



International Rafting Federation - Guide Training & Education

Assessment Guidelines

This document sets the assessment guidelines for delivering GTE assessments.

PRE-REQUISITES FOR ALL:

First Aid Certification

All candidates presenting for an IRF assessment must hold a valid first aid certificate that must include CPR. First aid certificate validity requirements are:

- **Raft Guide, Inline Raft Guide, Safety Kayak, and Event Safety 1 & 2:** Standard First Aid certificate (minimum course duration eight (8) hours, must include CPR)
- **Raft Trip Leader, In-line Raft Trip Leader, Event Safety 3, Instructors, and Assessors:** Advanced First Aid certificate (minimum course duration 16 hours, must include CPR)
- The certificate must show the date(s) of the course which must be no longer than three years ago
- The IRF does not accept first aid certificates that are valid for more than three years or were 100% on-line first aid courses
- A copy of the card or certificate must be provided as proof at your IRF assessment. The first aid certificate should be valid for at least six (6) months beyond the IRF assessment date

Instructors and Assessors are encouraged to keep a digital copy of the candidate's first aid certificate.

Candidates who do not meet the first aid requirements cannot receive a full certification. They may be awarded a Provisional status. The Provisional status can be removed by supplying the valid first aid certificate to either an IRF Instructor or Assessor or IRF GTE Admin.



Logbook / experience letter

All candidates presenting for an IRF assessment must provide a logbook or signed experience letter from an employer. The logbook / experience letter should include the following information:

- River names
- Whitewater classification of the trips
- Duration and distance travelled
- Employing company name and contact person

Award	Level	Minimum logged experience required
RG, SK, SR, WGA, WGB	2	10 runs or 20 hours on class 2 water or above
RG, SK, SR, WGA, WGB	3	30 runs or 60 hours on class 3 water or above
RG, SK, SR	4	50 runs or 100 hours on class 4 water or above
RTL	2	50 runs or 100 hours on class 2 water or above
RTL	3	75 runs or 150 hours class 3 water or above
RTL	4	125 runs or 250 hours on class 4 water or above
RI, SKI, WGI	3	100 runs or 200 hours Operating as a TL
RI, SKI	4	100 runs or 200 hours operating as a TL
ESI	-	3 IRF events as SD, RTL 4 minimum logged experience

RG= Raft Guide, SK= Safety Kayak, SR= Safety Raft, WGA = Whitewater Guide (Cat A), WGB = Whitewater Guide (Cat B), RTL= Raft Trip Leader, RI = Raft Instructor, SKI = Safety Kayak Instructor, WGI = Whitewater Guide Instructor

ASSESSMENT STANDARDS SCORING SYSTEM

The IRF scoring standard for assessment criteria is based on a 5-point scoring system. Each area of the assessment must receive a score of between 1 to 5 points as indicated on the assessment de- brief form.

The point distribution works in the following method.

- 1 Poor (Fail)
- 2 Weak (Fail)
- 3 Satisfactory (Pass)
- 4 Good (Pass)
- 5 Excellent (Pass)

Raft Guide, Whitewater Guide, Safety Kayaker and Safety Rafter candidates must score 3 or more points in each assessment area to pass the assessment.

Trip Leader and Instructor candidates must score 4 to 5 points in each assessment area of the guide assessment to progress to a Trip Leader assessment.

Instructor candidates must score 4 to 5 points in each area of a Trip Leader assessment to progress to an Instructor assessment.

Instructor candidates must score 3 or more in an Instructor assessment in order to be granted Provisional Instructor status.



Guidance notes for: Raft Guide Assessments (Level 2, 3, 4) Whitewater Guide Assessment (Level 2, 3)

NOTE:

- A raft guide assessment must be taken in a whitewater specification paddle raft or rear oar frame mounted raft. The instructor or assessor must be present in the raft for a minimum of 30 minutes during the decent of the river
- The assessment must take part on the classification of water for the desired award e.g. Class 3 whitewater for a Level 3 award
- If candidates pass, certification is only valid on proof of them holding a valid standard first aid (minimum 8 hours and must include CPR)
- Candidates must successfully demonstrate competence to the desired level in the following areas:

ASSESSMENT ELEMENTS

IRF Pre- departure safety demonstration

The demonstration must cover the following subjects to qualify as an IRF minimum standard safety demonstration:

Introduction	Guide names, river names, river class, medical, non-swimmers
Client equipment	PFD, helmets, footwear, paddle introductions and T-piece hazard
Raft introduction	Sitting position, foot placement, outside lines, paddling technique
Close swimmer rescue	Aggressive swim, crew to assist recovery, do not stand
Medium swimmer	Swim back, paddle reaching rescue
Long swimmer	Hold paddle, WW swim position, breathing in waves
Throw bags	Eye contact, receiving the bag, letting go
Flips	Hold the paddle, stay close or swim away, listen to guide
Summary	Recap the important parts of the safety demonstration

Raft guiding skills and crew communication

The candidate must demonstrate that they are clearly able to control the craft and its crew on the desired level of whitewater. During assessment the candidate must demonstrate the following river running skills and manoeuvres:

Paddling strokes	Forward, back, rudder, draw, forward and reverse sweep, pry
Ferry glides	Forward and reverse
Eddy catching	Breaking in and out of eddies
Rapid reading	Identifying whitewater features from the boat or shore (scouting)
Rapid running	Choosing and running a line using appropriate angles and positioning in relation to the current.
Setting off, landing	In a controlled manner, securing a boat
Crew motivation	Getting the crew to do what you want
Crew management	Weak swimmer placement, strong paddler placement
Crew commands	Forwards, backwards, turning commands, get down, high side



Personal whitewater swimming skills

The instructor / Assessor must select an appropriate swim test site that will challenge candidates' swimming ability and fitness. The instructor / Assessor should organise appropriate safety cover and choose a site that should not pose a significant safety hazard to candidates. The swim test needs to include the following tasks:

- *Rapid reading and running*
- *Defensive and aggressive swimming (choosing appropriate swim line)*
- *Swimming through waves and features*
- *Catching and exiting eddies*
- *Ferry gliding*
- *Entering the water (defensive and aggressive)*
- *Swimming with a paddle*

(Score 1-5 points)

Throw bag test

The instructor / Assessor must select an appropriate site for the throw bag test. The site should challenge all aspects of the candidate's throw bag skills. The instructor/ Assessor should also organise adequate safety cover during the test.

The throw bag test should be conducted in line with the IRF standard throw bag test document which is found on the [Instructor Resources](#) page. (Score 1-5)

Ropework test

Ropework assessment should be on dry land where appropriate natural anchors must be used. For example - rocks, boulders, and trees. Candidates must use THEIR OWN equipment during the test. If a candidate does not have the correct equipment or needs to borrow equipment on the spot, irrelevant of the time taken or the standard of the candidate's ropework skills, the candidate's final score for the ropework test cannot exceed 3 points. The time limit for the ropework test is 5 minutes. During the rope work test the candidate must construct one of the following systems.

- *Internal simple 3:1*
- *External compound 4:1 (Note: a minimum of a 2-point load distributing anchor must be used on the raft. Water knots / knots must be used when the candidate constructs an anchor from a length webbing e.g. Flip line)*

Flip test

The flip test must be on flat water or in a slow-moving eddy. The time limit for the flip test is 2 minutes from the time the candidate contacts the raft. (Note: the use of pre fitted straps to aid the climbing back on to and into the raft are allowed when they do not pose an entrapment hazard) The candidate is not permitted to lose the paddle during the test.

- *The candidate must climb into empty raft and then flip the raft upside down*
- *The candidate must then climb on top of the capsized raft and make an imaginary head count*
- *The candidate must then re-flip the raft and climb back into the empty raft*

Written theory test

Candidates must score over 80% on the standard, multiple-choice, 25 question, written theory test (20 correct questions). If there is no translation of the written test into the candidates' mother language or the candidate is unable to understand the paper a verbal test may be given.



Guidance notes for: Raft Trip Leader assessments (Level 2, 3, 4)

PRE-REQUISITES

- All Trip leader candidates must have passed a guide award assessment by scoring 4 or 5 points in each assessment criteria
- All trip leader candidates must show evidence of a current advanced (16hrs +) valid first aid certificate that must include CPR
- All trip leader candidates must have logged the correct amount of logbook experience or provide an experience letter stating that they have the correct amount of experience needed for the desired assessment level

RTL	2	50 runs or 100 hours on class 2 water or above
RTL	3	75 runs or 150 hours class 3 water or above
RTL	4	200 runs or 400 hours on class 4 water or above

ASSESSMENT ELEMENTS

Pre departure guide information

Each trip leader is to be observed giving a pre departure brief for the guide team. Subjects to be covered during the brief are:

Trip Plan	Running orders, must make eddies, portages, etc
Equipment location	First aid, wrap kit, warm kit, sweep kit, communications
Emergency procedures	What to do in case of an emergency
Medical conditions	Identify any customers with medical conditions or medications
Non-swimmers	Identify any non-swimmers or nervous guests
Trip timings	Expected trip time and ETA (Estimated time of arrival)
Evacuation points	Identify any evacuation points in case of an emergency evac
Summary	Summarise the key points of the discussion.

Score 1-5 for each element. A minimum of 3 points is needed for TL candidates. A score of 4 points or more is needed for Instructor candidates.

Mock Emergency scenario assessment

All trip leader candidates are required to take control and manage a mock emergency scenario assessment set up by the Instructor/ Assessor. The scenario should be based using the real-time environment with incidents that could arise during a typical commercial trip on the river. Candidates have 60 minutes to complete the test. The test is over when all of the customers and equipment are in the same eddy and a decision has been made to continue with the trip or evacuate.

The safety of students must be observed during the scenario and must be discussed when setting the scenario up.

Evaluation must take place immediately after the assessment. The evaluation is structured as:

- The candidate explains what he or she was faced with and explains how they dealt with the emergency including anything they would have done differently
- Any Safety Kayakers / Safety Rafters are invited to talk about their involvement
- Any other students on the workshop are offered the opportunity to give feedback
- The Instructor / Assessor gives their feedback on the performance and a result is given on the spot for a pass or fail



Scenario Assessment criteria

Each candidate will be assessed on their performance during the scenario based on the following score criteria:

Situation assessment:

- Did the candidate make a quick assessment?
- Did the candidate identify all of the dangers and inform the guests/ crew?

Decision making:

- Did the candidate set the appropriate priorities?
- Did the candidate use all available resources?
- Was the decision appropriate to the scenario?

Communications:

- Was the plan communicated to all involved?
- Did the candidate delegate specific tasks clearly?

Conducting the Rescue:

- Was the degree of involvement by the candidate appropriate?
- Was the procedure conducted in a methodical way throughout the incident?
- Did the candidate react to any unforeseen changes?

Post scenario de-brief:

- Did the TL communicate with the guests what had just happened?
- Did the TL give the guests the option to continue or leave the trip?

Score 1-5 for each element. A minimum of 3 points is needed for TL candidates.
A score of 4 points or more is needed for Instructor candidates.

Flotilla management

All candidates are required to be observed actively managing a flotilla of rafts during a trip. The assessment criteria are:

- Did the TL ensure the running order was kept e.g. lead boat, sweep boat?
- Did the TL ensure consistent signalling?
- Did the TL ensure the correct spacing between the rafts was kept?
- Did the TL communicate with the guide team effectively?
- Did the TL make use of the CLAP Principle?

Score 1-5 for each element. A minimum of 3 points is needed for TL candidates. A score of 4 points or more is needed for Instructor candidates.



Guidance notes for: Safety Kayak Assessments

NOTE:

- Safety kayak assessments are run by IRF Safety Kayak Instructors and Assessors
- The assessment must take part on the classification of water for the desired award e.g. Class 3 whitewater for a Level 3 award
- Score 1 to 5 for each element - a minimum of 3 points is needed for Safety Kayak candidates. A score of 4 points or more is needed for Instructor candidates

PRE-REQUISITES

- A valid 8-hour first aid certificate which must include CPR
- A valid logbook with the correct amount kayaking experience working as a safety kayaker on commercial rafting trips

Safety kayak	Level 2	10 runs or 20 hours on class 2 water or above
Safety kayak	Level 3	30 runs or 60 hours on class 3 water or above
Safety kayak	Level 4	50 runs or 100 hours on class 4 water or above

ASSESSMENT ELEMENTS

Pre departure safety demonstration

Introduction	Name, role of the safety kayaker, positioning in the trip
Safety kayak equipment	Paddle, spray deck, where not to hold onto
Swim coach role	The role of the SK as a swim coach for competent swimmers
Communicating with the SK	Smile, do not panic, listen to instructions given by the SK
Stern tow	Demonstrate where, when and why
Stern carry	Demonstrate where, when and why
Bow carry	Demonstrate where, when and why
Capsized kayaker	Swim away, give the kayaker space to roll, do not hold on to the kayak
Summary	Recap the important parts of the safety demonstration

Score 1-5 for each element. A minimum of 3 points is needed for TL candidates. A score of 4 points or more is needed for Instructor candidates.

Safety kayaking personal skills

All of the skills below are to be practically demonstrated on the classification of whitewater applicable to the desired level of award e.g. Class 3 whitewater for a Class 3 award

Verbal assistance	Demonstrate where and when to use verbal assistance to a swimmer
Stern carry	Demonstrate where when and how to use a stern carry
Stern tow	Demonstrate where when and how to use a stern tow
Bow carry	Demonstrate where when and how to use a bow carry
Rescuing multiple swimmers	Demonstrate how to deal with multiple swimmers
Rescuing panicked swimmer	Demonstrate how to rescue a panicking swimmer
Rescuing unconscious swimmer	Demonstrate how to rescue an unconscious casualty
Verbally command a guideless raft	Verbally command the crew of a guideless raft mid rapid from a kayak, must include eddying out and a ferry glide



Manipulate a guideless raft	Use the kayak to manipulate the raft's directions by giving verbal commands to the crew whilst pushing and nudging the raft with a kayak
Enter a guideless raft	Enter a guideless raft mid rapid from the kayak and take control of the raft and crew (must include eddy out and ferry glide)
Enter and exit the kayak in a high energy area	Demonstrate entering and exiting the kayak in a high energy Area e.g. mid-stream rock
Eskimo rolls	Demonstrate 2x different eskimo rolls
Personal skills	Demonstrate competent personal kayak skills on the class of water applicable to the test
Trip positioning	Demonstrate good trip positioning during the trip by using the CLAP model.

Score 1-5 for each element. A minimum of 3 points is needed for TL candidates. A score of 4 points or more is needed for Instructor candidates.

Emergency mock scenario assessment

All candidates are to assist on the mock scenario assessment(s) during a raft Trip Leader assessment. If no Trip Leader assessments are available a Safety Kayak specific scenario can be created.

The scenario assessment criteria are:

Situation assessment:

- Did the candidate make a quick assessment?
- Did the candidate identify all of the dangers and administer a head count?

Decision making:

- Did the candidate set the appropriate priorities?
- Did the candidate use all available resources?
- Was the decision appropriate to the scenario?

Communications:

- Was the plan communicated to all involved?
- Did the candidate delegate specific tasks clearly?
- Did the candidate clearly communicate their intentions to their fellow guides and TLs?

Conducting the Rescue:

- Was the degree of involvement by the candidate appropriate?
- Was the procedure conducted in a methodical way throughout the incident?
- Did the candidate react to any unforeseen changes?
- Did the candidate use the correct towing / carrying technique applicable to the rescue?
- Did the candidate show evidence of using the CLAP Principle?
- Did the candidate give clear un panicked instructions to the victims?
- Did the candidate set appropriate downstream safety if needed?

Score 1-5 for each element. A minimum of 3 points is needed for TL candidates. A score of 4 points or more is needed for Instructor candidates.

Safety kayak candidates must also complete the following IRF Raft Guide assessments:

- IRF Swim test
- IRF throw bag test
- IRF Theory test
- IRF Ropework test
- IRF Written test

Score 1-5 for each element. A minimum of 3 points is needed for TL candidates. A score of 4 points or more is needed for Instructor candidates.



Guidance notes for: IRF GTE Instructor Assessments

NOTE:

- Instructor candidates are required to score 4 points or more on all of the assessment criteria for both Guide & Trip Leader assessments.

PRE-REQUISITES

- All instructor candidates must show evidence of a current advanced (16hrs +) valid first aid certificate that must include CPR
- All Instructor candidates must have logged the correct amount of logbook experience or provide an experience letter stating that they have the correct amount of experience needed for the desired assessment level

RI, SKI, WGI	3	100 runs or 200 hours Operating as a TL
RI, SKI	4	100 runs or 200 hours operating as a TL

- IRF Instructors are to have very strong personal skills and a wealth of experience of rafting in two or more countries
- All instructor candidates must complete the Instructor experience form before they apply to join the workshop

ASSESSMENT ELEMENTS

Instructor assessment presentations

All Instructor candidates are required to make 2 x 30-minute presentations. The assessment criteria are:

Teaching style	Did the candidate assess the learning style; For example: student centred or instructor centred?
Use of appropriate demonstration	Was the demonstration clear, concise, and accurate?
Were the correct tools and exercises used	Did the candidate use the correct teaching tools and relevant exercises?
Observation and analysis	Did the candidate identify mistakes and correct them?
Use of questioning	Did the candidate ensure the subject was understood through the use of questioning?
Appropriate feedback	Was the feedback constructive? Did it address one point at a time?
Verbal input and instruction	Was the instruction clear, concise, and appropriate?
Goal setting	Did the candidate set clear achievable goals for the lesson?
Lesson Plan / Structure	Was the lesson planned and structured? Did the objectives lead to a conclusion?
Appropriate environment	Was the physical environment and setting appropriate for the lesson?

A score of 3 points or more is needed to pass at Provisional instructor level.

IRF Instructor Theory Paper

All candidates are required to score 80% or more in the IRF Instructor theory test.



Final Instructor assessment sign off

Provisional Instructor candidates wishing to gain full IRF Instructor status must complete and pass a final Instructor assessment under the supervision of an IRF Assessor.

The Provisional Instructor must complete the following tasks:

- Plan and organise an IRF GTE Workshop
- Run an IRF GTE Workshop to the level of their award
- Complete all post Workshop administration tasks

Assessment criteria elements are:

Pre workshop

Pre workshop advert	Was the workshop advertised on the IRF website?
Guide communication	Did the candidates receive all the pre/course notes and info
Pre-requisites check	Were all first aid certificates and logbooks checked pre-workshop
On-site inspection	Were the host company facilities and operating equipment checked
River inspection	Was pre-workshop inspection of river made with any hazards identified
Lesson plans	Were the lesson plans for the workshop checked
Guide and Trip Leader letter	Was the IRF Guide and Trip Leader letter sent out with any other pre-course information
IRF Standards	Was a clear description of the IRF assessment standards given
Post workshop admin	Did each student leave with a debrief, result, and clear action plan
IRF Reporting	Did the candidate send all the correct documentation & fees to the IRF

A score of 3 points or more is needed to pass at full Instructor level.

Pre departure safety demonstration session

Assessment criteria	Did candidate explain the assessment criteria?
Minimum content	Was the minimum content for an IRF safety talk explained?
Demonstration	Was a demonstration of the safety talk given?
Subject sequence	Was the sequence in which to introduce subjects mentioned?
Summary	Did candidate discuss the need for a summary?
Location & positioning	Did candidate assess if the session was run in the correct location?
Timing	Were the session timings practical?
Note taking	Did candidate actively take notes to assist with feedback & debriefs?

A score of 3 points or more is needed to pass at full Instructor level.

Rafting skills and crew management session

PPE and PRE	Did candidate check the student PPE and PRE
Signals and communication	Did candidate explain signalling and communication before getting on water
Tasking	Did candidate give the students clear and achievable tasks
Instructor positioning	Did candidate position themselves to maximise communication with students
Candidate motivation	Did candidate motivate the students in a positive manner
Coaching	Did candidate give correct coaching to promote a better performance
Pre departure brief	Teaching structure / content and providing useful tips were effective
CLAP	Did candidate make use of the CLAP model
Debrief	Did candidate give the student a debrief with clear goals

A score of 3 points or more is needed to pass at full Instructor level.



Whitewater swim test

- Did the candidate select an appropriate venue?
- Were all of the IRF assessment criteria for the flip test explained to the students?
- Was a demonstration given?
- Were any mistakes discussed and corrections given?
- Was a debrief and post session coaching given?
- Was the session operated in a safe manner with any hazards explained and identified?
- Were the session timings accurate and practical?

A score of 3 points or more is needed to pass at full Instructor level.

Ropework assessment session

- Did the candidate select an appropriate venue?
- Were all of the IRF assessment criteria for the flip test explained to the students?
- Was a demonstration given?
- Were any mistakes discussed and corrections given?
- Was a debrief and post session coaching given?
- Was the session operated in a safe manner with any hazards explained and identified?
- Were the session timings accurate and practical?

A score of 3 points or more is needed to pass at full Instructor level.

IRF standard flip test

- Did the candidate select an appropriate venue?
- Were all of the IRF assessment criteria for the flip test explained to the students?
- Was a demonstration given?
- Were any mistakes discussed and corrections given?
- Was a debrief and post session coaching given?
- Was the session operated in a safe manner with any hazards explained and identified?
- Were the session timings accurate and practical?

A score of 3 points or more is needed to pass at full Instructor level.

IRF throw bag test

- Did the candidate select an appropriate venue?
- Were all of the IRF assessment criteria for the throw bag test explained to the students?
- Was a demonstration given?
- Were any mistakes discussed and corrections given?
- Was a debrief and post session coaching given?
- Was the session operated in a safe manner with any hazards explained and identified?
- Were the session timings accurate and practical?

A score of 3 points or more is needed to pass at full Instructor level.

Trip leader scenarios

- Did the candidate explain the role of the Trip Leader?
- Were all of the IRF Assessment criteria for the Trip Leader test explained to the students?
- Was an explanation of the Trip Leader assessment given?
- Were the scenarios set up and managed in a safe manner?
- Was a debrief and post session coaching given?
- Was the session operated in a safe manner with any hazards explained and identified?
- Were the session timings accurate and practical?

A score of 3 points or more is needed to pass at full Instructor level.