



GUIDANCE FOR THE TUTOR AWARD AND EMPLOYMENT OF NNAS BRONZE TUTORS

General:

1. At the Board meeting of 03 06 16 it was decided that the teaching navigation course written by N Williams supported by D Riley, J Woodhouse, P Mee and others should be named the NNAS Tutor Award.
2. This award was designed to teach those who teach how to teach navigation. It is not designed solely as a vehicle of teaching or assessment of personal navigation competence.
3. It was recognised at the same Board meeting that holding a MTUK qualification does not necessarily indicate competence in teaching navigation as this is neither taught nor assessed at most levels of MTUK award.
4. The minimum age for attendance on an NNAS Tutor Award will be 16 years, and previous navigation experience is essential.

Guidance for Providers:

5. All existing NNAS course directors will be required to complete the NNAS Tutor Award by the end of June 2019 (three years from the date of inception). The award will be made available at the AGM and at regional workshops.
6. Individuals/ Centres/ Organisations/ Schools etc. wishing to become Providers will still need to apply in the usual manner and must have at least one member of staff who will hold one of the relevant qualifications accepted by the NNAS to become a course director (see the NNAS Course Criteria Overview document), but will be able to employ those who have completed the NNAS Tutor Award only. This will only apply to the Bronze award. See points 8 & 9.
7. It is the Course Director's responsibility to manage the course, Bronze Tutors and clients safely and within the restrictions of the law, best practice and NNAS Provider Code of Conduct.
8. It is entirely the responsibility of the Course Director in question to run the Bronze course with the NNAS Bronze Tutor assisting. There is no scope for remote supervision, nor the Course Director being absent or otherwise engaged, while the course is running.
9. Providers who wish to use Bronze Tutors to assist in Bronze course delivery are responsible for sourcing and presenting a relevant CV about the prospective tutor to the NNAS office at Stirling. This must be done prior to using them on a Bronze course. A register of those authorised NNAS Bronze Tutors will be held at Stirling.

**Guidance for Bronze Tutors:**

10. After successfully completing an NNAS Tutor Award you will be qualified, after approval by NNAS, to assist a Course Director of a registered Provider in delivery of the Bronze award. Before working for a Provider, you will be asked to present a CV showing relevant experience to the Provider who will send it to NNAS office at Stirling.
11. The list of approved NNAS Bronze Tutors will be held by the NNAS office and will be the definitive list.

Accreditation to be an NNAS Tutor Award Director:

12. A list of accredited Tutor Award Directors is held at Stirling. You should check before you attend a course that the individual is qualified and authorised through the NNAS to deliver the NNAS Tutor Award.
13. The qualifications and experience to become a NNAS Tutor Award Director will most likely to be made up of some if not all of the following:
 - Higher level MTUK/ award MCI/ WMCI/ UIAGM
 - Higher level British Orienteering coaching award
 - Higher level BCU coaching award
 - Higher level British Cycling coaching award
 - Higher level coaching climbing award
 - Course Director MTUK/ BCU/ BASI/ British cycling awards
 - Experienced NNAS Gold Course Director (*see par 14*)
 - Existing NNAS moderator
14. Applicants with an MT/ Joint Services ML(S) qualification only may be required, prior to being granted Directorship, to be observed delivering a Tutors Award. Subsequent to a favourable report by the observer, and all other criteria being filled, applicants will be granted Tutor Award Directorship. Applicants will be required to cover the observer's costs up to but not exceeding £100, which will be paid to the NNAS. The observer will supply receipts to the NNAS which will be reimbursed by the NNAS, and available to the applicant on request.
15. James Woodhouse, as the NNAS Technical Advisor, has the final say in matters of Bronze Tutor registration and completion. Any issue not successfully ratified by him may be referred to the board whose decision is final.