

GUIDANCE NOTES FOR PRINCIPALS OF INLAND WATERWAYS RECOGNISED TRAINING CENTRES

These notes are to be used in conjunction with the RYA Recognised Training Centre Inspection Report Form for Inland Waterways Helmsman's Centres. The shaded sections of the Inspection Report Form are to be completed by the Centre Principal prior to the inspection visit. The remainder will be completed by the RYA Inspector during the visit.

RYA training courses are run at Recognised Training Centres, by suitably qualified staff, following the relevant national syllabus, using appropriate, well maintained equipment as defined in these guidelines.

RYA recognition primarily covers the standards of tuition and safety when RYA or other unofficial courses are underway.

APPLYING FOR RECOGNITION

Before applying ensure that you can comply with the RYA's requirements outlined in this document. Further useful information is contained in the Principal's Pack, available from the RYA.

Send a completed application form together with the correct application fee to RYA House.

Recognition fees are listed at the back of these Guidance Notes.

INSPECTIONS

An Inspector will contact you to arrange an inspection. During this inspection, the boat and equipment must be available and the Principal and the Chief Instructor(s) must be present. The Principal and the Inspector will complete the Inspection Report Form, which the Inspector will return to the RYA. If the school does not fulfil the requirements for recognition a re-inspection may be necessary, for which an extra fee will be charged.

Following the initial inspection, RTCs will normally be visited on at least an annual basis and can be visited at any time, with or without prior notice. If you subsequently apply for recognition for further courses or activities, another inspection will be necessary. If a visit is required subsequent to the annual inspection, a further fee will be payable.

Schools Operating a Maximum of 3 Sites

Schools wishing to operate at more than one site should write to the RYA giving details of where they wish to operate. Schools wishing to do this would normally have an inspection at each site. This will incur an extra fee, the amount of which will depend on the locations. It is not acceptable for one Principal or Chief Instructor to be responsible for more than one site that can run courses simultaneously.

Schools operating at more than 3 sites, including tuition where the school vessel is moved to venues other than the base site.

A school operating from more than 3 sites must have a base site and will normally be inspected at a minimum of three sites. An additional recognition fee is payable. Further inspections may be required by the RYA and if further additional sites are inspected, an additional fee will be payable.

In addition a school may offer tuition in a student's own boat. It should be noted that the owner is the skipper and is responsible for insuring the craft. All conditions of recognition concerning facilities, course length, safety equipment etc apply. A school may not, however, offer only Own Boat tuition.

ANNUAL INSPECTIONS

Prior to an inspection, the RYA Inspector will contact you to arrange a suitable time. The Inspector will probably wish to see the school in operation during a course, as part of the inspection will involve talking to the students.

Apart from the obvious requirement for ensuring that the teaching, equipment and safety are satisfactory, the Inspector can help you identify ways of improving your courses by in-service training and help with coaching matters.

During the visit the Inspector may make recommendations about items which require attention to bring the Centre in line with RYA requirements. These will be listed on an inspection action plan and the Principal and Inspector will agree a date for implementation. The Inspector is familiar with the constraints of running a RTC and should be able to advise you on the best course of action.

The inspector may recommend that a re-inspection is carried out to check on satisfactory implementation and in this case an additional charge will be made.

If an inspection shows that an establishment is seriously below standard, recognition may be suspended. In these cases the matter will be dealt with centrally at RYA House. If recognition is withdrawn an appeal may be made to the RYA Training Committee.

Recognition of a Training Centre is vested in the Principal and will automatically be revoked on a change of Principal, discontinuance of active instruction, insolvency, or sale of the establishment. A re-inspection will take place before recognition is reinstated. Where an unqualified Principal, e.g. the proprietor, employs a qualified Chief Instructor to meet the requirements of recognition, such recognition will not automatically lapse on a change of that Chief Instructor. The Principal must, however, inform RYA House immediately of any such change.

The Inspector will ensure the Principal clearly understands the requirements of the RYA as to the proper running of an RYA Training Centre, particularly with respect to advertising, the issue of RYA certificates and the running of non-certificated courses. Remember that the safety of all staff and students, as well as the standard of tuition, is the responsibility of the Principal.

INSPECTION REPORT FORM

CENTRE DETAILS

The postal address for the Recognised Training Centre should be given as well as the operating location, if different.

1. OPERATING AREA

- 1a.** The actual operating area should be noted.
- 1b.** Operating areas should be capable of clear description and the boundaries easily recognised. Instructing staff should be fully aware of designated operating areas and should observe them.
- 1c.** Staff and clients should be made aware of local hazards and other water users. The Recognised Training Centre operating manual should include a system for ensuring that occasional, casual and seasonal staff and users are made aware of operating areas and local hazards.
- 1d.** Disabled facilities are not mandatory but must be available if courses are offered for disabled users.
- 1e.** All additional operating sites are listed on the front of the inspection report form.

2. ADMINISTRATION

- 2a-c** The establishment must have a written health and safety policy statement. The first step is to carry out a risk assessment, information on which is available from the RYA. Having identified the risks, the Principal should implement a safety policy and operating procedures, which must be agreed and adhered to by all staff.
- 2d.** An Accident Book must be used, should be reviewed regularly and action taken to prevent repetition of injuries. In the case of a serious incident the Principal must contact the RYA, who can provide advice and assistance, as well as disseminating any lessons learned.
- 2e.** The RTC should be covered by insurance for public and third party liability, and for employer's liability, if appropriate.
- 2f.** Booking forms should include information about any pre-course requirements, emergency contacts and a declaration of any health problems which may affect participation.
- 2g.** The advertising, brochures, booking forms, joining instructions etc. should be clear and accurate. They must not give any mis-representation, either by implication or omission, that the facilities, services and courses offered, qualifications of staff or level of RYA recognition differ from those implicit in the recognition already granted.
- 2h.** A system for receiving and reviewing customer feed-back and complaints should be in place.
- 2i.** The relevant handbook (IWPCN) must be supplied to students. The RYA Inland Waterway Helmsman certificate, signed by the Principal or Chief Instructor, must be awarded on successful completion of a course.
- 2j.** If the RTC sub-contracts its training to another company, that company must be recognised by the RYA for the relevant courses. It must be made clear on any advertising materials that this arrangement exists and to which company the training is being sub-contracted.

3. TUITION

It is the responsibility of the Principal to ensure the safety of the Centre's students at all times.

- 3a.** The Inspector will expect to observe tuition during the visit.
- 3b-d** All training must be supervised at all times by a person holding the IWHC Instructor certificate:
A student:instructor ratios of 3:1 should be observed for all courses.
- 3e.** Course programmes should show that the full course syllabus is adequately covered.
- 3g.** The RTC should provide a structure of on-going staff training, which may include matters such as health and safety issues and operating procedures.
- 3h.** Schools working with children are advised to put a Child Protection Policy and Procedures in place
- 3i.** It is the responsibility of the Principal to obtain references for staff working with children.

4. FACILITIES

- 4a.** It is essential that there is easy access at all times to a telephone, for use in emergencies. A mobile telephone is acceptable. If appropriate to the operating area, a VHF radio should be available.
- 4b.** A first aid kit should be carried in each teaching boat and should be located in an easily accessible and clearly marked position. The contents should comply with legislation and should be regularly checked and re-stocked. A list of first aiders should be displayed in a prominent position at the Centre's shorebase. An Accident Book must be maintained.

- 4c. Toilet facilities must be available, with soap and water for washing hands. Course members should not be expected to pay for the use of a public facility.
- 4d. Adequate dry areas ashore or onboard must be provided to enable a comfortable environment for teaching theory aspects of the course. These areas should be appropriately furnished and equipped for this purpose.
- 4e. Visual aids appropriate to the course should be provided, eg whiteboard, training publications etc.

5. CLOTHING

- 5a-b. Sufficient buoyancy aids or life jackets in a range of sizes must be available for all course members.

All buoyancy aids and life jackets should be inspected regularly to ensure that they are in generally good condition. There is no requirement from the RYA for flotation testing, but this is available from the manufacturers if desired. If there is serious doubt as to their effectiveness, they should be tested or discarded.

- 5c. If supplied, waterproofs must be clean and serviceable. It must be made clear on joining instructions whether waterproofs will be supplied by the Centre.

6. BOAT CHECKLIST

- 6a. All boats must hold a valid Boat Safety Scheme certificate, be in a sound condition and appropriate for the course on offer. They should be clean, well maintained in a good state of repair, with all fittings in good working order. The engine should be well maintained and regularly serviced.
- 6b. The craft must be suitably equipped for the operating area including lifebuoys and fire extinguishers.

All boats used must have an acceptable amount of space for teaching. Traditional stern boats should not be generally be used for training purposes.

RECOGNITION FEES 2004

Fees for RYA recognition during 2004 are as follows:

UK Schools	£ 190
UK Schools – 2 sites in different areas	£ 380
Secondary site in same region	£ 85
Overseas Schools	£ 315 per site
Subsequent or re-inspections	£ 90
Mobile centres	£580