

# Provider Notes



# Countryside Leader Award

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# CLA Provider Notes

*These notes are to help Course Providers with administration and delivery of courses. Details of the course itself are in the main Course Notes.*

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## Prerequisites

**Training Course** Providers must have:

- ML qualification (or above)
- Significant experience of leading expeditions
- Attended a CLA Course Provider Workshop
- Have worked on or observed at least one CLA Training course

**Assessment Course Providers** must have all of the above *and* have attended a Mountain Assessor Training Workshop at one of the National Mountain Centres (e.g. Plas y Brenin, Tollymore, Glenmore Lodge).

You need to attend a Course Provider update every three years.

## Become an Assessment Provider Later

If you haven't attended a Mountain Assessor Training Workshop you can go ahead and deliver Training Courses. If, later, you attend one of these Assessor Workshops and send us evidence of this, you will automatically be upgraded to Assessment Provider.

## Training and Assessment are Separate Courses

Candidates can do a training course with one provider and assessment with another.

## **Subscription**

You must subscribe with the CLA to register a course. This runs annually from October but for your first year you will pay a pro-rata rate from the start date of your first course.

## **Register a Course**

Course Registration allows us to keep track of how many courses are being delivered, and that our candidate database is up-to-date. Register your course via a simple online form, found in the Provider Area. We will respond with a Course Code, and you're set to go.

## **Request Logbook Pages for your Course**

When you pay for Endorsement stickers you are asked whether you need any course logbook pages (Course Reports, Consolidation Plans etc.). They are also available in editable form online to print yourself if you prefer.

## **Endorsement Stickers**

At the end of Training and passed Assessments you need to put an endorsement sticker onto each candidate's endorsement page.

You must buy these prior to delivering your course. The sticker fee covers administration related to each course, and special delivery postage.

Please note that you cannot return unused stickers.

## Looking after Endorsement Stickers

Loose endorsement stickers can be used fraudulently, and so we ask that you follow these prevention measures:

- Never give out loose stickers. Always stick them into candidates' endorsement pages yourself
- You can order up to 12 Training Course stickers and 8 Assessment stickers per course. Please don't be tempted to stockpile them
- If you don't use all of your stickers keep hold of them for your next course, but keep them safe
- Stickers will have your Course Provider number on them and, once in your care, are your responsibility
- An endorsement alone is not enough to prove successful completion of a course. The information must also tally with our database

## Accepting Candidates on a Course

Candidates declare that they meet the pre-requisites when they register with the CLA.

This means that the only thing you need to check is that they have a CLA registration number (something like CLA1234).

Candidates should have a logbook but if they have registered at the last minute they might only have the number.

*Candidates must be registered with the CLA before they attend a course.*

## Delivering Courses

The recommended format is:

### Training:

- Intro Day
- Overnight self-sufficient camping expedition

### Assessment:

- Two-night self-sufficient camping expedition starting in the evening

There is some flexibility here but agree any changes with us first.

## Training Course — Assumed Knowledge

Training courses assume basic competence in country walking and camping, and the course should promote relevant and intelligent discussion and practice sharing.

It is our experience that if a training course includes a candidate who does not have basic competence, then the whole course can become poorer. s

You can use the Intro Day to evaluate candidates' knowledge. At the end of this day it is reasonable to ask a candidate to leave the course if you feel that someone has so little background knowledge that:

- a) They will seriously diminish the course for other candidates  
and
- b) You suspect that they have not been truthful about their prior experience

Candidates are aware of the requirement for basic competence, and when registering have checked a box:

*'I understand that I may be asked to leave the training course if my skills and knowledge are not at the required standard, and my fees will not be refunded.'*

**Please make your decision by the end of the Intro Day and please don't take it lightly!** Give the candidate a considered explanation and advice about what they should do next.

Depending on the circumstances you may decide to give no refund, a partial refund, or offer the candidate a free place on another of your courses when they have had time to gain some more experience.

### **Training Course — Emphasis**

The training course can't possibly cover every aspect of the syllabus. Please focus on those areas most relevant to your candidates, and which are most difficult to learn outside of a training course.

Most candidates will have considerable experience of running school or other trips, so won't need to cover the basics.



## Assessment

The syllabus is broad and you must ensure that you assess every candidate in all aspects. To make this possible please feel free to use a variety of assessment methods:

- Home paper sent in advance, or test paper
- Practical tasks
- Case studies and analysis
- Scenarios

If the assessment turns into a group discussion or exercise then change something so it becomes an individual assessment.

## Deferrals

There are two cases:

**No reassessment needed:** Paperwork missing, first aid, logbook etc.

- Give them a deferral logbook page
- Note the reason on the attendance sheet
- Let us know when it is complete

**Some form of reassessment needed:** Skill/knowledge deferrals.

- Give them a deferral logbook page
- Return a *Report for Reassessor* to us
- Their reassessor should let us know when they have passed

## Candidates' Logbooks

When Logbooks are sent to candidates, they will have in them:

- Endorsement sheet
- Course Notes
- Personal Reference
- Logbook sheets for Personal Experience
- Logbook sheets for Leadership Experience

### ***At the end of a Training Course:***

- Debrief
- Date and stick a Training Endorsement Sticker on their endorsement sheet
- Complete a Training Course report. This is the candidate's reference for their course and they should keep this in their logbook
- Complete and discuss their Consolidation Plan. This can be removed from the logbook after assessment

### ***At the end of an Assessment:***

#### **If they've passed:**

- Debrief
- Date and stick an Assessment Endorsement Sticker on their endorsement sheet
- Complete an Assessment Pass page

#### **If they've deferred or failed:**

- Complete an Assessment Defer/Fail report
- Discuss with them what they need to do next

## Course Attendance Form and Reports

Please remember to report back to us by returning the completed Course Attendance form and any Reports for Reassessor

*Please note that this is the only way we know your candidates have attended a course. Without it they won't get recognised as having successfully completed a course.*

You can send a copy by post or scan and email it. Either way, please keep a copy for your records.

## Candidate Feedback

All candidates will be emailed a feedback form after the course. We are experienced in delivering courses ourselves and realise that people who haven't passed might be unhappy. We want assessors to feel comfortable making decisions that candidates' may not necessarily agree with.

***Don't let the feedback form stop you from making the right decision!***

## Finally . . .

We've tried to keep course provision as simple as possible while keeping the course quality high and the CLA standard robust. If you get something wrong or forget to do something there's usually a way around it – just contact us to work out how to rectify it.

If anything is awkward, confusing, or could be done better please contact us via the website or at:

[info@countrysideleaderaward.org](mailto:info@countrysideleaderaward.org)

## Deliver a Course

### Go to Course Provider Area of Website:

[www.countrysideleaderaward.org/provider\\_area/](http://www.countrysideleaderaward.org/provider_area/)

- *Register the course*
- *Tell us whether to advertise*
- *Order stickers*

We send to you:

- *Course Attendance form*
- *Course pages as requested*
- *Endorsement stickers as ordered*

We advertise your course on the CLA website:

[www.countrysideleaderaward.org/course\\_dates](http://www.countrysideleaderaward.org/course_dates)

**Deliver your Course**

*Return to us, within 5 working days, your completed Course Attendance form*

**Note: Return the Course Attendance form**

*Returning the attendance form is key - it's how we keep our database current. Without it your candidates' results won't be acknowledged or valid.*

