



Canoeing Ireland Course Trainer & Assessor Panels

To maintain the high standard of its training courses and assessments Canoeing Ireland utilises members of Course Trainer and Assessor Panels to ensure all courses and assessments are delivered in a consistent and standardised format.

Procedures to become a member of either a Course Trainer and/or Assessor Panel are outlined below.

The accompanying Panel Application can be used to apply for any of the Course Trainer and Assessor Panels.

It is required to become a member of a Course Trainer Panel for a specified award or qualification **before** seeking to become a member of the Assessor Panel for that award or qualification.

Membership of Course Trainer and/or Assessor Panels

The three steps outlined below must be adhered to become a member of a panel:

- Step 1** Attendance as an **observer** on a training course or assessment organised by a registered Tutor. The Tutor must sign a Panel Application confirming attendance as an observer.
- Step 2** Attendance as an **assistant** on a second training course or assessment of a similar level as in Step 1 given by a registered Tutor other than the Tutor in Step 1. The Tutor will recommend whether a Panel Application should be submitted or that further experience is needed.
- Step 3** Submission of a Panel Application to the Training & Development Committee. The Panel Application must be signed confirming attendance as an **observer**, followed by attendance as an **assistant**. Inclusion on the Panel Database will be confirmed by post or email to successful applicants. The Training Committee may decline to accept an applicant on a Panel until further experience is gained.

Maintaining Panel Membership

1. Continued membership of a panel requires that registration with the Training & Development Unit is maintained. Unregistered instructors will not be recognised as panel members.
2. To maintain a high and consistent standard of training course and assessment delivery it is expected that panel members take part on at least one of the courses or assessments at the levels appropriate to their panel membership.
3. Panel membership is reviewed and updated every three years. Inactive, unregistered, or panel members failing to comply with the conditions of Panel Membership are **automatically** removed from the Panel Database.



Panel Application Form

Please indicate which panel this application relates to:

Name _____

Address _____

Date of Birth: _____

Mobile _____ Work _____

Email _____

Instructor Registration Number _____

Step 1	Date	
	Location	
Course Tutor's Comments		
Signature of Tutor:		

Step 2	Date:	
	Location:	
Course Tutor's Comments		
Signature of Tutor:		
Do you recommend that this applicant be considered for Panel Membership Yes <input type="checkbox"/> No <input type="checkbox"/>		