the AAAS is not legally binding, compliance with the AAAS may assist in demonstrating that an operator has fulfilled their duty of care to dependent activity participants.

The NAAF is not a substitute for risk management planning but rather a tool to inform elements of the risk management plan for an adventure-based activity.

The formation of the AAAS and GPG's have been supported and funded 2016-2019 by a meeting of the State and Territory Sport and Recreation Ministers of Australia.

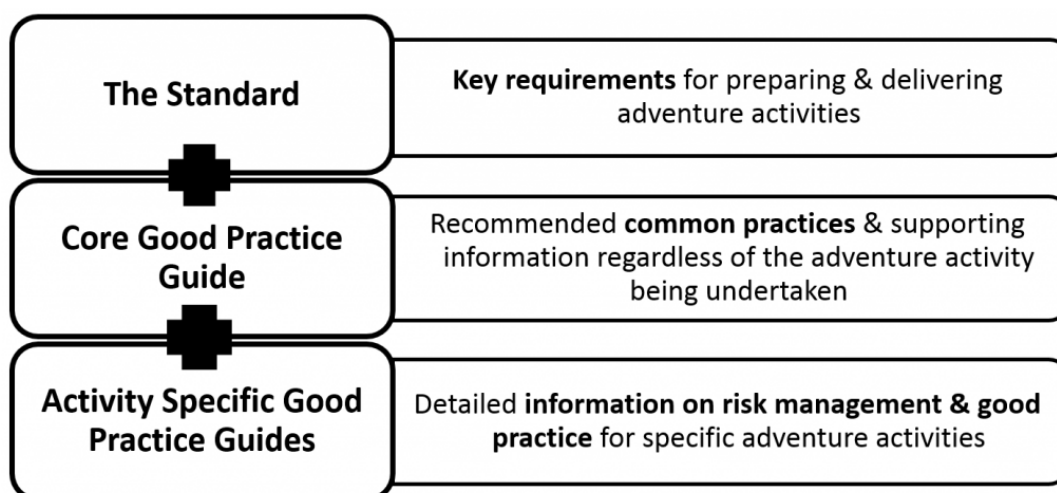
<sup>1</sup> Where the required Unit of Competence is recorded in the NAAF as HLTAID011 when HLTAID003 is held by a member it will be recognised until that Unit expires. The Units of Competence HLTAID012, HLTAID013 and HLTAID014 can also satisfy the requirement.

<sup>2</sup> AAAS 1.1 Introduction, p4

<sup>3</sup> AAAS Core GPG 1.2, p5

The good practice framework is provided in:

- **The AAAS** – this addresses the common ‘requirements’ for all types of adventurous activities
- **The Core GPG** – this provides additional information to help support implementing the AAAS
- The various **activity GPGs** – these provide guidance specific to the various activities.



## Recognition of competence

The AAAS Core GPG<sup>4</sup> provides pathways for recognising competence which may include but are not limited to:

- Training qualifications and/or a training course
- Outdoor sector or organisational accreditation scheme
- Leader registration scheme
- Peer recognition and verification process.

The NAAF, in conjunction with Scouts Australia training programs, the Outdoor Adventurous Skills element of the Youth Program, and certification, is Scouts Australia’s approach to recognition of competence (referred to as proficiency where no VET units are held); and therefore, suitability to provide or support adventurous activities.

## Recognition Table

Scouts Australia recognition of competence is defined in a set of Adventurous Activity Levels, as follows -

	<b>Adventurous Activity Level</b>	<b>Formerly known as</b>	<b>Recognition Pathway<sup>5</sup></b>
SA	Scouting Adventure completed	<i>BOS</i>	Internal
SP	Safe Participant	<i>Level 1</i>	Internal and/or VET
TP	Trained Participant	<i>Level 2</i>	Internal and/or VET
AG	Assistant Guide		VET
G	Guide	<i>Guide</i>	VET
AS	Activity Specialist	<i>Level 3</i>	VET
SME	Subject Matter Expert	<i>SME</i>	VET & or Industry experience
	Assistant Leader Trainer	<i>Instructor</i>	VET

<sup>4</sup> AAAS Core GPG 7.7.4, p30

<sup>5</sup> All proficiency recognition includes application of a member registration scheme being a combination of Branch membership systems and the SAIT record of Units of Competency issued.

## Supervision and Management during an Activity

### Activity Leader

The AAAS requires that ‘adventurous activities must be led by competent people who have appropriate skills, knowledge and experience’.<sup>6</sup>

The AAAS uses the term ‘activity leader’ to describe the leaders and assistant leaders for the activity<sup>7</sup>. In Scouts Australia, adventurous activities are defined in Policy and Rules and the requirements to approve and to run an activity differ:

- Adventurous activities for dependent participants are approved in accordance with Branch policies. Most activities will be approved by Group Leaders, Scouters in Charge, Unit Leaders, or the Commissioner responsible for the activity. The person approving the activity does not need to hold adventurous activities qualifications but should ensure the activity will be conducted by qualified people.
- Adventurous activities for dependent participants are conducted by members of Scouts Australia holding the qualifications detailed later in this document. Where the AAAS refer to ‘activity leader’, the reference is to the person conducting the activity and hence, will be a member of Scouts Australia holding the relevant qualifications.
  - In some instances, a Subject Matter Expert (SME) may be used in place of a member of Scouts Australia; in this case the SME must hold appropriate external qualifications and the activity must still be supervised by a member of Scouts Australia holding a Certificate of Adult Appointment (CoAA). Other Scouts Australia policies regarding child protection apply to SMEs.

### Level of supervision<sup>8</sup>

The level of supervision required for participants may vary depending on the context. The levels of supervision are:

- Direct supervision
- Indirect supervision
- Remote supervision

#### Direct Supervision

Direct supervision is where a nominated activity leader<sup>9</sup> is responsible for managing participants during all or part of the adventurous activity and is able to intervene immediately.

#### Indirect Supervision

Indirect supervision is where a nominated activity leader responsible for managing participants during all or part of the adventurous activity is in the vicinity but *unable*<sup>10</sup> to intervene immediately.

Where a participant is a minor or vulnerable, details of responsibilities and how indirect supervision functions should be provided to the parent and/or guardian prior to obtaining their consent.

Prior to approving an activity with indirect supervision reference should be made to Core Good Practice Guide 7.8.1 for guidance on aspects of the activity to be considered, and any Branch activity approvals requirements that may apply.

#### Remote Supervision

Remote supervision is where a nominated activity leader responsible for managing participants during all or part of the adventurous activity is not involved in direct or indirect supervision and is unlikely to be in the vicinity and would therefore take time to respond.

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<sup>6</sup> AAAS Core Standard p9.

<sup>7</sup> AAAS Core CPG Glossary p 37.

<sup>8</sup> For full descriptors refer AAAS Core GPG 7.8.1, p32-33

<sup>9</sup> In the context of the AAAS an “activity leader” is the leader of an **adventurous** activity.

<sup>10</sup> Direct terminology from AAAS. In a Scouting context may be read as “will not be able”

Where a participant is a minor or vulnerable, details of responsibilities and how remote supervision functions should be provided to the parent and/or guardian prior to obtaining their consent.

Prior to approving an activity with remote supervision reference should be made to Core Good Practice Guide 7.8.1 for guidance on aspects of the activity to be considered, and any Branch activity approvals requirements that may apply.

### Further supervision guidance

The Core GPG and Activity Specific Good Practice Guides provide further guidance on the minimum supervision requirement and other leadership and other considerations under the headings of

1. Introduction
2. Management of Risk
3. Planning
4. Participants
5. Environment
6. Equipment and Logistics
7. Leadership

Where Branches formulate supporting documentation for the NAAF it is recommended the documentation content references and follows the recommended headings in the AAAS and GPGs. No supporting documentation should contradict the Scouts Australia Youth Program Handbook, NAAF, and other policy documents.

### Outdoor Adventurous Skills: Role of Leaders

The Outdoor Adventurous Skills (OAS) provide a pathway throughout a youth member's Scouting journey that challenges them to participate in and lead activities in the outdoors. All the OAS activities are adventurous activities.

A fundamental principle of the OAS is the two-down verification method where a youth member's progression is supported and assessed by another youth member with higher skill levels of at least two stages higher. For example, a youth member seeking to progress to Bushwalking Stage 5 would be verified by a youth member holding Bushwalking Stage 7 or higher. This approach also builds the leadership skills of the youth members who are supporting and verifying other youth members.

It is recognised, however, that a youth member with the two stages higher skills may not always be available and that Leaders and SME may need to assist youth members to build their skills and progress through the stages. There are two parts to this:

- **Mentoring:** where the Leader or SME provides support including skills instruction, guidance on conducting activities and feedback on areas to work on.
- **Verifying Stage Progression:** where the Leader or SME assesses the youth member's progression against the 'I' statements in each stage. It is important to note that the Leader or SME does not sign-off stage completion: that is the Unit Council's role.

To do this, the Leaders and SME providing mentoring or verifying stage progression are themselves appropriately qualified; while some of the 'I' statements can be supported by a Leader with a CoAA, some require specific adventurous activities qualifications as described in this document. A table showing the qualifications required by Leaders or SME to mentor and assess is at Appendix 1.

It is critical to note that providing mentoring and verification support to youth members **is not** associated with activity approval or the adult qualifications required to conduct adventurous activities. Appendix 1 **is not** a table showing who may approve an activity. Activity approval requirements are provided by each Branch. The table provides guidance on the level of qualification required of the adult in charge of the activity and the expected level of supervision.

## Appendices

This document should be read in conjunction with three appendices.

- Appendix 1 – Qualification Level for OAS Support<sup>11</sup> - Table shows the minimum level of (NAAF) qualification required for a member to support each OAS activity and stage, where (youth) two up sign off is not available.
- Appendix 2 – removed from publication November 2022
- Appendix 3 – Pathway Groupings for adventurous activities– shows the training qualifications required at each level. From Safe Participant and Trained Participant, which can be either internal scouting skills or VET (Vocational Education & Training), through to Assistant Guide, Guide and Activity Specialist which all follow a VET pathway. Specific requirements for each Adventurous Activity area are contained in the Adventurous Activities Information Handbook which is available from your Branch Commissioner Adventurous Activities (or equivalent). Where a member holds existing VET qualifications **and** can demonstrate currency these should continue to be recognized with an expectation that the member will update their qualifications within 3 years.

## Core Recognition Pathway

The core recognition pathway applies to all Members seeking recognition to be able to provide adventurous activities with dependent participants regardless of the specialist area of adventurous activity detailing for each;

- Qualification Pathway
- Who can complete
- How it is recorded
- Validity & Renewal<sup>12</sup>

The information for each Adventurous Activity Level follows -

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<sup>11</sup> The level of support will vary cognisant of the supervision and management required when a risk assessment has been conducted

<sup>12</sup> Log book information should have consistent content, although methods of recording may vary, e.g. Apps, Spreadsheets, etc.

## Safe Participant

A **Safe Participant** is a member who has undergone entry level training in an activity area and can operate under direct or indirect supervision depending on the activity area. On completion they possess elementary skills to participate safely with directions, understand the risks associated with the activity, and form part of an operational team. Apart from Bushwalking (Tracked Environments), they are not recognised as holding a qualification to lead an activity, however in a learning sense they may be used in operating an activity to further their skills, knowledge, and experience.

### Training Pathway

- **Safe Participant** can be an internal level of qualification recognised to operate, depending on the activity area.
- **Safe Participant** skills can contribute towards a Certificate II in Outdoor Recreation (SIS20419), or Activity Skill set, or Units of competency. For a VET Accredited Outcome - via SAIT (Scouts Australia Institute of Training) - Enrolment via your Branch

### Who can complete

- **Youth and Adult members**
- **Internal Qualifications (Scouting Skills)** - For **Safe Participant** qualifications the minimum entry is at Scout level noting that there are minimum ages for VET outcomes.
- VET - Accredited Qualifications - The minimum age for enrolling into SAIT is 14 Years of age.

### How it is recorded

- **Internal Qualifications (Scouting Skills)** - Will be recorded on your Branch membership system
- VET - Accredited Qualifications - Once enrolled these are recorded out of Axcelerate (The National Training and Qualifications system). On being Assessed and deemed competent, a statement of attainment will be issued from your Branch office

### Validity & Renewal

- Renewal at this level is not applicable, however a log book must be kept for currency, and will be used for evidence for any further progression.
- For example, some recognition pathways have a time limit that requires re-certification or reassessment after it has expired (e.g. first aid qualifications).



## Trained Participant

A **Trained Participant** is a member who holds all the **Safe Participant** requirements and has advanced through to the next level completing core units (VET or Scouting Skills) and having logged additional experience in more than one environment. e.g. different locations, weather conditions, or ages of participants.

- In some activity areas they can lead an activity (in conjunction with Duty of Care) e.g. Water, Bushwalking.
- In other areas e.g. Vertical they assist Guides as part of the operational team.

<b>Safe Participant</b>	Hold the relevant Safe Participant Units as per the Recognition Pathway Requirements.
<b>Trained Participant</b>	Participate in Work Health & Safety - HLTWHS001 Maintain sport, fitness and recreation industry knowledge - SISXIND002 Assist in conducting recreation sessions - SISOFLD001 Minimise environmental impact – SISOFLD002

### Training Pathway

- **Trained Participant** can be an internal level of qualification recognised to operate, depending on the activity area.
- Trained Participant skills can contribute towards a Certificate II (SIS20419), For a VET Accredited Outcome - via SAIT (Scouts Australia Institute of Training) - Enrolment via your Branch

### Who can complete

- **Youth and Adult members**
- **Internal Qualifications (Scouting Skills) - For Trained Participant** qualifications the minimum entry is at Scout level noting that there are minimum ages for VET outcomes
- **VET - Accredited Qualifications** - The minimum age for enrolling into SAIT is 14 Year of age.

### How it is recorded

- **Internal Qualifications (Scouting Skills)** - Will be recorded on your Branch membership system
- **VET - Accredited Qualifications** - Once enrolled these are recorded out of Axcelerate (The National Training and Qualifications system). On being Assessed and deemed competent, a statement of attainment will be issued from your Branch office

### Validity & Renewal

- Renewal every 3 years, subject to meeting log book requirements for currency. Maintaining your log book for evidence is essential for any progression.
- HLTAID011 Provide First Aid is a desired unit of competence at this level

## Assistant Guide (Branch Appointment)

An **Assistant Guide** is a member, having completed the requirements of **Safe and Trained Participant** who can assist with leading adventurous activities in their area of experience under supervision, as part of their recognition pathway to a Guide appointment. This new role is primarily designed for youth members, under 18yo, who have progressed past the Trained Participant stage and wish to pursue a pathway, upon turning 18, to be appointed as a Guide.

Assistant Guides must refer to the *qualification for OAS support - Table* to determine the requirements to be held and any Duty of Care and CoAA for any activity they are leading.

**Assistant Guides are required to hold a current HLTAID011 Provide First Aid Unit of Competency with 3 Year Currency. CPR is recommended to be updated annually.**

<b>Safe Participant</b>	Hold the relevant Safe Participant Activity VET Units as per the Recognition Pathway Requirements.
<b>Trained Participant</b>	Hold the relevant Trained Participant Activity VET Units as per the Recognition Pathway Requirements.
<b>Assistant Guide</b>	<p>Participate in Work Health &amp; Safety – HLTWHS001</p> <p>Minimise environmental impact – SISOFLD002</p> <p>Operate Communications systems &amp; equipment - PUAOPE013</p> <p>Respond to emergency situations - SIXEMR001</p> <p>Interpret weather and environmental conditions - SISOPLN005</p> <p>Finalise operation of outdoor recreation activities – SISOPLN001</p> <p>Identify hazards assess and control risks for outdoor activities – SISOPLN004</p>

### Training Pathway

- **Assistant Guide** can be an internal level of qualification recognised to operate, depending on the activity area.
- Assistant Guide skills can contribute towards a Certificate II (SIS20419), or III (SIS30619) in Outdoor Leadership or Activity Skill set, or Units of competency. For a VET Accredited Outcome - via SAIT (Scouts Australia Institute of Training) - Enrolment via your Branch

### Who can complete

- **Youth and Adult members**
- **VET - Accredited Qualifications** - The minimum age for enrolling into SAIT is 14 Year of age.

### How it is recorded

- Internal Qualifications (Scouting Skills) - Will be recorded on your Branch membership system.
- VET - Accredited Qualifications - Once enrolled these are recorded out of Accelerate (The National Training and Qualifications system). On being Assessed and deemed competent, a statement of attainment will be issued from your Branch office.

### Validity & Renewal

- Renewal every 3 years, subject to meeting log book requirements for currency. Maintaining your log book for evidence is essential for any progression.
- HLTAID011 Provide First Aid is a mandatory unit of competence at this level - if your First Aid qualification expires your appointment lapses and is not recognised until First Aid is renewed

## [Guide \(Branch Appointment\)](#)

**Recognition pathway for this appointment is only via a specified VET accredited pathway.**

A **Guide** is a member who, having met all the requirements of **Assistant Guide**, can lead adventurous activities in their area of experience. They have the skills, knowledge, and experience to assist youth members with planning and undertaking activities under indirect or remote supervision.

Guides are critical to planning and running activities locally and within your regions to support the youth program and providing opportunities to engage and develop the skills and knowledge of our youth. They are a role model and should be conscious to act accordingly, so to inspire progression.

Guides are expected to undertake professional development in their area of expertise. E.g. In the vertical stream, participate in a practical ½ day recovery training, maintain an understanding in the developments in equipment and their uses, meet with peers in your region and engage in maintaining training and standards.

**Guides must hold a current HLTAID011 Provide First Aid Unit of Competency with 3-Year Currency. CPR is recommended to be updated annually**

<b>Safe Participant</b>	Hold the relevant <b>Safe Participant</b> Activity VET Units as per the Recognition Pathway Requirements.
<b>Trained Participant</b>	Hold the relevant <b>Trained Participant</b> Activity VET Units as per the Recognition Pathway Requirements.
<b>Assistant Guide</b>	Hold the relevant <b>Assistant Guide</b> Activity VET Units as per the Recognition Pathway Requirements.
<b>Guiding Essentials</b>	Plan outdoor activity sessions – SISOPLN002 Provide work skill instruction - TAEDEL301A Provide quality service - SISXCCS001 Maintain equipment for activities - SISXFAC001 Make a presentation - BSBCMM411 Facilitate groups - SISXCAI006
<b>AT &amp; D Training</b>	<ul style="list-style-type: none"> <li>• Have completed the Scouting Essentials Training</li> <li>• Have completed Scouting Adventurous (or RPL)</li> <li>• Hold a CoAA – Certificate of Adult Appointment</li> </ul>

## Training Pathway

- **Guide (units of competency)** can contribute towards a Certificate III (SIS30619) in Outdoor Leadership or Activity Skill set, or Units of competency. For a VET Accredited Outcome - via SAIT (Scouts Australia Institute of Training) - Enrolment via your Branch

## Who can complete

- **Young Adult and Adult members** - The Minimum age for appointment is 18 years of age
- **VET - Accredited Qualifications** - The minimum age for enrolling into SAIT is 14 years of age.

## How it is recorded

- **VET - Accredited Qualifications** - Once enrolled these are recorded out of Axcelerate (The National Training and Qualifications system). On being Assessed and deemed competent, a statement of attainment will be issued from your Branch office
- **Internal Qualifications** - Will be recorded on your Branch membership system, once becoming a Guide any internal qualifications should be transitioned to VET units.

## Validity & Renewal

- **Renewal every 3 years**, subject to meeting log book requirements for currency. Maintaining your log book for evidence is essential for any progression.
- **Professional Development** is expected at this level and will be determined by your activity area and National Policy. Refer the the information handbook for guidance notes.
- **HLTAID011 Provide First Aid** is a mandatory unit of competence at this level - if your First Aid qualification expires your appointment lapses and is not recognised until First Aid is renewed

## Activity Specialist

An **Activity Specialist** is a member who, in addition to being a Guide, has gained additional skills in their activity area e.g. vertical, from single pitch to Multi-pitch, in Kayaking from flat water to White water. They normally require a far greater skill and knowledge in a particular area and require a higher level of training.

An **Activity Specialist** is often able to operate at a higher level, in their area of expertise, than a Guide.

**Activity Specialist must hold a current HLTAID011 Provide First Aid Unit of Competency with 3 Year Currency. CPR is recommended to be updated annually and SISOFLD004 Provide First Aid in Remote Locations**

<b>Safe Participant</b>	Hold the relevant Safe Participant Activity VET Units as per the Recognition Pathway Requirements.
<b>Trained Participant</b>	Hold the relevant Trained Participant Activity VET Units as per the Recognition Pathway Requirements.
<b>Assistant Guide</b>	Hold the relevant Assistant Guide Activity VET Units as per the Recognition Pathway Requirements.
<b>Guiding Essentials</b>	Hold the relevant Guide Activity VET Units as per the Recognition Pathway Requirements.
<b>Activity Specialist Program</b>	Coordinate emergency responses - SISX EMR 002 Maintain work health and safety - HLT WHS 003 Conduct search & rescue - SISO RSC 001 Address client needs - SISX CCS 003

## SME

Subject Matter Experts are highly skilled adults holding external qualifications in their area of adventurous activities. They are normally not uniformed members of Scouts Australia, but are used to assist in conducting adventurous activities, particularly when a Scout Appointed Guide is not available. They will typically be professionals or volunteers working in industry/sport/peak body or association.

If they are not a member of Scouts Australia, they must meet the requirements of the National Child Protection Policy and be under constant supervision from an appointed member of the association holding a Certificate of Adult Appointment.

## Instructors & Assistant Leader Trainer (ALT)<sup>13</sup>

The National Instructor appointment was introduced in 2015 as part of the National Training Team, to cater for adventurous activity training, based on the SIS10 Outdoor Recreation package. This package introduced Instruct units of competency and as part of the appointment process members were required to hold these units. The National Training Committee recognised that Instructors meet the same training standards as Assistant Leader Trainers (in many cases higher with their specific Outdoor Leadership Units), as per the NAAF (Version 9 – 2018).

In the release of new Outdoor Leadership Package (2019), instruct units were removed, and in re writing the NAAF (Version 10.6 – 2020) several factors were considered.

- the adoption of the AAAS Nationally
- The new Outdoor Leadership Package and
- The introduction of the new program.

A review was completed by the National Training Committee at its meeting in June 2020 with agreement to

- Update the role descriptions of Leader Trainers and Assistant Leader Trainers
- Cease appointing new Instructors immediately
- Recommendations for re-appointment of existing Instructors upon expiry of their 3-year appointment to Assistant Leader Trainers.

Appointments to the National Training Team are made on the recommendation of the Branch, based on their training requirements and needs. You should contact your Branch Commissioner Adult Training & Development for further information.

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<sup>13</sup> Reference to Instructors will be automatically deleted upon completion of the transition of Instructors to Assistant Leader Trainer