

**Statements of Competence – Principles & Worked Examples**  
**Adapted from the AALA**

1. Wherever possible, Statements of Competence should:
  - a. Be signed by a suitably experienced and qualified industry expert. This person is free to determine the format of the SoC;
  - b. Describe what was seen, or is known, and comment on its adequacy. This is the evidence on which the Statement of Competence is based. The aim of a SoC is to recognise competence relevant to the employee's likely deployment. For this reason SoCs are not generally transferable from one provider to another;
  - c. Be in simple language;
  - d. Avoid referring to the suitability of anything other than skills that the industry expert is qualified to assess. They should (generally) only make judgements about their technical skills, and anything that the Industry expert actually saw. The rest (e.g. the apparent suitability to work with a particular client group, etc.) remains the responsibility of an employer (or similar) to ascertain;
  - e. Not make predictions about the future
  - f. State the *opinion* of the Industry expert as to whether the *evidence* seen on the day supported the view that the candidate was *capable* of performing the set tasks adequately
  - g. State what this opinion is based on. There is no fixed format and ultimately it is up to the industry expert and the employer to determine the basis for the SoC and to record it as part of the statement. This might take various forms as shown in the examples below;
  - h. Indicate the date, venue and where appropriate a description of the client group and the conditions;
  - i. Be signed and dated and include any relevant qualification;
  - j. Any restrictions such as venue, time of year, or duration of validity etc., which is felt necessary, should be clearly stated.

**Collective Interpretations are not to be considered legally definitive. They are primarily for internal use and are not primarily for public distribution.**

## Example Statements of Competence

### Example 1: Observation of an activity session.

On Saturday 16 May 2004 I watched Jenny Jones run an introductory combined canoe/kayak session for a boisterous but well behaved group of 8 14 year olds. The session took place at Lake ABC on a typical May day, with a mix of sunshine and some showers and light winds.

I previously had taken an opportunity to talk to Jenny about her own canoeing/kayaking experience and her teaching experience.

Jenny competently ran an enjoyable and safe session, getting the young people to switch between kayaks and canoes, and covering the necessary skills for each. She finished the session with a short 'journey' around the shore line an old jetty and back, and a fun 'wet session' at the very end.

In my opinion she ran the session in line with nationally accepted standards of good practice. She carried with her (and had in the near-by minibus) appropriate incident and emergency equipment, including a sensible stock of spare clothes and equipment.

There were no untoward incidents during the session so following the session I asked her to rescue a capsized and seemingly frightened kayaker (me!) and a swamped open canoe. She performed both with competence. I posed a few common incident scenarios to her and her response was again in line with nationally accepted expectations.

Jenny had a nice rapport with her group, and maintained a nice balance between being informal and maintaining good group control. She also had a good repertoire of games and exercises which kept the more able suitably occupied. This allowed those who were struggling enough time to developed necessary confidence and skills.

She told me afterwards that she did not decide exactly how she would end the session until well into it, and described several options she had, depending on how the group were coping, and what they wanted to do.

In my opinion the skills I saw were well above those necessary for operating introductory canoeing/kayaking sessions at this and similar venues.

*Johnny Wilde,*  
NZOIA Level 1 Kayak  
NZOIA level 1 Canoe

20 May 2004.

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Example 2: Signed induction check list

**Employee Name:** Jasper Jones

**Activity:** Climbing at XYZ Crag

Induction checklist

- Item 1:** Kitting up at the centre (including instructor kit)
- Item 2:** Group management on the approach to (and return from) the crag.
- Item 3:** Harness and helmets session.
- Item 4:** Rigging climbs 1, 2 and 3
- Item 5:** The general layout of XYZ Crag (with particular attention to suitable routes and descents) and its use in various weather conditions.
- Item 6:** Instructor belaying.

I am satisfied that the above named instructor can satisfactorily do all of the above tasks at XYZ Crag

**Additional comments:**

**Signed:** *Jack Bee*

**Date:** 02.04.26

**Qualifications:** NZOIA Rock 2

Peer Belaying Endorsement

I am additionally satisfied that the above named instructor can satisfactorily supervise one or more students (at the discretion of the session leader) as they belay.

**Additional Comments:**

**Signed:** *Jack Bee*

**Date:** 02.04.26

**Qualifications:** NZOIA Rock 2

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