



PROVIDER HANDBOOK

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

Created 2011, last updated September 2019

Addendum

- **17th August 2012** Point 4 Added to the Obligations of the Course Provider (CP) on page 18,
“To act in a manner that will not bring Mountaineering Ireland into disrepute.”
- **May 2013** Procedure for becoming a LLA - Lowland Leader Award and CWI(CWA) provider updated
- **January 2014** Procedure for becoming a CWDA (CWLA) provider added
Staffing for courses modified/clarified
- **June 2014** Additional staffing requirements Train the Trainer
Additional staffing & ratio details for CWI(CWA) & CWDI(CWLA)
 - **October 2014**
 - Clarification of ratios of course providers on LLA assessment
 - Staff for the RCI(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 RCI(SPA), ML, MPA, LLA and Level 1 Climbing Coach are required to be Sport Ireland Coaching Adventure Sports Developers. The RCI(SPA), ML, MPA, LLA awards have been added to the Sport Ireland Coaching 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 RCI(SPA), Minimum MIA as of March 2016
 - **January 2018 MTBI Formed and associated agreed edits to the provider handbook.**
 - April 2018 Relaunch of the revised Climbing Awards CWA-CWI, CWLA-CWDI, SPA-RCI
 - **January 2019** New awards and schemes added: Rock Skills Introduction, Intermediate, Learn to Lead Sport, Learn to Lead Trad, Indoor Climbing Assistant,
 - **April 2019** New award added: Rock Climbing Development Instructor
 - **March 2020** Social media guidelines for Providers, Course directors and tutors added

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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 13,000 members comprising over 185 clubs and 1,500 individual members.

The key aims of the MI are to:

- Represent, develop and support hillwalking and climbing
- 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.

MTBI is a subcommittee of MI that represents groups interested in mountain training on the Ireland of Ireland. MTBI contributes opinion and advice to the MI Training Office through frequent MTBI meetings.

Mountain Training Board Ireland is the awarding body and administers:

- Mountain Training Board Ireland; Mountain Skills (MS), Multi Pitch Award (MPA), and Level 1 Climbing Coach (L1CC),
- Mountain Training United Kingdom & Ireland; Hill & Mountain Skills (H&MS), Rock Skills (RS), Indoor Climbing Assistant (ICA), Climbing Wall Instructor (CWI), Climbing Wall Development Instructor, (CWDI), Rock Climbing Instructor (RCI), Rock Climbing Development Instructor, Lowland Leader Award (LLA), Hill & Moorland Leader Award (H&ML) and Mountain Leader (ML).

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 MTBI approved Course Provider (CP)?

MTBI does not approve outdoor centres, colleges or organisations.
An individual wishing to become a MTBI 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 MTBI criteria for the course they want to provide.
3. Accept and sign the MTBI 'Provider' agreement and send the appropriate fee.

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

Outdoor education centres, adventure centres, colleges and businesses that would like to run MTBI training or assessment courses **must** arrange this directly with a CP approved by MTBI. The CP is solely responsible for ensuring that the courses are run in accordance with MTBI criteria/standards and for meeting MTBI 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 MTBI.

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

1. The MTBI CP must be clearly identified in the promotion and advertising of any courses.
2. The MTBI 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 Provider of 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.

6.0 The "CP" approval process for Skills Schemes

6.1 The 'CP' approval process for MTBI Mountain Skills (MS) 1&2 Training & MT Hill & Mountain Skills

The following steps 1-3 explain the process to become a MTBI approved CP of Mountain Skills Training Parts 1 & 2. Then follow steps 4 to 6 below.

Step 1
Hold an ML, IML, MCI(MIA), WMCI(MIC) or BMG for a minimum of twelve months
Demonstrate continued development as an ML, IML, winter ML or MCI(MIA) through personal and/or work activities and evidence this in the Digital Logbook
Have current experience leading groups of a variety of abilities and ages in a range of Ireland's hills and mountains and evidence this in the Digital Logbook.
Step 2
Attend a MTBI 'Train the Trainers' course
Step 3
Fulfil the post "Train the Trainers' (TTT) course assignments. Logbook page provided on the TTT course and on the website. 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 & 2 observations must be completed after the 'Train the Trainers' course. Record observations in the Digital Logbook, and page available for download. Contact office for guidance as required.

6.2 The 'CP' approval process for Rock Skills Introduction and Intermediate

The following steps 1-3 explain the process to become a MTBI approved CP of Rock Skills Introduction & Intermediate, **Rock Skills Learn to Lead Sport & Trad**. Then follow steps 4-6 below.

Step 1

Hold an RCI or higher, MCI(MIA) or higher WMCI(MIC) or BMG for a minimum of twelve months

Demonstrate continued development as an RCI or MCI(MIA) or higher through personal and/or work activities and evidence this in the Digital Logbook.

Have current experience instructing groups of a variety of abilities and ages in a range of crags in the UK & Ireland and evidence this in the Digital Logbook.

Step 2

Attend a MTBI 'Train the Trainers' course

Step 3

Fulfil the post "Train the Trainers' (TTT) course assignments. Logbook page provided on the TTT course and on the website.

Observations: 2 x RS Introduction, 2 x RS Intermediate
For RS Learn to Lead Sport & Trad 2 x RS Learn to Lead Sport 2x RS Learn to Lead Trad, with more than one CP and at different locations. At least 1 x RS Intro and Intermediate observations must be completed after the 'Train the Trainers' course.

Observations are to be recorded in the Digital Logbook, and printable page available for download. Contact the training office for guidance as required.

Step 4

Complete the CP application form (available from the MI office or by download from www.mountaineering.ie) and send with a non-refundable €125 fee, for each course that approval is required, to a maximum of €250 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 MTBI meeting for approval.

Step 6

If approved, two copies of the three-year CP agreement, will be sent to you for reading, signing and return to the MI's Training Office. These will be signed, and one copy return to you for your records.

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

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

Step 1

- Hold an IML, MCI(MIA), WMCI(MIC) or BMG
- Have played an active role instructing (i.e. named on the MTBI course report) 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, MCI(MIA), WMCI(MIC).

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

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

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

- MTBI Lowland Leader Award Training and Assessment (LLAt/a) *
- MTBI Hill & Moorland Leader Training (H&MLt) *
- MTBI Hill & Moorland Leader Assessment (H&MLa) *
- MTBI Mountain Leader Training (MLt) *
- MTBI Mountain Leader Assessment (MLa) *
- MTBI Climbing Wall Instructor Training and Assessment (CWIt/a)
- MTBI Climbing Wall Development Instructor Training and Assessment (CWDIt/a)
- MTBI Rock Climbing Instructor Training and Assessment (RCIt/a) *
- MTBI Rock Climbing Development Instructor Training and Assessment (RCDIt/a)
- MTBI Multi Pitch Award Training and Assessment (MPAt/a) *
- MTBI Level 1 Climbing Coach Training & Assessment (L1CCt/a) *

*See addendum on page 1. ML, LLA, RCI(SPA), MPA, L1CC, require completion of Sport Ireland Coaching Adventure Sport Developer 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, MCI(MIA), WMCI(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 an MTBI '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, MCI(MIA), WMCI(MIC) or BMG for a minimum of 1 year
- Provide evidence of leadership provision e.g. H&ML or ML
- Observed 2 x LLAt , 1 x LLAA (unless you are already an MTBI 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, MCI(MIA), WMCI(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 H&MLt , 1 x H&MLAA (unless you are an MTBI MLT provider where 1 x H&MLt is required)

Hill & Moorland Leader Director of Assessment

NOTE – MTBI 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 MCI(MIA), WMCI(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 – MTBI 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 Instructor Training and Assessment CP

- Be active on climbing walls with experience of movement skills
- Hold an MCI(MIA), WMCI(MIC) or BMG for a minimum of 1 year
- Observed 2 x CWIt, 1 x CWIa
- Lead climb French 6a

Climbing Wall Development Instructor Training and Assessment CP

- Be active on climbing walls with experience of movement skills
- Hold an MCI(MIA), WMCI(MIC) or BMG for a minimum of 1 year
- Be an SPA/RCI or CWA/CWI CP for a minimum of 1 year
- Observed 2 x CWDIt, 1 x CWDIa
- Lead climb French 6b

Rock Climbing Instructor training CP

- Be an active climber
- Hold an MCI(MIA), WMCI(MIC) or BMG for minimum of 1 year
- Observed 2 x RCIt, 1 x RCIa

Rock Climbing Instructor Assessment CP

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

Rock Climbing Development Instructor Training and Assessment CP

- Be active an active climber with experience of movement skills
- Hold an MCI(MIA), WMCI(MIC) or BMG for a minimum of 1 year
- Be an SPA/RCI provider for a minimum of 1 year
- Observed 2 x RCDIt, 1 x RCDIa
- Attend a RCDI Induction workshop and work with a mentor

Multi Pitch Award Training CP

- Be an active climber
- Be an RCIt CP for a minimum of 1 year
- Observed/ instructed on 2 x RCIt and 1 x RCIa
- 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 MCI(MIA), WMCI(MIC), BMG and have relevant coaching experience.
- Have completed a Sport Ireland Coaching Developer Course and its 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

RS Introduction & Intermediate: Hold an RCI or higher award for a minimum of twelve months and have observed 1 full x RS Introduction & Intermediate, complete the Train the Trainers Course

RS Learn to Lead Sport & Trad: Hold an MCI(MIA) or higher award for a minimum of twelve months and have observed 1 full x RS Learn to Lead Sport & Trad, complete the Train the Trainers Course

MSA: Be a current MS CP a minimum of twelve months or have IML, MCI(MIA), WMCI(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, MCI(MIA), WMCI(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, MCI(MIA), WMCI(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, MCI(MIA), WMCI(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, MCI(MIA), WMCI(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

RCIt: Hold MCI(MIA) Minimum as of 03/2016), WMCI(MIC) or BMG for twelve months. Have observed 2 x RCIt and 1 x RCla, complete the Train the Trainers Course.

RCla: Be a current RCI Training provider or hold an MCI(MIA), WMCI(MIC) or BMG for twelve months. Instructed on 3 x RCI training and observed 1 x RCla, complete the Train the Trainers Course

RCDIt: Hold an MCI(MIA), WMCI(MIC) or BMG for twelve months. Observed on 2 x RCDI training and observed 1 x RCDla, complete the Train the Trainers Course

RCDI/a: Be a current RCDI provider and hold an MCI(MIA), WMCI(MIC) or BMG for twelve months. Instructed on 2 x RCDIt and observed 1 x RCDla, complete the Train the Trainers Course

MPAt/a: Hold an MCI(MIA), WMCI(MIC) or BMG for twelve months. Have observed 1 x MPAt and 1 x MPaa, complete the Train the Trainers Course

CWIt: Hold a CWDI, MCI(MIA), WMCI(MIC) or BMG for twelve months. Observed or instructed on 2 x CWI training and observed 1 x CWIa, complete the Train the Trainers Course

CWIa: Hold an MCI(MIA), WMCI(MIC) or BMG for twelve months. Observed or instructed on 2 x CWI training and observed 1 x CWIa, complete the Train the Trainers Course

CWDIt: Hold an MCI(MIA), WMCI(MIC) or BMG for twelve months. Observed on 2 x CWDI training and observed 1 x CWDla, complete the Train the Trainers Course

CWDI/a: Be a current CWI provider and hold an MCI(MIA), WMCI(MIC) or BMG for twelve months. Instructed on 2 x CWDI training and observed 1 x CWDla, complete the Train the Trainers Course

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

10. The MTBI moderation/auditing process

Signing the CP agreement confirms that CPs are prepared to accept an MTBI 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 MTBI 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 MTBI 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 MTBI 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 MTBI
- 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 MTBI 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. MTBI 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

12. Termination of the Provider agreement

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

12.2 After following the complaints and appeals procedure outlined in this document MTBI 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 MTBI 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 MTBI 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 MI/MTBI official paperwork or documentation materials including the MI/MTBI logo.
- Return to MI/MTBI or otherwise dispose of or destroy all documentation belonging to MI/MTBI, 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/MTBI.

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

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 MTBI disseminates information and trains CPs in up to date skills and practices.

Official CPD activities recognized by MTBI include:

- MTBI approved CPD workshops either organized by MTBI or by other CPs according to MTBI 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.
jane@mountaineering.ie

14. The MTBI CP Agreement

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

MTBI 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 MTBI requirements below, on how the courses are run.

Obligations of MTBI

- 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 MTBI CP guidelines and the MTBI/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. MTBI will ensure that all candidates' and CPs' appeals are dealt with in a fair and open manner as set out in the MTBI 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 or Access NI process
- To complete and maintain a current Safeguarding Certificate Level 1 and supply a copy to the training office
- To support and promote the ethos of MI and MTBI throughout the delivery of courses
- To act in a manner that will not bring Mountaineering Ireland into disrepute
- To be familiar with and adhere to the ethos of the suite of Mountaineering Ireland Policies as presented on the Mountaineering Ireland website. These include: [Mountaineering Ireland's Vision for the Future of Ireland's Mountains and Upland Areas \(2017\)](#), [Mountaineering Ireland - Bolting Policy 2016](#), [Mountaineering Ireland - Upland Path Principles](#), [Mountaineering Ireland - Events Policy & guidelines](#), [Mountaineering Ireland - Environment Policy](#), [Mountaineering Ireland - Safeguarding Policy](#), [Mountaineering Ireland - Access Policy](#), [Mountaineering Ireland's - Complaints Process and Procedures](#), [Mountaineering Ireland's policy on payments by recreational users](#), [Mountaineering Ireland's policy on the levying of fees on commercial outdoor activity providers](#)
- To identify the course using MI/MTBI logos in any promotion, advertising or information
- To notify the MI training office a minimum of two weeks before the running of any MTBI course. If this is not done, then the course may not be ratified by MTBI. Exemption from this will only be given in exceptional circumstances. Course information can be sent to the training office using the online course reporting system.
- 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 RCI 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 MTBI 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 MTBI 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
- 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 Youth section). The LLA, ML, H&ML, CWI, and RCI, 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 on www.mountaineering.ie
- To ensure that the CP and additional trainers have appropriate and up-to-date first aid qualifications.
- To take part in at least one MTBI 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 using the online system, completing any pass, defer or fail pages.
- To ensure, where appropriate, the completion and return of all candidates' log-books within 30 days, and the submission to MTBI of all other relevant information for the purposes of updating the MTBI 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 MTBI of course delivery, including course services and equipment used, at any time.
- To use the MI/MTBI logo only in accordance with the guidance issued by MI/MTBI (see www.mountaineering.ie).

Waiver

No failure of MTBI 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 MTBI'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. Social Media Guidelines for Providers, Course Directors and Tutors

Extracted from Mountain Training's Communications Policy.

Providers and course directors posting on social media

Providers and course directors are ambassadors for Mountain Training and are approved to deliver courses on our behalf. They are a physical and digital point of contact between Mountain Training and our candidates and as such, should promote our values and ethos. Individuals cannot disconnect themselves from this role and should be mindful of the types of posts and comments they share on social media, particularly on Mountain Training posts and within associated Facebook groups. Social media can be used effectively to build relationships with future customers, maintain communication with existing customers and raise brand awareness. We encourage providers and course directors to use social media to raise the profile of Mountain Training's schemes and their own courses and we can support you to do so effectively.

Bear in mind that once something has been posted, including a picture, you lose control over that piece of content, even if you delete it. You never know who may have seen it, taken a screenshot of it or shared it. There is no such thing as a private Facebook group with regards to the content you post.

All providers, course directors and tutors are encouraged to contact Mountain Training directly if they have any issues, questions or concerns about anything Mountain Training-related **rather than taking to social media to vent or ask the audience**. This includes, and is not limited to: syllabus content, scheme pathways, scheme reviews, registration fees, CMS/DLOG/tahdah and Mountain Training Association membership.

Potential customers often use social media to choose a provider or ask for advice and it reflects badly on the individual and Mountain Training if social media is used as a place to complain, vent frustration, be unhelpful or obstructive. If in doubt, please refer to the section below, 'Posting on social media'.

Posting on social media

It is recognised that social media is a balance of timing, interest and engagement and that many issues can ignite discussion. Both positive and negative online discussion is healthy and to be expected, however all posts/comments from Mountain Training should fall within this framework:

- Treat all social media postings as a public comment.
- Do not make statements that are misleading, false or likely to injure a person's or organisation's reputation.
- Do not make statements that might bring Mountain Training, its providers, stakeholders or suppliers into disrepute.
- Be aware that sharing or posting a viewpoint of another organisation can be construed as endorsement. Pay special care to medical, political, gender and environmental issues.
- Avoid discussion of religion and race.

- Do not share content from the Daily Mail. For so many reasons, in particular their approach to, and comments on, mountain accidents.
- Do not blindly share brand video: their brand values may not align with Mountain Training's or they might be advocating a cause we do not align with.
- Do not swear.
- Abusive, discriminatory, intimidating or offensive statements will not be tolerated, and offending posts will be removed. Pay particular attention to laddish banter style comments and remove them.
- Think twice. If you are uncertain about posting, reposting, sharing or commenting on anything then think twice and ask for a second opinion from the Media & IT Development Officer or an Executive Officer.

16. Courses Approved

Provider:		
Courses approved	MTBI Signature	Date
MS1&2		
MSA		
RS Intr & Intermed		
RS Sport & Trad		
LLA Trn & Assess		
ICA		
CWI Trn & Assess		
CWDI Trn& Assess		
RCI Training		
RCI Assessment		
RCDI Training		
RCDI Assessment		
MPA Training		
MPA Assessment		
H&ML Training		
H&ML assessment		
ML Training		
ML assessment		
L1CC Trn& Assess		

17. Further guidance not covered in the CP agreement

MTBI MS Information Packs

All candidates attending a MTBI MS1& 2 course must receive an 'MS Syllabus and log book', Mountain Log magazine, Safety in the Mountains Booklet, timing card and certificate of completion from the CP. Except where the candidate has gained exemption to go directly forward to or MSA. These candidates should register prior to assessment, if they want a record to be kept.

The 'MS syllabus and log book' and support materials are included in the registration fee, online registration facility on the MI website. 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 and associated materials are held.

Rock Skills Information Packs

All candidates attending a Rock Skills course must receive an 'RS pack which includes, a digital logbook, Handbook & Syllabus, Mountain Log magazine, Rock Climbing Booklet and a certificate of completion from the CP.

The 'RS syllabus and log book' and support materials are included in the registration fee, online registration facility on the MI website. 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 and associated materials are held.

Identification Stickers for MSA are no longer required.

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.

This is now record online for registered candidates.

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.

MTBI CP submits post-course information

At the end of all MTBI 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 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.

18 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 MTBI. The CO instigates actions as determined by the Board of MI that may affect the on-going work, policies and structure of MTBI.

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

MTBI: MTBI is a subcommittee of MI that oversees mountain training on the island of Ireland.

MTBI contributes opinion and advice to the MI Training Office through frequent MTBI Board meetings. It consists of ten members and places for two observers, (between whom have adequate competencies required for the work of MTBI. MTBI 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.

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

MTBI Vice Chairperson: The Vice Chairperson deputises for the Chairperson in his/her absence. He/she is a member of the MTBI 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 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 MTBI and the training schemes.

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

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

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

19 MI's Training Policy

MI's Training Policy is developed by MTBI 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 & Rock 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 participation & competitive climbing/bouldering

Mountain training qualifications are administered by MTBI on the island of Ireland.

MTBI is the awarding body for the following training schemes

- Mountain Skills
- Hill & Mountain Skills
- Rock Skills
- Indoor Climbing Assistant
- Climbing Wall Instructor & Abseil and Top Roping Module
- Climbing Wall Development Instructor
- Rock Climbing Instructor
- Rock Climbing Development Instructor
- 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 Sport Ireland Coaching

20 Frequently Asked Questions

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

20.1 What are the ratios for MTBI 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

Rock Skills

Participation on the full Rock Skills scheme is to be encouraged, but students may choose to do only some of the courses. It is up to the individual provider to guide a candidate to enter the scheme at a suitable point, which may not be Introduction.

Trainers should keep in mind two points. Firstly, not all students on a Rock Skills course will be interested in Instructional awards, but it is important to inform candidates of their pathway options. Secondly, the courses are 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 climbing 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 climbing, where relevant is imperative. See guidance notes for more details specific to each level of course.

Rock Skills Introduction

Maximum CP to student ratio training - 1:12

Minimum group size – 2 for training

Minimum number of trainers – 1

Maximum ratio (training) - 1 trainer: 6 candidates

Rock Skills Intermediate

Maximum CP to student ratio training - 1:8

Minimum group size – 2 for training

Minimum number of trainers – 1

Maximum ratio (training) - 1 trainer: 4 candidates

Rock Skills Learn to Lead Sport and Trad

Maximum CP to student ratio training - 1:6

Minimum group size – 2 for training

Minimum number of trainers – 1

Maximum ratio (training) - 1 trainer: 3 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 Instructor

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 Development Instructor

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

Rock Climbing Instructor

Rock Climbing Instructor training and assessment courses consist of a minimum of twenty four hours contact time with course staff and are to be run over 3 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

Rock Climbing Development Instructor

Rock Climbing Development Instructor training (4 days long 32 hours minimum contact time and assessment (3 days long 24 hours minimum contact time with course staff and are to be run over 3 days.

Maximum CP candidate ratio 1:8

Minimum group size for training – 2

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

20.2 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.

RS Introduction is 1 day long, or 8 hours contact time
RS Intermediate is 2 days long or 16 hours contact time
RS Learn to lead Sport is 2 days long or 16 hours contact time
RS Learn to Lead Trad is 2 days long or 16 hours contact time.
The courses may be run in one block or slit between a number of evenings or shorter days.

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.

RCI Training and assessment courses are at least 3 days long and can include evening sessions (minimum 24 hours contact time).

RCDI Training and Assessment courses are 5 days long and can include evening sessions (minimum hours contact time for training and hours contact time for assessment).

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.

CWI 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.

CWDI 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.

20.3 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.

20.4 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.

20.5 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.

20.6 Does ML training count towards the H&ML?

Completion of ML training exempts the person from H&ML training. However, the candidate must ensure that they understand the difference in the terrain.

20.7 I have a client who has done their training in Northern Ireland. Can they come for assessment with an MTBI approved provider?

RCI – Yes

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

ML – All MLA's are directed by MI or Tollymore National Outdoor Training Centre for Northern Ireland 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 MTBI post training requirements. This will become one pathway for all candidates on the island of Ireland.

20.8 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.

20.9 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.