



IRF GTE - Award System

Full process to complete assessments

Dear Instructors & Assessors,

Below we have set out the process and what documents you need to complete the assessment process. We have created many documents and templates so as to assist you and simplify your workshops and assessments. This also ensures everyone is following the same standards and processes.

The following documents and procedures are all needed by you to complete your assessments.

These documents are all found at: www.internationalrafting.com/guiding/gte-instructor-resources
The password is "Raftingsince1997" Please keep this password private.

1. Workshop announcement procedure

The Workshop MUST be announced on the IRF website under the GTE list of Workshops or it will not be recognised as an official IRF workshop. An email is to be sent to IRF Admin on gte@internationalrafting.com, and to IRF Media on media@internationalrafting.com, with the following information in the format set out:

- Dates: *dd to dd month*
- Detail the workshop: *Guide/ Trip Leader/ Instructor, Safety Kayaker, etc. Level*
- Where: *River, nearest town/place, country*
- Instructors: *Names*
- Details: *Either a contact email address, or a link to the details, or a poster/pdf.*
The latter we will use to promote the workshop on our social media

2. Advertising workshops (IRF GTE - template for advertising workshop details ver1)

To advertise your workshops you can use the template, and adjust it to suit your own needs.

3. Guide Letter (IRF GTE - letter Pre workshop from Instructor to participant ver4.)

Send this to guides prior to assessment as these are the items they need to bring with them. This outlines what they need to provide to you at time of assessment in order to speed the processing time up. It also includes details of IRF fees.

4. Assessment Guidelines for the Award System ver5

This sets out what and how Instructors and Assessors are to assess people for each certification.

5. Theory Exam Questions

6. Assessment Templates

These are to be completed by you during your assessment of each candidate. Afterwards they must be archived and made available to IRF on request only.

- **Debrief Form Raft Guide**
- **Debrief Form Whitewater Guide**
- **Debrief Form Trip Leader**
- **Debrief Form Safety Rafter**
- **Debrief Form Safety Kayaker**
- **Debrief Form Instructor**
- **Debrief Form Whitewater Instructor**
- **Debrief Form Whitewater Instructor – personal skills**
- **Final Instructor Assessment sign off** (when Instructor is Provisional and doing final workshops)

7. GTE Assessment Record - form for reporting candidates' details to GTE Admin

You are required to complete ALL sections. Follow **correct** formats which are described in the instruction worksheet. An email address for guides must be recorded so they can be contacted when their award expires. Record email addresses accurately otherwise guides will not receive their certificate or future renewal reminders.

First Aid certificates must have been issued within the last three years to be considered current.

Guides must additionally provide to you:

- a digital passport style photo (head and shoulders), clearly marked so as to identify the guide
- their date of birth
- their email address

Return this form, as well as the payment and photographs, as soon as the assessment is completed. This must all be received by GTE Admin within two weeks of completing the assessment.

8. Fees - Guide \$40 USD - Trip Leader \$70 USD - Instructor \$130 USD

Where guides have **multiple assessments at one time**, they are charged the higher fee for their assessment plus \$15 USD for the second qualification. For example:

- Raft Guide with Safety Kayaker - \$40 USD plus \$15 USD = \$55 USD
- Trip Leader with Safety Kayaker - \$70 USD plus \$15 USD = \$85 USD
- Safety Kayaker qualification only - \$40 USD
- Raft Guide 4 with Trip Leader 3 - \$70 USD plus \$15 USD = \$85 USD

9. Payment

It is the Instructor's responsibility to collect assessment fees and make prompt payment to the IRF.

Payment of all IRF GTE assessment fees are due immediately on completion of each workshop.
Invoices may be requested when submitting the *GTE Assessment Record*.

Payments can be made by:

- Paypal -
 - Via our dedicated PayPal link: [PayPal.me/internationalrafting](https://www.paypal.me/internationalrafting)
 - Or alternatively, through your own PayPal account direct to: gte@internationalrafting.com
- Direct deposit into our Europe or USA accounts – details on Invoice
- Credit or debit card – link can be found at the bottom of the Instructors Resources page: www.internationalrafting.com/guiding/gte-instructor-resources/ (password protected).

All bank fees must be covered when paying by bank transfer. If paying by bank account, you will be responsible for any lost funds to the IRF due to bank fees. If paying in EUR confirm that the conversion to USD is correct. Notify GTE Admin at gte@internationalrafting.com which method and when payment is made.

10. Certificates /cards in electronic format

All certificates and cards are now issued via email in a PDF format.
The certificate and card can be printed out and laminated by the certified person if required.
Certificates will only be issued all requirements set out above are met.

Your assistance in working with us to make this a simple and speedy process is much appreciated.

Regards
GTE Admin - gte@internationalrafting.com