



A Scheme Approved by Mountain Leader Training England
(Updated 2008)

Guidance notes on the scheme for committee members

Control of the scheme lies with the committee but responsibility for correct implementation of the scheme rests with committee representatives within their own LA.

Authority to implement the scheme is dependant on an active involvement in the Committee indicated through inclusion on the annual list of committee members.

Correct implementation requires:

1. Promoting the scheme

- The agreed selection of common materials (syllabus, introductory pages, registration form, log book pages) must be included on an appropriate web based LA site.

2. Maintaining accurate records of candidates

- Individuals wishing to enquire further about the scheme or register must contact a listed LA nominated representative. This would most usually be the representative in their home area.
- Each new candidate must be recorded with a unique registration 'number' and their details held on a database.
- Upon receipt of the one off registration fee of £25 (2008). Each new candidate must receive a pack of common materials. (Log book, Hillwalking, Steve Long and MLTE Remote Supervision).
- All certificates must be of the common format and must be signed by the awarding LA nominated representative on behalf of the SWMMLTS.

- Certificates are only issued on receipt of completed assessment sheets from course directors.
- Candidates, not committee members, are responsible for notifying their own employer if they attend a course in a different LA to their own.
- Producing an annual report to the committee.

3. Approval of suitable course directors and staff and maintenance of records

- All course directors must hold the MLTE summer MLA as a minimum. Other staff must be suitably competent and this competence recorded.
- Course directors must be suitably inducted into the requirements of the scheme.
- Details of all staff approved to direct or assist on any SWMMTS courses must be held centrally and available to the committee if required.
- Records of courses run – including details of staff, venue, candidates.

4. Assessments

- The awards administered by the committee only assess technical competence. Course directors may use some discretion regarding the content of an assessment but must be able to provide evidence to support any decisions made.
- The agreed assessment sheets must be used for all assessments. These are required for the issue of certificates and for maintaining an accurate record.
- All assessments will require as a minimum (in addition to the practical element) the production in written format of a risk assessment and route card by each candidate for a day walk.
- Assessments may be conducted with a group of young people or through use of other candidates as the 'group'.
- Navigation assessments for WML must be planned to include navigation in darkness to guarantee assessment in poor visibility.

5. Moderation

- Each LA committee member is responsible for moderating the standard of courses in line with agreed policy to ensure maintenance of quality and standards. All moderation must be recorded through use of the agreed moderation report form.
- Moderation will on occasion include an element of cross LA working.
- Between April 2008 and April 2009 each committee member must, if they are not the course leader on all courses within their LA:
 - 1-2 courses annually. Moderate a minimum of 1 course.
 - 3-6 courses annually. Moderate a minimum of 2 courses.
 - 6-10 courses annually. Moderate a minimum of 3 courses.
 - 10-20 courses annually. Moderate a minimum of 4 courses.
- As a means of ensuring a commonality of standards across LAs all committee members and approved course directors will be invited to attend the annual training workshop