



ISA Small Boat Sailing Scheme Senior Instructor (Dinghy) Training Course

Course Syllabus Assessment Criteria

2006

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To be distributed to the course participants by the Instructor Trainer during the course

Senior Instructor Training Course Content

The content of the Senior Instructor training course aims to provide candidates with the skills necessary to fulfill the role of Senior Instructor on sailing courses in the ISA's Small Boat Sailing Scheme. Some of areas detailed will need to be covered in more detail / depth than others.

Role Within The Teaching Establishment

Organisation of sailing courses

1.1 Programme Planning

- 1.1.1 Short summer programmes
- 1.1.2 Club Summer programmes
- 1.1.3 Adult programmes
- 1.1.4 Modular Courses

1.2 Course Planning

- 1.2.1 Availability of Instructors & Helpers
- 1.2.2 Availability of fleet & safety cover
- 1.2.3 Availability of shore facilities
- 1.2.4 Availability of suitable craft for course / Participants

1.3 Course Preparation Details

- 1.3.1 Taster Course
- 1.3.2 SBSS Level 1 – 3
- 1.3.3 Advanced Skills
- 1.3.4 Introduction to Racing
- 1.3.5 Advanced Racing Skills

2. Supervision of sailing activities

- 2.1 Group control ashore
- 2.2 Group control afloat
- 2.3 Ratios & Group sizes
- 2.4 Use of session planners by instructors

3. Enforcement of safety standards

- 3.1 Carrying out risk assessment
- 3.2 Sailing areas
- 3.3 Catastrophe clinic
- 3.4 Rescue craft ratios
- 3.5 Rescue craft driving behaviour
- 3.6 Continuous safety training

4. Maintenance of teaching standards

- 4.1 Balance between theory & practice
- 4.2 Monitoring participants progress
- 4.3 Promotion of ongoing onsite staff training
- 4.4 Assisting new instructors

5. Supervision of Resources

Planning, monitoring & control of resources

5.1 Equipment

- 5.1.1 Budgeting (approximate costs)
- 5.1.2 Suitability
- 5.1.3 Availability
- 5.1.4 Maintenance
 - 5.1.4.1 Ongoing, Weekly, Annually
 - 5.1.4.2 Allocating responsibility for equipment
 - 5.1.4.3 Adequate spare parts available
 - 5.1.4.4 Damage to participants boats

5.2 Staff

- 5.2.1 Recruitment
 - 5.2.1.1 How / where to source
 - 5.2.1.2 References
- 5.2.2 Training (endorsements)
- 5.2.3 Motivation
- 5.2.4 Dealing with problems
- 5.2.5 Evaluation

5.3 Shore-based facilities

- 5.3.1 Standard of facilities
- 5.3.2 Presentation / maintenance
- 5.3.3 Allocation of resources according to participants needs

6. Development of new courses

- 6.1 Identifying potential growth areas (Market-driven courses)

7. Customer relations

- 7.1 Reception of customers
- 7.2 Customer liaison
 - 7.2.1 Dealing with problems
 - 7.2.2 Encouraging and using feedback

8. Staff relations and development

- 8.1 Motivation of Instructors
- 8.2 Staff

9. Promotion of club & courses.

- 9.1 Identifying cost effective, simple methods.
- 9.2 Adult courses
- 9.3 Involvement with local schools

10. Administration required by Club & ISA

- 10.1 ISA forms
- 10.2 Course records
- 10.3 Booking forms
- 10.4 Insurance for participants boats

Role Within The ISA Small Boat Sailing Scheme

11. Promotion of the ISA

11.1 Recognition by ISA

11.1.1 Paperwork associated with recognition

11.1.1.1 Safety Statement

11.1.1.2 Risk Assessment

11.1.1.3 Operating Manual

11.1.1.4 Insurance

11.1.1.4.1 Public Liability

11.1.1.4.2 Personal Accident

11.1.1.4.3 Employers

11.1.1.4.4 3rd Party marine

11.1.1.4.5 Personal liability insurance

11.2 Certification of students

11.2.1 Club records (Logbooks etc.)

11.2.2 Presentation

12. Promotion of the ISA Training Schemes

12.1 Overview Dinghy / Keelboat / Catamaran

12.2 Overview of National Sailing Scheme Boardsailing, Powerboat, Cruising, Inland Waterway and PWC Training

12.3 The need for organised training

12.4 Different types of teaching establishments

13. Development of Course Content through Feedback

13.1 Comment Sheets

13.2 Instructor's Meetings

14. Encouragement and training of Assistant Instructors

14.1 The role of the sailing course helper

14.2 Preparation of sailors for the pre-entry assessment

15. Development of Instructors by encouraging continued training

15.1 Running on site training for instructors

Responsibilities Towards The Customer

16. Quality of Instruction

- 16.1 Assessment of learning
- 16.2 Availability & use of visual aids
- 16.3 Briefing/debriefing sessions
- 16.4 Course evaluation

17. Safety standards

18. Course enjoyment

- 18.1 Making learning to sail fun!
- 18.2 High/No wind alternatives
- 18.3 Feedback
- 18.4 Advice & information
 - 18.4.1 Courses, Clubs, Safety, ISA membership, information pack

19. Safety & welfare of Children participating in sailing courses

- 19.1 ISA Guidelines for the Implementation of the Code of Ethics & Good Practice for Children's Sport in Ireland
 - 19.1.1 Promoting Good practice
 - 19.1.2 Child Protection Guidelines

20. Customers with special needs

- 20.1 Making sailing accessible
- 20.2 Do's & Don't

ADDITIONAL AIMS

(Your own personal aims that are in addition to those detailed above.)

ASSESSMENT CRITERIA

The following criteria will be used in assessing whether or not candidates pass the course.

Candidates successfully passing the ISA Senior Instructor Training course will;

1. Have demonstrated the required knowledge of ISA Small Boat Sailing Scheme.
2. Have demonstrated a personal ability and level of knowledge of dinghy sailing appropriate to teaching all levels of ISA Small Boat Sailing Scheme.
3. Have demonstrated the ability to manage all aspects of a sailing course run under the ISA's Small Boat Sailing Scheme.
4. Have demonstrated the ability to assist instructors in presenting all elements of the ISA Small Boat Sailing Scheme syllabus to participating sailors in a clear & effective manner.
5. Have demonstrated an ability to identify and implement safe working practices.
6. Have demonstrated the ability to lead and work with a team of instructors.
7. Have demonstrated the ability to responsibly manage and care for those resources and equipment necessary for the running of a sailing course.

Assessment will be continuous and mainly practical. There will be individual debriefings provided by the Course Trainer on day 3 and on the final day.

Candidates will be informed whether or not they are being recommended for upgrading by the course Trainer during the final individual debriefing session.