

ORDER FORM

Contact person:

Order #:

School:

Postal address:

CONDITIONS

We send your invoice with your order. Bank Account details are on the invoice. Price is: \$500.00 + gst
I agree that the information purchased in Quality Management Systems for Secondary School
Outdoor Education programmes will only be used in this school.

Signed principal

ADDRESS DETAILS

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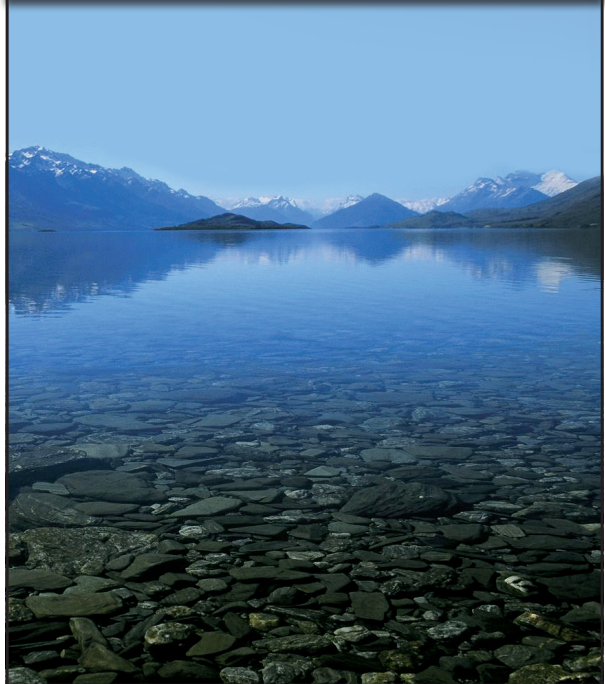
The complete package on CD for Advising and Reviewing Outdoor Education Programmes was created by:

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OUTDOOR EDUCATION PROGRAMMES

QUALITY MANAGEMENT SYSTEMS FOR SECONDARY SCHOOL OUTDOOR EDUCATION PROGRAMMES



OUR SCHOOL OUTDOOR EDUCATION OPERATIONAL PLAN

OVERVIEW

These procedures have been developed having regard for the school EOTC procedures which support National Administration Guideline (NAG) One (Curriculum); all the other NAGs in particular NAG Five (Health and Safety); and the guidelines provided by industry.

SCOPE OF OUTDOOR EDUCATION AT OUR SCHOOL

This operational plan covers all outdoor education at Our School.

Currently this includes:

1. Senior Outdoor Education Courses at Y12 and Y13¹
2. Senior Outdoor module in the Y12 PE course²
3. Year 10 Senior Outdoor camp (as part of the Y10 PE programme)
4. International students programme. Currently day and multi-day events (A number of the international students take the senior outdoor courses)
5. Young Challenge Scheme. Currently tramping and mountain biking.
6. Senior Outdoor module in the Y12 PE course³
 1. Currently Rock Climbing, Wall climbing, Tramping, Mountain biking, Kayaking, Sea kayaking, Navigation, Leadership, Skiing and Snowboarding
 2. Currently Tramping, Wall climbing and Rafting
 3. Currently Skiing, Snowboarding

THE OUTDOOR EDUCATIONAL OPERATIONAL PLAN CONSISTS OF:

This overview, plus:

- | | |
|----------------------------|------------------|
| → Procedures | → Incidents |
| → Activity Operation Plans | → Providers |
| → Consultation | → Review |
| → Contract Instructors | → Staffing |
| → Equipment | → Students |
| → Hazards inventory | → Transportation |

PROCEDURES

(these are common to all activities covered by this operational plan)

Scope:

- | | |
|---|------------------------------|
| 1. Appraisal | 19. Outcomes |
| 2. Approval | 20. Parental consent |
| 3. Assessment | 21. Photography protocols |
| 4. Cancellation | 22. Postponement |
| 5. Communications | 23. Potential for gain |
| 6. Consultation including Technical Advisers | 24. Potential for loss |
| 7. Contract instructors | 25. Professional development |
| 8. Deployment of staff | 26. Programme development |
| 9. Equipment (staff and students) | 27. Providers |
| 10. Hazards in the workplace and for student participants | 28. Rationale |
| 11. Incident Management Plans | 29. Review |
| 12. Incidents | 30. Risk management |
| 13. Induction process | 31. Saying 'No' |
| 14. Job Descriptions and conditions of employment | 32. Staff behaviour |
| 15. Leader competencies | 33. Staff health and fitness |
| 16. Leader responsibilities | 34. Staff selection |
| 17. Moderation | 35. Student behaviour |
| 18. New sites | 36. Student support |
| | 37. Supervision |
| | 38. Sustainability |
| | 39. Transport |
| | 40. Variance process |

EXAMPLE:

15: Leader Competencies

The activity leader must be either qualified and/or supported by qualified personnel as specified in each activity operational plan.

Multi Day Tramping Activity Operational Plan (AOP)

Description:

multi-day tramps on marked tracks and untracked terrain

Leadership requirements: (minimum requirements)

Leader and assistant leaders: Hold a current First Aid Cert

Tramping on marked tracks below the bushline

Leader-Bush 1, Assistant Leader-Outdoor Leader

Tramping on untracked terrain extending above the bushline where you do not expect snow

Leader-Bush 2, Assistant Leader-Bush 1

Tramping on untracked terrain extending above the bushline where you expect snow

Leader-Alpine 1 or 2, Assistant Leader-Bush 2

