Scouts Australia Adult Training & Development
Recognition of Proficiency (ROP) Workbook
Scout Bushwalking Course / Level 1 Bushwalking

Applicant's name:	Member number & branch:
Scout Assessor's name:	Scout Assessor's number:
Scout module	**Result**
Demonstrate bushwalking skills in a controlled environment	☐ Proficient ☐ Not Yet Proficient
Demonstrate navigation skills in a controlled environment	☐ Proficient ☐ Not Yet Proficient
Use and maintain a temporary or overnight site	☐ Proficient ☐ Not Yet Proficient
Operate communications systems and equipment	☐ Proficient ☐ Not Yet Proficient
Feedback and future action	
Scout Assessor's signature:	Date:

Please note that recognition of proficiency in the Scout Bushwalking Course / Level 1 Bushwalking may only occur after the five required eLearning modules have been completed

Portfolio of evidence

Attach the following documentation and information evidence that will provide proof of proficiency. Documents attached should be marked with a portfolio document number

Applicant's name:

No	Item description	Note *(dates, certificates, logs, etc)*	Verified by *(initial)*
1	Outdoor activity log book (*including evidence of bushwalking in last 12 months*)		
2	Scout Bushwalking Course / Level 1 Bushwalking eLearning modules (*completion certificates required*)		
3	Third Party Report from Team Leader		
4	Professional Discussion with Assessor, or Supervisor		
5	Navigation exercise (*completed*)		
6	Communications activity (*completed*)		
7	Log of a Bushwalking Expedition, Hike or Journey undertaken as part of the Scout, Venturer Scout or Rover Scout Award Scheme, or as part of the Duke of Edinburgh's Award Scheme at Bronze, Silver or Gold levels		
8	(*include other evidence here*)		

Scout Assessor's signature: Date:

Scout Assessor's name: Scout Assessor's number:

Outdoor Activity Logbook

Applicant's name:

Date(s)	Location	Duration/ Distance	# in Party	My Role	Grade of Walk	Weather Conditions	Comments?
7/10/2015	*RNP - Curra Moors to Wattamolla*	*9km, 1 day*	*12*	*Participant*	*Easy*	*Clear*	*Crew Hike organised by Jonathan*

Self - assessment questionnaire			
Applicant's name:	Date completed:		
Please tick your level of experience in each of the following tasks:	I have performed these tasks:		
	Frequently	Sometimes	Never
Demonstrate bushwalking skills in a controlled environment			
Plan bushwalks in tracked or easy untracked areas that are reliably marked on maps and are obvious on the ground			
Plan food and water requirements for bushwalks			
Identify an appropriate location to bushwalk and obtain appropriate maps for the walk			
Access relevant sources to interpret weather and environmental information when planning a walk			
Identify potential hazards associated with the planned bushwalk			
Select, fit and adjust bushwalking equipment to ensure comfort and safety			
Ensure pack weight is appropriate to body weight and level of fitness			
Select appropriate personal clothing and footwear for bushwalking			
Adopt appropriate posture when lifting and carrying backpack			
Approach obstacles and hazards in a safe manner and minimize risks to self and group when bushwalking			
Apply ascending techniques and descending techniques on slopes			
Evaluate relevant aspects of the bushwalk and identify improvements for future walks			
Use and maintain a temporary or overnight site			
Use and maintain a temporary or overnight site while participating in outdoor activities			
Identify suitable temporary activity sites according to relevant legislation and organisational policies and procedures			
Consider how you communicate appropriately with people and organisations to enable effective consultation in relation to any specific cultural requirements for site access and protection			
Make logistical arrangements to use a temporary site including planning to minimize risk, selecting equipment and checking its serviceability, planning food and water, and planning personal clothing and footwear			
Arrange shelter at a temporary site according to the prevailing weather and conditions, and ensure comfort and safety			
Plan goals and strategies to achieve minimal environmental impact for an outdoor activity and develop sustainable solutions that meet the needs of all stakeholders			
Maintain a temporary site by avoiding hazards and minimising risk, applying hygienic practices, applying appropriate sanitation practices, and leaving the area clean and as it was found			
Operate communications systems and equipment			
Use, operate and maintain communications systems and equipment while participating in outdoor activities consistent with organisation's policies and procedures			
Accurately transmit, receive, process and record communications using the organisation's communication systems while participating in outdoor			

activities			
Demonstrate navigation skills in a controlled environment			
Demonstrate navigation skills in a controlled environment			
Apply relevant process to planning a route in controlled environments, including map selection, identifying map symbols and information, calculating grid and magnetic bearings, and sourcing other relevant information			
Use a compass to maintain a designated course, including while bypassing an obstacle			
Orientate map to surroundings with and without the use of a compass			
Follow a route in controlled environments, demonstrating use of navigation aids			
Apply techniques for estimating distance travelled			

Professional discussion	
Applicant's name:	

The applicant will have a one-on-one discussion with the Assessor, or an appointed Supervisor, focusing on the applicant's professional skills and knowledge. These questions will guide the discussion.

	Questions	**Notes on Applicant's answers**
1	We need to ensure that a bushwalking, camping or any other outdoor recreation activity, is conducted in a safe & professional manner. What does this mean to you?	
2	Can you explain how legislation affects the way you develop your bushwalking, outdoor recreation and camping programs?	
3	What makes your bushwalking, outdoor recreation and camping programs fun, adventurous and exciting for you and the other participants?	
4	What food and water would you take with you for day and/or overnight hikes?	
5	What gear and equipment would you take with you for day and/or overnight hikes?	
6	What do you include in your pre-activity briefing to participants?	
7	How do you manage risk while activities are progressing?	
8	No matter how well you plan an activity something often happens that is non-routine and requires on-the-run problem solving and quick thinking management. Can you tell me about a recent non-routine situation that happened to you and how you managed the situation?	
9	How do you evaluate your performance on the bushwalk and get feedback from others about the bushwalk?	
10	Supply and maintenance of bushwalking and other outdoor equipment is an on-going challenge. How do you manage this task?	
11	What do you do to improve your personal bushwalking and other outdoor recreation skills?	
Scout Assessor's signature:	Date:
Scout Assessor's name:	Scout Assessor's number:

Third Party Report	
A third party report will often be in letter / detailed email format. The third party report needs to clearly state what the writer's role is and how it relates to the applicant. Third party reports or statements come from people who both know you and can support your claims, having seen you demonstrate proficiency. These are not references but statements of information that are relevant to the module(s). The third party report writer will have witnessed specific activities undertaken that meet the criteria for proficiency.	
Applicant's name:	
Name of third party:	
Qualification(s) of third party:	
Phone or email contact for third party:	
Date:	

Activity / Proficiency / Skills observed

- Demonstrating bushwalking skills in a controlled environment
- Demonstrating navigation skills in a controlled environment
- Using and maintaining a temporary or overnight site
- Operating communications systems and equipment

The activities included:

What is your relationship to the applicant?	
How long have you worked with the applicant?	
Have you had opportunity to observe the applicant's skills in relation to the proficiency standards stated?	

Please complete the following declaration:

I confirm that I am in a position to verify the experience claimed by the applicant in relation to the following modules in the Scout Bushwalking Course / Level 1 Bushwalking:

- Demonstrate bushwalking skills in a controlled environment
- Demonstrate navigation skills in a controlled environment
- Use and maintain a temporary or overnight site
- Operate communications systems and equipment

Third party signature: Date:

Navigation exercise	
Applicant's name:	

Explain the following compass / mapping / navigation terms	
Cardinal points	
Marginal information	
Conventional sign or symbol	
Contour line	
Contour intervals	
Index contour lines	
Easting	
Northing	
Map scale	
Grid north	
Magnetic north	
True north	
Magnetic variation	
Magnetic bearing *(for use with a compass)*	
Grid lines	
Grid reference	
Spot elevation	
Orientation	
Map reliability	
The candidate demonstrated knowledge of the above navigation terms and is considered to be proficient	
Scout Assessor's / Supervisor's Name:	
Scout Assessor's / Supervisor's Signature: Date:	

Communications activity		
Applicant's name:		
Communications equipment used		

Prepare a message and transmit the message to a receiver

Detail the message transmitted	

Receive and record a message transmitted to you:

Detail the message received	
Details of the sender of the message	

Complete the phonetic alphabet table below

A alpha	J	S
B	K	T
C	L	U
D	M	V
E	N november	W
F	O	X
G	P	Y
H	Q	Z zulu
I	R	

The applicant demonstrated knowledge of basic communications and is considered to be proficient

Scout Assessor's / Supervisor's Name:

Scout Assessor's / Supervisor's Signature: Date: