



## **Assistant Instructor Training**

### **The Role**

The role of the Assistant Instructor is to assist qualified instructors to teach beginners courses up to and including the standard of Start and Youth stage 1 in the Windsurfing Scheme, and up to Level 2 Basic Skills in the National Sailing Scheme and Stage 3 of the Youth Sailing Scheme.

The training is relevant to any individual interested in encouraging children and adults to learn to windsurf/ sail. Assistant Instructors should work under the supervision of an RYA Windsurfing Senior Instructor, helping qualified RYA Instructors in the early stages of a group's learning.

Within the Dinghy scheme, AIs may act as helmsmen in the early stages, encouraging the students to take over as soon as possible. When teaching single handers their role may often be that of a helper, rigger, catcher etc. The training given should reflect this.

### **Training**

- The training and assessment are conducted by the Principal or Chief Instructor who holds a valid RYA Senior Instructor Certificate
- Covering the teaching points related to beginners as detailed in the course content and assessment criteria below.
- Between 20 – 25 hours and may be given as a specific Assistant Instructor Course or may be provided on a one-to-one basis over a longer period as on the job training.

In providing this training, the Principal/ Chief instructor will have in their mind the role of the Assistant instructor – working under direct supervision at all times to windsurfing - this may be with a particular student having problems with a specific skill or helping the instructor rig the equipment and aid in carrying and launching the student's equipment.

A suggested programme for the course is attached. The majority of the time should be spent on the water covering how to put across the various teaching points for each session.

### **Eligibility**

Candidates must hold a personal windsurfing certificate of Intermediate Non-Planing or above.

### **Assessment Criteria**

Following the training students will be assessed on their practical ability with beginners. Successful candidates should be issued with a certificate, their log signed and training given recorded.

The AI award is valid only at that centre, and for five years. As part of the centre's staff training programme, all assistants should be encouraged to gain RYA instructor qualifications.

**Important Note**

As the training and assessment is limited to the role of assisting qualified instructors and does not include first aid or powerboat handling, Assistant Instructors must never be allowed to work without direct supervision.

It is normal practice for every Principal to ensure that all his staff are conversant with the teaching techniques and local operating procedures of that centre. Thus if an Assistant Instructor moves from one training centre to another, it is likely that their new Principal will issue a new Assistant Instructor Award after retraining.

<b>Dinghy - Sample programme for Assistant Instructor Course</b>		
<b>Friday</b>	Evening	Welcome, Introductions, role of the assistant instructor Outline of course Basic principles of instructor technique
<b>Saturday</b>	Morning	Teaching Method Sessions 1 – 4
	Afternoon	Teaching Method Sessions 5 - 7
	Evening	Teaching capsized recovery and man overboard (theory)
<b>Sunday</b>	Morning	Teaching method Sessions 8 – 11
	Afternoon	Teaching Method Sessions 12 Teaching capsized recovery and man overboard (theory) Debrief



**Practical areas to be covered:**

Communication skills

Simulator

    Sighting and setting up

    Safety

    Introduction to use of the simulator

    Demonstration under supervision and direction

    Basic fault correction

Rigging Sticks

Sailing area and safety briefings

Weather

Clothing

Carrying and Launching

Other water users

Care of students

**Theory to be covered:**

Role and qualities of an Assistant Instructor

Differences between A junior and Adult Introductory and Course

    Course objectives

    Teaching methods

    Junior scheme philosophy

Equipment suitability

RYA Schemes – Logbooks and awards

Progression and becoming an RYA Start Windsurfing Instructor

Child protection act

Health and Safety

**A few 'Top Tips' to teach your AI:**

- Encourage your AI Candidates to follow the 'Start Windsurfing teaching method – W4a' and teach in simple stages
- Teach methods of student motivation and successful learning:
  - Remind them - after 20 mins or so the average student's ability to absorb information falls off considerably - short breaks followed by revision and information testing makes for efficient learning.
- Avoid the over use of technical terminology/ use of jargon