



HOW TO BECOME AND APA ACCREDITED PROVIDER

The African Paddling Association (APA) is the industry representative body for the commercial paddling industry. It is based in South Africa and most of its membership is South African but there are members throughout southern Africa. The association is run by a council of volunteers drawn from the industry and focuses mainly on the following;

- Setting operational standards and guidelines for commercial paddling trips on swiftwater (rivers), flatwater (lakes and estuaries) and ocean
- Developing and administering the APA Guide Certification systems for the above paddling disciplines
- Liaising with government, parastatals and other relevant bodies on behalf of the industry

The APA Guide Certification system has two aspects – training and assessing.

Training refers to the process whereby the candidate guide learns and practises the skills needed to become a competent guide. This includes formal courses, on the job training and experience. Training can therefore be provided by an operator, an individual instructor, by a Training Centre or by self study by the candidate. It is not compulsory for a Trainee Guide to do a specific (or any) training course.

Assessing refers to the process where the candidate's actual competence is measured by a qualified Assessor. Does he or she have the skills to guide competently? Assessments are completely separate to training and are administered by APA itself, in conjunction with an Assessor.

The Role of the Training Provider

Training Providers are individual instructors registered by APA in order to provide APA accredited training courses. This means the following;

- Training follows a set curriculum, designed to instruct the guide in the skills needed to qualify at the relevant level as efficiently as possible
- Training follows certain rules and procedures so that the candidate knows what they will be getting – qualified instructors, specific course materials, feedback from the instructor and a Letter of Attendance, for example
- The Training Provider must fulfil his/her obligations in terms of admin and fees payable to APA each time a course is run.

The Training Centre will set up a mutually agreeable arrangement with trainees with regards to fees and payments. APA does not dictate how such an agreement is structured at all, as long as the APA requirements for training are met.

Essentially, all training must be conducted by an **APA qualified instructor** and must follow the APA guidelines. Admin must be kept up to date and the relevant fees paid to APA.

In addition to training, the Training Provider can also work in conjunction with APA national to run assessments.

Assessments must be done in conjunction with APA. All assessment must be conducted by a **qualified assessor**. Admin must be kept up to date and the relevant fees paid to APA. APA will process the assessment, arrange moderation and issue certificates.

Finally, Training Providers are expected to participate and contribute to discussions and ongoing developments regarding the Guide Certification system.

How to Register as a Training Provider

- Study the APA Guide Certification system very carefully and ensure you understand it well
- Study the relevant APA requirements for courses and Training Providers and ensure you understand them all well
- Decide if registering as a Training Provider will best meet your needs and the needs of the industry, especially the guides. Ask questions if you are not clear on anything.

Then ...

- Complete the attached Registration form and send it in.
- The council will scrutinise your application
- If successful, APA will then invoice you and send you the relevant course booklets and any other necessary information

ISSUED BY APA NATIONAL for the Instructor Council

September 2013

The African Paddling Association (APA)

A Professional Paddling Industry for all

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