



IRF GTE Award System Assessment Process

The below documents and processes guide you through what you need to complete in the assessment process. There are many documents and templates to assist you in the administration and running of your workshops and assessments. They also ensure everyone is following the same standards and processes.

These documents are all found at: www.internationalrafting.com/guiding/gte-instructor-resources

The password is *Raftingsince1997* - do not share it with anyone.

1. Workshop announcement procedure

All workshops **MUST** be submitted to GTE Admin in advance of the workshop. GTE Admin will either approve or request changes / more details to the workshop. Once it is approved, it will be listed on the IRF website. Any workshop that is not listed on the IRF website is not sanctioned and will not be processed.

To submit a workshop in advance, send an email is to be sent to gte@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. Include Levels offered.*
- Where: *River, nearest town/place, country*
- Instructors: *Names of all certified instructors leading the workshop*
- Details: *Contact email address, or a link to the details, or a poster/PDF.*

2. Advertising workshops *(IRF GTE Course Details Template)*

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)*

Send this letter to guides before the assessment. The letter outlines what they need to provide to you before or at time of assessment in order to speed the processing time up. It also includes IRF fees details.

4. Assessment Guidelines *(IRF GTE Assessment Guidelines for Workshops)*

This document sets out what and how Instructors are to assess people for each qualification.

5. Theory Exam Questions *(IRF GTE Theory Exam)*

This document provides the necessary questions to test the knowledge of the candidates. Hand out the Question sheet but do not share the answers until after you have marked the exam.



6. Assessment Templates

(IRF GTE Debrief xxx)

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. You do not have to submit them to GTE Admin but keep them on file in case a candidate later questions you or the IRF needs to review them at a later stage.

- **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

(IRF GTE Assessment Record)

This form is used for reporting candidates' details to GTE Admin. You are required to complete ALL sections. This includes full name exactly as stated in a government issued identity document they showed to you at the start of the assessment, email addresses, and date of birth.

Candidates must provide to you:

- A copy of their current and valid first aid certificate that has been issued in the last three years and is of the suitable level for the qualification they have been awarded,
- digital passport style photo (head and shoulders), clearly marked so as to identify the candidate,
- their date of birth,
- their email address.

If a successful candidate is under 18 years of age at the date of successful assessment, they must be recorded with a Provisional restriction. You will not be able to complete the date of birth in the assessment record for anyone under the age of 18 - submit this detail in an email to GTE Admin. On the date of their 18th birthday, they can request the Provisional status be removed by emailing GTE Admin. There is no additional fee.

Follow the formats which are described in the instruction worksheet. Date format is year-month-day (yyyy-mm-dd). Do not force type any new qualifications or levels.

An email address for each successful candidate 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.

Return the Assessment Record, and photographs, within two weeks of completing the assessment. Payment of certification fees must be made within one month of the assessment date. Late payment of certification fees may incur a late payment penalty fee payable by you.

