



National Outdoor Leader Registration Scheme

A Simple Guide to Registration

Introducing the NOLRS

The National Outdoor Leader Registration Scheme (NOLRS) is a voluntary, national registration scheme for individuals who lead groups in outdoor adventure activities. The registration of outdoor leaders into the NOLRS provides a nationally portable endorsement of their current skills, knowledge and experience.

The NOLRS uses comparable expectations to the units of competency from the National Training Package to benchmark skills and knowledge. In addition, activity specific logbooks are used to verify the registrants' experience and currency required for safe, consistent outdoor leadership. These skills, knowledge and experience requirements have been grouped into Registration Categories within each activity specialisation.

Entry into the NOLRS

To be eligible for NOLRS registration, you will need to provide documentation and proof of your qualifications, experience and currency. You need to demonstrate three things:

1. **Capacity** - demonstrated through submission of a current certified* first aid qualification **and** a current certified* CPR qualification.
2. **Currency** - through the submission of a comprehensive and verifiable[^] logbook, demonstrating completion of the stipulated minimum number of independent instruction or guiding sessions required for the registration category you are applying for;

Please refer to the *Registration Checklists* and the *NOLRS Logbook* on the NOLRS website, which outline the evidence requirements for each registration category (http://www.outdoorcouncil.asn.au/registration_2_52.html).

3. **Knowledge, skills and/or training** - in the outdoor activity you wish to register, at the appropriate level (e.g. Guide or Instructor);

In order to complete this step you need to provide a certified* Statement of Attainment/ Academic Transcript from a Registered Training Organisation (RTO), outlining all the required Units of Competency. The list of required units for each registration category can be found in the *Registration Checklists* or collectively in the *Units of Competency Tables* on the NOLRS website (http://www.outdoorcouncil.asn.au/registration_2_52.html).

Australian Canoeing: NOLRS will also accept a current certified* Australian Canoeing certificate as evidence of the units of competency for the corresponding NOLRS registration category. Any registration in this way will include 'AC' on the registration card.

Please note that the NOLRS is a registration body, not an assessment body, so can only accept academic records or transcripts from a Recognised Training Organisation (RTO). If you require assessment please contact an RTO.



Cost

The cost of registration is outlined in the *NOLRS Application Form*. Please note that payment is processed on application and not on approval of your registration. If your application is unsuccessful, payment will not be refunded. It is important to ensure you have met all the requirements before submitting your application.

Registration

Registration is for three years after which the outdoor leader may seek re-registration. This is achieved by providing evidence of ongoing outdoor leadership and currency that meets the NOLRS Re-Registration requirements. If you wish to apply for additional registration levels during the 3 year period you need to submit a Subsequent Registration application. Further information can be found in the *Guide to Re-Registration and Subsequent Registration* on the NOLRS website.

How to register?

- Read (and be willing to abide by) the Code of Ethics/ Code of Practice that is foundational for NOLRS registration;
- Fill in the *Registration Checklist* for each registration category you are applying for;
- Complete the *NOLRS Application Form*, ticking the appropriate registration categories you wish to apply for (If you are applying as a member of an organisation aligned to OCA you need to provide proof of membership);
- Collate all relevant information including your certified* **Statement/s of Attainment**; your comprehensive and verifiable[^] **logbook**; and your current certified* **first aid and CPR certificates**;
- Ensure all documents for submission are certified* and log books are verifiable[^];
- Submit all relevant information to:

NOLRS at OCA c/o
PO Box 5552
South Windsor
NSW 2756

or

nolrs@outdoorcouncil.asn.au

Questions

If you are unsure if you have met the requirements for registration please contact the NOLRS administrator, at nolrs@outdoorcouncil.asn.au, prior to submitting your application.

If/ when all information is confirmed, and payment is received you will receive confirmation of your registration via email. Your NOLRS registration card will be sent in the post shortly afterwards.

* Certified under the NOLRS means it has to be signed by somebody from the Australian Government's Statutory Declaration Signatory List. Each document needs to include the signatory's name, signature, occupation and acknowledgement that they have sighted the original.

<http://www.ag.gov.au/Publications/Pages/Statutorydeclarationsignatorylist.aspx>

[^] Verifiable log books must include a verifying contact name and contact number for each of the log book entries. This person is ideally a supervisor or manager and must be able to confirm the details of the session including the role of the leader. A land manager permit or similar evidence may be used in some circumstances.