



# PROVIDER HANDBOOK

*Including: 'Provider' guidelines, complaints procedures and the 'Provider' agreement*

*Created 2011, updated October 2015*

# Addendum

- **17<sup>th</sup> August 2012**

*Point 4 Added to the Obligations of the Course Provider (CP) on page 20,  
“To act in a manner that will not bring Mountaineering Ireland into disrepute.”*

- **May 2013**

*Procedure for becoming a LLA - Lowland Leader Award and CWA provider updated*

- **January 2014**

*Procedure for becoming a CWLA provider added  
Staffing for courses modified/clarified*

- **June 2014**

*Additional staffing requirements Train the Trainer  
Additional staffing & ratio details for CWA & CWLA*

- **October 2014**

- *Clarification of ratios of course providers on LLA assessment*
- *Staff for the SPA must have MPA minimum, strongly requested to be MIA holder, (Minimum MIA as of 03/2016)*
- *MSA providership requirements changed to “have observed a full ML training course” from “have observed/instructed a full ML training course”*
- *New Award Level 1 Climbing Coach*

- **December 2014**

- *Providers of SPA, ML, MPA, LLA and Level 1 Climbing Coach are required to be Coaching Ireland Adventure Sports Tutors.*

*The SPA, ML, MPA, LLA awards have been added to the Coaching Ireland Adventure Sports Framework.(ASF) as of 2014*

- *MS 20 contact hours divided into 18 hours contact time & 2 hours facilitated learning, (see the MS handbook for details or contact the training officer).*

- **March 2015**

- *Staff for the SPA, Minimum MIA as of March 2016*

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# 1. Introduction

*Mountaineering Ireland (MI) represents walkers, climbers and mountaineers on the island of Ireland. It is recognised as the National Governing Body (NGB) for all aspects of mountaineering by both the Irish Sports Council (ISC) and Sport Northern Ireland (SNI). MI has in excess of 11,500 members comprising over 180 clubs and 1,200 individual members.*

*The key aims of the MI are to:*

- *Represent the interests of walkers and climbers*
- *Improve and secure access to the Irish hills and crags*
- *Promote safety and training to walkers and climbers*
- *Promote mountain training programmes and qualifications*
- *Promote mountaineering activities in Ireland*
- *Encourage responsible and sustainable use of the mountain environment*
- *Support members, especially young people, in skills development*
- *Provide appropriate services to members*

*MI is governed by a volunteer 'Board of Directors' that are elected by the membership. MI also has a team of paid staff based in its offices in Dublin and at Tollymore National Outdoor Centre.*

*BOS is a subcommittee of MI that represents groups interested in mountain training within the Republic of Ireland. BOS contributes opinion and advice to the MI Training Office through frequent BOS Board meetings.*

*BOS is the awarding body and administers; Mountain Skills (MS), Climbing Wall Award (CWA), Climbing Wall Leading Award, (CWLA), Single Pitch Award (SPA), Multi Pitch Award (MPA), Lowland Leader Award (LLA), Walking Group Leader (WGL) renamed (Hill & Moorland Leader), Mountain Leader (ML) and Level 1 Climbing Coach.*

*This document details how to become a Provider of these courses; guidance on running the courses and the agreement that must be signed to become a Provider.*

## 2. Who can apply to be a BOS approved Course Provider (CP)?

**BOS does not approve outdoor centres, colleges or organisations.**  
*An individual wishing to become a BOS approved CP must:*

1. *Be an individual member of MI (applicants must remain members of MI for the duration of their 'Provider' agreement)*
2. *Fulfil the BOS criteria for the course they want to provide.*
3. *Accept and sign the BOS 'Provider' agreement and send the appropriate fee.*

## 3. Advice for outdoor activity businesses wishing to run BOS courses and CPs working for outdoor centres, colleges or organisations

*Outdoor education centres, adventure centres, colleges and businesses that would like to run BOS training or assessment courses **must** arrange this directly with a CP approved by BOS. The CP is solely responsible for ensuring that the courses are run in accordance with BOS criteria/standards and for meeting BOS reporting requirements, including sending notification and confirmation of any courses to the MI training office, submission of course reports where relevant, and maintaining records in case of any follow-up queries by BOS.*

*There are two **IMPORTANT** requirements that any centre, college, outdoor/activity/adventure centre must comply with:*

1. *The BOS CP must be clearly identified in the promotion and advertising of any courses.*
2. *The BOS and MI logos must be clearly displayed alongside any advertising of the course*

## 4. Renewal of the 'Provider' agreement

*To renew an existing 'Provider Agreement' the CP must show evidence of having run at least one relevant full training or assessment course during the previous three years i.e. if the CP is a MS 1 & 2, he/she must have run at least one MS1 and one MS2. If the CP is a 'Provider' of multiple awards he/she must have run or worked on at least one of each of the courses during the period of their CP agreement.*

CPs must also provide evidence that they have undergone 'Continuing Professional Development' (CPD) relevant to the course they are approved to run, during the period of the CP agreement.

## 5. Note on observations

All observation requirements are of full-length courses. The observation role should be an active involvement with the CP and the course students. However, observing candidates should not be left to teach a group in isolation without continual guidance from the training CP.

## 6. The 'CP' approval process for Mountain Skills (MS) 1&2 Training

The following steps explain the process to become a BOS approved CP of MS Training Parts 1 & 2.

Step 1
<i>Hold an ML, IML, MIA, MIC or BMG for a minimum of twelve months</i>
<i>Demonstrate continued development as an ML, IML, winter ML or MIA through personal and/or work activities</i>
<i>Have current experience leading groups of a variety of abilities and ages in a range of Ireland's hills and mountains.</i>
Step 2
<i>Attend a BOS 'Train the Trainers' course</i>
Step 3
<i>Fulfil the post "Train the Trainers' (TTT) course assignments. Log book page provided on the TTT course.</i>
<i>Observations: 2 x MS1, 2 x MS2 and 1 x MSA with more than one CP and at different locations. The MSA and at least 1 x MS 1 &amp; 2 observations must be completed after completing the 'Train the Trainers' course.</i>
<i>Observation Log book page under provider downloads, other downloads, train the trainer provider observation record.</i>

#### **Step 4**

*Complete the CP application form (available from the MI office or by download from [www.mountaineering.ie](http://www.mountaineering.ie)) and send with a non-refundable €100 fee, for each course that approval is required, to a maximum of €200 to: The Training Office, Mountaineering Ireland, Sports HQ, National Sports Campus, Blanchardstown, Dublin 15.*

*The non-refundable support fee will apply each time you renew your 3 yearly provider application.*

#### **Step 5**

*The application will be processed by the training office and presented at the next BOS meeting for approval.*

#### **Step 6**

*If approved, two copies of the three-year CP agreement, signed by the Chairperson of BOS, will be sent. You should read and sign one copy, then return it to MI's Training Office.*

## **7. The 'CP' approval process for Mountain Skills Assessment (MSA)**

*To become a BOS approved CP of MSA you must follow these steps in addition to the requirements for MS1 & 2:*

#### **Step 1**

- *Hold an IML, MIA, MIC or BMG*
- *Have played an active role instructing (i.e. named on the BOS form) on the following courses 2 x MS1, 2 x MS2, 2 x MSA with more than one CP and at different locations in the previous 3 years prior to application.*
- *Observed on 1 full ML training post gaining your IML, MIA, MIC.*

**Then follow steps 4 to 6 of the MS approval process above**

## 8. The 'CP' and assessor approval process for BOS 'Instructor', 'Leader' and Coach Awards

*This explains the process for becoming a CP of the following awards:*

- BOS Lowland Leader Award Training and Assessment (LLAt/a) \*
- BOS Hill & Moorland Leader Training (H&MLLt) \*
- BOS Hill & Moorland Leader Assessment (H&MLa) \*
- BOS Mountain Leader Training (MLt) \*
- BOS Mountain Leader Assessment (MLa) \*
- BOS Climbing Wall Award Training and Assessment (CWAt/a)
- BOS Climbing Wall Leading Award Training and Assessment (CWLat/a)
- BOS Single Pitch Award Training and Assessment (SPAt/a) \*
- BOS Multi Pitch Award Training and Assessment (MPAt/a) \*
- BOS Level 1 Climbing Coach Training & Assessment (L1CCt/a) \*

*\*See addendum on page 1. ML, LLA, SPA, MPA, L1CC, require Coaching Ireland Tutor Course. Please contact the training officer for further details.*

### Step 1

*Hold the appropriate award (see below list) for twelve months and demonstrate continued development as an IML, Winter ML, MIA, MIC or BMG through personal/ work activities with groups of a range of ages and abilities in a variety of Ireland's hills and mountains.*

### Step 2

*If you haven't already done so, attend a BOS 'Train the Trainer' course (available once every year) and fulfil the post 'Train the Trainers' course assignment, (see 'the approval Process for becoming a MS1&2 training CP above). In addition to above you must fulfil the following:*

### Step 3

#### **Lowland Leader Award Training and Assessment CP**

- *Be an active walker*
- *Hold an IML, MIA, MIC or BMG for a minimum of twelve months*



- *Provide evidence of leadership provision e.g. H&ML or ML*
- *Observed 2 x LLAt , 1 x LLAA (unless you are already a BOS ML or H&ML provider where 1 x LLAt and 1 LLAA is required)*

### **Hill & Moorland Leader (Walking Group Leader) Training CP**

- *Be an active hillwalker*
- *Hold an IML, MIA, MIC or BMG for a minimum of twelve months*
- *Provide evidence of training provision e.g. Mountain Skills or similar navigation courses*
- *Observed 2 x H&MLt , 1 x H&MLAA (unless you are an MLT provider where 1 x H&MLt is required)*

### **Hill & Moorland Leader Director of Assessment**

#### **NOTE – BOS is the CP of H&ML Assessments**

- *Be a H&MLt CP for a minimum 1 year*
- *Instructed 3 x H&MLt (unless you are an MLt CP where 1 is required)*
- *Observed/worked on 1 x H&MLa post becoming an H&MLt CP*

### **Mountain Leader Training CP**

- *Be an active hill walker*
- *Hold an MIA, MIC or BMG for a minimum of 1 year*
- *Provide evidence of training provision e.g. Mountain Skills or similar navigation courses*
- *Observed 2 x MLt, 1 x MLa*

### **Mountain Leader Director of Assessment**

#### **NOTE – BOS is the CP of MLA Assessments**

- *Be an active hill walker*
- *Be MLt CP for a minimum of 1 year*
- *Provided/instructed on 4 x MLt*
- *Observed or worked on 2 x MLa with different assessors*

### **Climbing Wall Award Training and Assessment CP**

- *Be active on climbing walls with experience of movement skills*
- *Hold an MIA, MIC or BMG for a minimum of 1 year*
- *Observed 2 x CWAAt, 1 x CWAa*
- *Lead climb French 6a*

### **Climbing Wall Leading Award Training and Assessment CP**

- *Be active on climbing walls with experience of movement skills*
- *Hold an MIA, MIC or BMG for a minimum of 1 year*
- *Be an SPA or CWA CP for a minimum of 1 year*
- *Observed 2 x CWLAt, 1 x CWLAa*
- *Lead climb French 6b*

### **Single Pitch Award training CP**

- *Be an active climber*
- *Hold an MIA, MIC or BMG for minimum of 1 year*
- *Observed 2 x SPAt, 1 x SPAa*

### **Single Pitch Award Assessment CP**

- *Be an active climber*
- *Be an SPAt CP for a minimum of 1 year*
- *Provided 4 x SPAt courses as CP*
- *Observed/instructed on 2 x SPAa post becoming an SPAt CP*

### **Multi Pitch Award Training CP**

- *Be an active climber*
- *Be an SPAt CP for a minimum of 1 year*
- *Observed/ instructed on 2 x SPAt and 1 x SPAa*
- *Observed 2 x MPAt, 1x MPAA*

### **Multi Pitch Award assessment CP**

- *Be an active climber*
- *Provided 4 x MPAt as CP*
- *Observed 2 x MPAA post becoming an MPAt CP*

### **Level 1 Climbing Coach Director of Training & Assessment**

- *Be an active climber*
- *Hold Level 2 Climbing Coach Award, or MIA, MIC, BMG and have relevant coaching experience.*
- *Have completed a Coaching Ireland Tutor Course and it assignments*
- *Observe x2 L1CC Award Training & x1 L1CC Assessment*

**Follow steps 4 to 6 of the MS approval process above**

## 9. Additional staffing

*It is the responsibility of the CP to ensure that all staff members fulfil the below requirements:*

- 1. Have completed the Train the Trainers course and its assignments.*
- 2. Are active in the required discipline and have gained further experience working with groups of a range of ages and abilities in a variety of Ireland's hills, mountains and/or crags.*
- 3. Have substantial experience of the relevant course*
- 4. They have a good understanding and knowledge of the relevant training or assessment scheme.*
- 5. Attend a Train the Trainers course or equivalent or gain exemption.*

*Any staff must comply with the following minimum requirements:*

**MSt:** *Hold an ML or higher award for a minimum of twelve months and have observed 1 full x MSt, complete the Train the Trainers Course*

**MSA:** *Be a current MS CP a minimum of twelve months or have IML, MIA, MIC or BMG. Have observed 1 x MSA, complete the Train the Trainers Course*

**LLAt:** *Hold an ML or higher award for a minimum of twelve months and have observed 2 x LLAt and 1 x LLAA, complete the Train the Trainers Course*

**H&MLt:** *Be a current MSA provider for a minimum of twelve months or have IML, MIA, MIC or BMG. Have observed 2 x H&MLt, 1 x H&MLa, complete the Train the Trainers Course*

**H&MLa:** *Be a current MSA provider for a minimum of twelve months or have IML, MIA, MIC or BMG. Have observed on 1 x H&MLa and instructed on 2 x H&MLt and 1 x full MLt. Some of this experience must be within the last three years, complete the Train the Trainers Course*

**MLt:** *Be a current MSA provider for a minimum of twelve months or have IML, MIA, MIC or BMG. Observed 2 x MLt and 1 x MLa, complete the Train the Trainers Course*

**MLa:** *Be a current MLt provider or hold an IML, MIA, MIC or BMG for twelve months. Have worked on 3 x MLt and observed 2 x MLa. Some of this experience must be within the last three years, complete the Train the Trainers Course*

**SPAt:** *Hold an MPA, (MIA Minimum as of 03/2016), MIA, MIC or BMG for twelve months. Have observed 2 x SPAt and 1 x SPAA, complete the Train the Trainers Course.*

**SPAa:** *Be a current SPA Training provider or hold an MIA, MIC or BMG for twelve months. Instructed on 3 x SPA training and observed 1 x SPAa, complete the Train the Trainers Course*

**MPAt/a:** *Hold an MIA, MIC or BMG for twelve months. Have observed 1 x MPAt and 1 x MPAa, complete the Train the Trainers Course*

**CWAt:** *Hold a CWLA, MIA, MIC or BMG for twelve months. Observed or instructed on 2 x CWA training and observed 1 x CWAa, complete the Train the Trainers Course*

**CWAa:** *Hold an MIA, MIC or BMG for twelve months. Observed or instructed on 2 x CWA training and observed 1 x CWAa, complete the Train the Trainers Course*

**CWLAt:** *Hold an MIA, MIC or BMG for twelve months. Observed on 2 x CWLA training and observed 1 x CWLAa, complete the Train the Trainers Course*

**CWLAt/a:** *Be a current CWA provider and hold an MIA, MIC or BMG for twelve months. Instructed on 2 x CWLA training and observed 1 x CWLAa, complete the Train the Trainers Course*

**L1CCt/a:** *Hold L2CC and be a provider of L1CC or hold an MIA, MIC, British Mountain Guide, Coaching Ireland Tutor Course and have relevant coaching experience. Observed on; 2 x L1CC training & 1 L1CC Assessment.*

## 10. The BOS moderation/auditing process

*Signing the CP agreement confirms that CPs are prepared to accept a BOS moderator to visit any/all of the courses they are approved to run. To aid the moderation process CPs must inform the 'Training Office' of any courses and send a confirmation that a course will run.*

*Moderation/auditing can be any of the following:*

- *Moderation/auditing of reports and other paperwork received at the Training office*
- *Communication between the Training Office and CP*
- *A visit by the Training Officer or a BOS approved representative to a whole course or part of a course*

**The following principles will apply to a moderation visit by the Training Officer or BOS approved representative**

- *The Training Office will contact the CP prior to a visit as soon as possible*
- *The role of the moderator will be explained to the candidates*
- *The moderator will not interfere with the course delivery*
- *All feedback to the CP will be confidential to BOS and given during or immediately after the visit. A written report will follow as soon as possible*
- *A copy of the moderation report will be submitted to BOS*
- *Details of moderation and a copy of the report will be retained by the MI training office in the CP file*
- *Appeals made in relation to moderation should follow the complaints and appeals procedure outlined in this document*

*Moderation/auditing will examine any or all of the following:*

- *Choice of venue in relation to proposed programme*
- *Experience of the candidates*
- *Compliance of any additional staff with the BOS guidelines*
- *Familiarity of staff with recent developments in mountain training and best practice*
- *Fulfilment of the syllabus*
- *Methods of instruction*
- *CPs must comply with any action points raised in the moderation report*
- *A second moderation may take place to monitor the implementation of action points.*

## 11. BOS complaints procedures

*'Everyone has the right to complain. All complaints are subject to Mountaineering Ireland's Complaints Policy and Procedures as updated from time to time. This policy can be found on [www.mountaineering.ie](http://www.mountaineering.ie)*

## 12. Termination of the Provider agreement

*12.1 The CP may terminate this agreement at any time by notifying BOS in writing*

*12.2 After following the complaints and appeals procedure outlined in this document BOS may terminate this agreement at any time by notifying the CP in writing.*

*12.3 Subsequently any courses that are booked must then be handed to another CP or cancelled.*

*12.4 When a notice of termination is served by BOS the CP can appeal according to the procedures set out in the 'CP's complaints and appeals Procedure'. The CP accepts that after notice of termination by BOS has been received and until the date of the resolution of any appeal, the CP's accreditation shall be deemed suspended and the CP shall not operate any course during that period.*

*12.5 Upon termination or expiration of this agreement for any reason the CP shall immediately:*

- *Cease to use BOS official paperwork or documentation materials including the MI/BOS logo.*
- *Return to BOS or otherwise dispose of or destroy all documentation belonging to BOS, which the CP was entitled to use whilst accredited.*
- *Remove or permanently cover all signs or advertisements or anything else identifiable in any way with MI/BOS.*

*12.6 The CP shall not represent him/herself as being an agent, partner, employee or representative of MI or BOS*

## 13. Continuing Professional Development (CPD)

**ALL CPs are expected to undertake a minimum of one CPD workshop within a single CP Agreement.**

*CPD is the means by which CPs maintain, improve and broaden their knowledge and skills and develop the personal qualities required in their professional work.*

*It is also the process by which BOS disseminates information and trains CPs in up to date skills and practices.*

**Official CPD activities recognized by BOS include:**

- *BOS approved CPD workshops either organized by BOS or by other CPs according to BOS guidelines.*
- *CPD workshops from other Mountain Training Boards, these must be appropriate to the providership held and confirmed by the training officer.*
- *Other courses delivered by external providers and confirmed as eligible by the training officer.*

*Please contact the training officer to confirm the eligibility of a course.*  
[training@mountaineering.ie](mailto:training@mountaineering.ie)

## 14. The BOS CP Agreement

*This sets out in detail what BOS requires from CP's and what CPs can expect from BOS. CPs are required to sign it when applying for approval.*

*BOS CP approval will last for three years from the date on the CP agreement.*

*Signing the CP agreement, (see following section), binds the CP to the BOS requirements below, on how the courses are run.*

### Obligations of BOS

- *To ensure that the service to each training or assessment candidate, award holder and CP is of the highest quality.*
- *To ensure that all of its schemes and training and assessment courses are run in accordance with the guidance set out in the award scheme handbook.*
- *To moderate/audit courses on a regular basis*
- *To monitor the service offered and systems operated by CPs and to review developments in mountain training and seek to disseminate all relevant information to CPs.*
- *To annually review and update the BOS CP guidelines and the BOS/CP agreement.*
- *To register candidates, provide a logbook and associated materials within ten working days of receipt of relevant and appropriately lodged applications.*
- *To maintain an accurate database of the training and assessment record of all registered candidates within the MI training office.*
- *To provide facilities and personnel for dealing with any complaints and appeals procedure for either CPs or candidates, whenever appropriate. BOS will ensure that all candidates' and CPs' appeals are dealt with in a fair and open manner as set out in the BOS Complaints and Appeals Procedures.*
- *To update the online 'CP directory & course calendar'*
- *To offer CPD workshops annually.*
- *To participate, where possible, in UK, European and International forums for the continuous review of the awards and co-ordination between the various National Mountaineering Councils, Mountain Federations and associated Mountain Training boards, to maintain best international standard*



## Obligations of the CP

- *To remain an individual or club member of MI throughout their CP period*
- *To partake in the Garda Vetting process*
- *To support and promote the ethos of MI and BOS throughout the delivery of courses*
- *To act in a manner that will not bring MI into disrepute*
- *To identify the course using MI/BOS logos in any promotion, advertising or information*
- *To notify the MI training office a minimum of two weeks before the running of any BOS course. If this is not done then the course may not be ratified by BOS. Exemption from this will only be given in exceptional circumstances. Course information can be sent to the training office by phone, mail, or email.*
- *To be actively involved throughout the delivery of each course*
- *The ML and H&ML training and assessment courses must be residential and at a suitable venue with drying room and lecture facilities. The SPA may be non-residential however suitable lecture facilities and equipment must be available for part of the course.*
- *To ensure that any, training and assessment courses offered by the CP are strictly in accordance with the BOS CP guidelines and syllabi.*
- *To run courses in suitable locations for delivering the relevant syllabus*
- *To keep records of participants and course information for all BOS courses.*
- *CPs operating voluntarily within their own club are covered for liability through the MI insurance policy.*
- *All CPs offering courses to the general public or for payment must have adequate liability insurance to cover candidates and any additional trainers.*
- *CP and any additional trainers are to be aware of obligations with respect to compliance with sex, age and race discrimination legislation and also those obligations such as under the Equal Status Act (2000) and the Equality Act (2004). See [www.mountaineering.ie](http://www.mountaineering.ie)*
- *CP and any additional trainers must be familiar with the Code of Ethics and Good Practice for Children's Sport as published by the Irish Sports Council (available on [www.mountaineering.ie](http://www.mountaineering.ie) Youth section). The LLA, ML, WGL, CWA, and SPA, training must now include a session (approx. 2 hours) on the MI's Children's Policy and the Code of Ethics and Good Practice for Children's Sport (available in the candidates logbooks or [www.irishsportsCouncil.ie/participation/code\\_of\\_ethics/downloads](http://www.irishsportsCouncil.ie/participation/code_of_ethics/downloads))*

- *To ensure that the CP and additional trainers have appropriate and up-to-date first aid qualifications.*
- *To take part in at least one BOS recognized CPD activity relevant to the scheme for which application has been made, within the three year CP period*
- *To submit, within a 30-day period, a completed training or assessment course report along with a photocopy of any defer or fail pages*
- *To ensure, where appropriate, the completion and return of all candidates' log-books within 30 days, and the submission to BOS of all other relevant information for the purposes of updating the BOS database.*
- *To bring in an additional CP(s) to help run the course when student to CP ratios go beyond those stipulated in the handbook. The additional CP will not be responsible for the overall running of the course or the pre and post course paperwork.*
- *To allow moderation by BOS of course delivery, including course services and equipment used, at any time.*
- *To use the MI/BOS logo only in accordance with the guidance issued by MI/BOS (see [www.mountaineering.ie](http://www.mountaineering.ie)).*

## **Waiver**

*No failure of BOS to exercise any power given to it under this agreement or to insist upon strict compliance by the CP with any obligation or condition of this agreement and no custom or practice of the parties at variance with the terms of this agreement shall constitute a waiver of any of BOS's rights under this agreement.*

## **Notices**

*Each of the parties to this agreement shall notify the other of any change of address, contact details and relevant circumstances within 48 hours of such change.*

## **Applicable Law**

*This agreement and all rights and obligations of the parties of this agreement shall be governed and construed in accordance with the laws of Ireland, and the parties of this agreement submit to the jurisdiction of the Irish Courts (NB Ireland and Irish have a different definition in the Republic of Ireland).*

## 15. Courses Approved

<b>Provider:</b>		
<b>Courses approved</b>	<b>BOS Signature</b>	<b>Date</b>
<i>MS1&amp;2</i>		
<i>MSA</i>		
<i>LLA Trn &amp; Assess</i>		
<i>CWA Trn &amp; Assess</i>		
<i>CWLATrn&amp; Assess</i>		
<i>SPA Training</i>		
<i>SPA assessment</i>		
<i>MPA Training</i>		
<i>MPA assessment</i>		
<i>H&amp;ML Training</i>		
<i>H&amp;ML assessment</i>		
<i>ML Training</i>		
<i>ML assessment</i>		
<i>L1CC Trn&amp; Assess</i>		

## 16. Further guidance not covered in the CP agreement

### **BOS MS Information Packs**

*All candidates attending a BOS MS1& 2 course must receive an 'MS Syllabus and log book' from the CP. Except where the candidate has gained exemption to go directly forward to or MSA.*

*The 'MS syllabus and log book' is purchased from the MI training office. Orders should be made directly to the MI training office at least ten working days before they are required. It is the CP's responsibility to ensure adequate stocks of logbooks are held.*

### **Identification Stickers for MSA**

*Identification Stickers are used to identify each provider and add legitimacy to the MS log-book.*

*The stickers are to be placed on the relevant page of the log book of successful MSA candidates. These stickers can be purchased directly from the MI Training Office.*

### **Mountain Leadership registration**

*All successful MSA candidate details will be stored on receipt of the MSA course report. The candidates should be advised to register for the Mountain Leader Award online, where they will be asked for their MSA course date and assessor details. The candidates will then be checked against the corresponding course report.*

### **BOS CP submits post-course information**

*At the end of all BOS courses a course report form must be filled in and returned to the training office within 30 days. Below is some advice about filling in the form.*

- *Complete every section and write clearly and legibly because it will be returned to you should there be anything missing*
- *Be clear about who worked and at what point in the training and assessment*
- *Use addresses that are held on file for that student not a generic college or centre address.*

## 17 Roles and responsibilities of MI staff and board members in relation to Mountain Training in Ireland

**MI Chief Officer:** *The CO oversees and supports MI's Training Officer in the implementation of all training projects and day-to-day issues relating to the work and services of MI as proposed by BOS. The CO instigates actions as determined by the Board of MI that may affect the on-going work, policies and structure of BOS.*

**MI Board:** *The board are volunteers that oversee and support the on-going work, policies and structure of their sub-committee, BOS. They Inform and involve the BOS in all future policies and actions that will influence the current and future implementation of the BOS structure and policies. The Chairperson of BOS is the MI Board's representative. Provision is made in the MI annual budget to support BOS and the implementation of the current training policy.*

**BOS:** *BOS is a subcommittee of MI that represents all aspects of and interested groups in mountain training within the Republic of Ireland. BOS contributes opinion and advice to the MI Training Office through frequent BOS Board meetings. It consists of ten voting members (each of whom will have an assigned area(s) of responsibility), four non-voting members and places for two observing representatives. BOS also approves and grants awards, and financial assistance to members in accordance with MI 'Training Policy' and other related structures as managed through MI's training office.*

**BOS Chairperson:** *The Chairperson is the representative of the Board of MI. They also nominate a suitable alternative representative when unavailable to attend meetings where BOS holds membership or observational status.*

**BOS Vice Chairperson:** *The Vice Chairperson deputises for the Chairperson in his/her absence. He/she is a member of the BOS complaints panel.*

**MI Training officer:** *The Training Officer supported and managed by the Chief Officer. The primary work of the Training Officer is to implement Mountaineering Ireland's training policy.*

**MI Membership Development Officer & Training Administrator:** *The Training Administrator supports the role of the Training Officer and other tasks as directed by the Chief Officer. He/she is, in conjunction with the Training Officer, responsible for the administration of BOS and the training schemes.*

**BOS Complaints and Appeals Panel:** *The Complaints Panel consists of 3 BOS members (the Vice Chairperson and two full BOS members). It implements and oversees the BOS complaints/grievance process in conjunction with the Training Officer. The panel reports to the Chair of BOS.*

**BOS Appeals Panel:** *The appeals panel shall comprise of two members of BOS, and one member from the MI Board*

**BOS Observers:** *BOS may invite other organisations to observe the proceedings. An Observer may provide opinion and advice.*

## **18 MI's Training Policy**

*MI's Training Policy is developed by BOS and the MI Training Officer. Training within mountaineering in Ireland embraces six basic broad strands.*

- 1. Leader/instructor qualifications, training and assessment;*
- 2. Formal personal skills training (e.g. Mountain Skills);*
- 3. Informal personal skills training (e.g. winter & alpine mountaineering)*
- 4. Club training*
- 5. Support for interested and talented young participants to progress within the sport*
- 6. Coaching for competitive climbing/bouldering*

*Mountain training qualifications are administered by BOS in the Republic of Ireland and Mountain Leader Training Northern Ireland (MLTNI) in Northern Ireland.*

*BOS is the awarding body for the following training schemes*

- *Mountain Skills*
- *Climbing Wall Award*
- *Climbing Wall Leader Award (2014)*
- *Single Pitch Award*
- *Multi Pitch Award*
- *Lowland Leader Award*
- *Hill & Moorland Leader Award*
- *Mountain Leader Award (Summer)*  
*The summer ML award is accredited by the UIAA.*
- *Level 1 Climbing Coach*  
*The Level 1 Climbing Coach is endorsed by Coaching Ireland*

## 19 Frequently Asked Questions

*Below are a number of the questions and answers that will help you to run your courses*

### 19.1 What are the ratios for BOS awards?

*This section should be read in conjunction with the appropriate award handbook. It contains advice that is not necessarily in the syllabus and handbook for each award.*

*There are minimum and maximum numbers of candidates for each course. Larger courses have dual benefits: the varied experience of the candidates enables an individual to have a better chance of seeing how their own skills compare and they also get the opinion of two trainers.*

### MS Training & MSA

*Participation on the full Mountain Skills course is to be encouraged, but students may choose to do only part of the course. It is up to the individual provider to decide whether it is possible for a candidate to move directly on to MS2 without completing MS1*

*Trainers should keep in mind two points. Firstly, not all students on a Mountain Skills course will be interested in the Mountain Leadership scheme. Secondly, the course is intensive and the capability of the person upon completion of the course will largely depend on their experiences prior to entering the course and their efforts during it. Whilst an official programme is prescribed and should be followed if at all possible, the trainer may have to be flexible in the best interest of the majority of students and their ambitions.*

*On receipt of an application or an enquiry of interest the provider should check:*

- a. The applicant's general level of experience.*
- b. The applicant's previous general mountain experience.*

*As the provider will have to accommodate applicants of many different standards of experience gained over varied periods of time, it is recommended that providers state that some recent experience of mountain walking in Ireland is imperative.*

*Maximum CP to student ratio training - 1:12*

*Maximum CP to student ratio assessing - 1:8*

*Minimum group size – 2 for training*

*Minimum group size – 2 for assessing*

*Minimum number of trainers or assessors – 1*

*Maximum ratio (training) - 1 trainer: 6 candidates*

*Maximum ratio (assessment) - 1 assessor: 4 candidates*

## Lowland Leader Award

*It is feasible for the students to be seen by one assessor*

*Maximum CP to student ratio is 1:16*

*Minimum group size - 4*

*Minimum number of trainers – 1 (but 2 is better)*

*Minimum number of assessors – 1*

*Maximum ratio (training) - 1 trainer: 8 candidates*

*Maximum ratio (assessment) - 1 assessor: 6 candidates*

## Hill & Moorland Leader Award

*During the assessment the candidates must be seen by more than one assessor.*

*Maximum CP or director to student ratio is 1:12 - However, two such candidate groups may be accommodated together and combined for theoretical sessions.*

*Minimum group size - 4*

*Minimum number of trainers – 1 (but 2 is better)*

*Minimum number of assessors – 2*

*Maximum ratio (training) - 1 trainer: 6 candidates*

*Maximum ratio (assessment) - 1 assessor: 4 candidates*

## Mountain Leader Award

*During the assessment the candidates must be seen by more than one assessor.*

*Maximum CP or Director/candidate ratio 1:12 - However, two such candidate groups may be accommodated together and combined for theoretical sessions.*

*Minimum group size for ML training and assessment – 4*

*Minimum number of trainers - 1*

*Minimum number assessors – 2*

*Maximum ratio (training) - 1 trainer: 4 Candidates*

*Maximum ratio (assessment) - 1 assessor: 4 candidates*



## Climbing Wall Award

*Maximum CP or director to student ratio is 1:12 for training and 1:8 for assessment*

*Minimum group size for training and assessment - 4*

*Minimum number of trainers – 1 (but 2 is better)*

*Minimum number of assessors – 1 (but 2 is better)*

*Maximum ratio (training) - 1 trainer: 6 candidates*

*Maximum ratio (assessment) - 1 assessor: 4 candidates*

## Climbing Wall Leading Award

*Maximum CP or director to student ratio is 1:8 for training and assessment*

*Minimum group size for training 4 and assessment 2*

*Minimum number of trainers – 1 (but 2 is better)*

*Minimum number of assessors – 1 (but 2 is better)*

*Maximum ratio (training) - 1 trainer: 4 candidates*

*Maximum ratio (assessment) - 1 assessor: 4 candidates*

## Single Pitch award

*SPA training and assessment courses consist of a minimum of twenty hours contact time with course staff and are usually run over 2 days.*

*Maximum CP candidate ratio 1:8 - However, two such candidate groups may be accommodated together and combined for theoretical sessions.*

*Minimum group size for training – 4*

*Minimum group size for assessment - 2*

*Minimum number of trainers or assessors – 1 (but 2 is better)*

*Maximum ratio (training) - 1 trainer: 4 candidates*

*Maximum ratio (assessment) - 1 assessor: 4 candidates*

## Multi Pitch Award

*The Multi Pitch Award (MPA) scheme provides training and assessment in the skills required to lead climbers on a limited remit of multi pitch climbs. This award relies heavily on the quality of the candidate's previous experience.*

*Maximum CP candidate ratio 1:8 - However, two such candidate groups may be accommodated together and combined for theoretical sessions.*

*Minimum group size - 2 for training and 2 for assessment*

*Maximum ratio - 1 trainer/assessor: 2 candidates*

## Level 1 Climbing Coach Award

*Maximum CP or director to student ratio is 1:12 for training and 1:4 on assessment*

*Minimum group size for training 4 and assessment 2*

*Minimum number of trainers – 1 (but 2 is better)*

*Minimum number of assessors – 1 (but 2 is better)*

*Maximum ratio (training) - 1 trainer: 6 candidates*

*Maximum ratio (assessment) - 1 assessor: 2 candidates*

### 19.2 Is there a recommended way that the courses must be run?

*Training and assessment courses must be run in suitable mountain or moorland regions or at crags or walls suited to delivering the relevant syllabus.*

*There is a variety of formats for each course, but the course format must be clear from the outset in any advertising and the office must be notified of any changes from its original format.*

*MS training and assessment courses consist of a minimum of 20 hours comprised of; 18 hours contact time with course staff and 2 hours facilitated learning in the form of; pre, in and post course tasks, such as reading, homework, or viewing of online materials. Each course may be delivered in either a 2 day block or over a series of weekends, which may include weekdays and evenings.*

*LLA training and assessment courses consist of a minimum of 16 hours contact time with course staff and may be delivered in either a 2 day block or over a series of weekends, which may include weekdays and evenings.*

*H&ML training and assessment courses consist of a minimum of 30 hours contact time with course staff and may be delivered in either a three-day block or over a series of weekends, which may include weekdays and evenings.*

*MLA training courses can be done either as a 2 day ML1 and a 3 day ML2 courses or a 5 day combined course.*

*SPA Training and assessment courses are at least 2 days long and include evening sessions (minimum 20 hours contact time).*

*MPA training and assessment courses consist of a minimum of 20 hours contact time with course staff and may be delivered in either a 2 day block or over a series of weekends, which may include weekdays and evenings.*

*CWA training and assessment courses consist of a minimum of 12 hours contact time for training and 6 hours contact time for assessment with course staff and may be delivered in either a 2 day block or over a series of weekends, which may include weekdays and evenings.*

*CWLA training and assessment courses consist of a minimum of 8 hours contact time for training and 6 hours contact time for assessment and may be delivered in either a one day block or over a series of weekends, which may include weekdays and evenings.*

*L1CC training and assessment courses consist of a minimum of 16 hours contact time with course staff for training and 4 hours for assessment and may be delivered in either a one day block or over a series of weekends, which may include weekdays and evenings.*

### **19.3 Do I have to advertise the courses?**

*Courses that consist of only one client group will limit the experiences that students will receive. It is recommended that the courses are opened up to as wide a client group as possible.*

### **19.4 Do I have to keep to the syllabus?**

*The syllabus is the minimum that is required from a trainer or assessor. The answer is simple...YES. Without notification we cannot properly audit and quality assure the course. However, should your client group be capable of more than the syllabus it can be expanded upon, but great care should be taken to that you do not overload the candidates.*

### **19.5 Does H&ML training exempt someone from any of the ML training?**

*Completion of H&ML training does not exempt someone from ML training because the terrain is very different from day 1. If the candidate has not done an MSA they must do the MSA.*

### **19.6 Does ML training count towards the H&ML?**

*Completion of ML training exempts the person from WGL training. However the candidate must ensure that they understand the difference in the terrain.*

**19.7 I have a client who has done their training in Northern Ireland. Can they come for assessment with a BOS approved provider?**

SPA – Yes

*H&ML – Yes, but they would have to fulfil the BOS post training requirements*

*ML – All MLA's are directed by MI and candidates would need to go through MI. Yes they can transfer, but are required to complete their MSA prior to presenting for the 3 day MLA and must fulfil the BOS post training requirements*

**19.8 I have had a last minute cancellation and the course has dropped below the minimum number can I still run it?**

*Occasionally this will happen, but is best avoided. Notify the office as soon as you can.*

**19.9 An instructor has not turned up can I still run the course?**

*Your decision to run the course will depend on safety. You should endeavour to bring a replacement in to keep the ratios. The decision to run the course will depend on your experience and the experience of the candidates. If you do decide to run the course the candidates must be made aware of the change from the standard course. Please contact the Training Officer prior to the course to discuss, if this is not possible please notify the training officer ASAP.*