

Outdoor Activity Instructor

☆ Level 3 £ £6,000 🗓 12 months

1. What the role entails

An Outdoor Activity Instructor supervises and guides children and adults in activities and pastimes such as canoeing, sailing, climbing, surfing, cycling, hillwalking, archery, bushcraft, rock pooling, geology, plant identification, habitat or wildlife walks at an introductory level. They will be supervised while working in a limited range of venues and weather conditions following tightly defined operating procedures. The main responsibility of an Outdoor Activity Instructor is to run a safe and enjoyable activity session.

They actively respect the environment, show a positive attitude and are employed in outdoor adventure or education centres, nature reserves or national parks.

2. On-programme assessments

Apprentices will spend 12 months minimum on-programme and undertake the minimum required off-the-job training as per the ESFA funding rules. Before entering Gateway, the apprentice must complete the following on-programme requirements:

- English and maths qualifications in line with the apprenticeship funding rules
- a Portfolio of Evidence to underpin the Professional Discussion.

3. Gateway requirements

The decision to take an apprentice through Gateway is made between the employer, Independent Training Provider (ITP) and the apprentice. The apprentice should only enter Gateway once the employer is content that the apprentice is working at or above the level of the occupational standard.

The apprentice must also have completed all the on-programme elements before they enter Gateway, including submitting a Portfolio of Evidence to underpin the Professional Discussion.

4. End-point assessment

The end-point assessment (EPA) for Outdoor Activities Instructor contains two methods of assessment.



Practical Test

The Practical Test surrounds an observation and the planning that goes into it. It is split into four parts where the apprentice will be asked to complete:

- 1) A single session template (1 hour)
- 2) A session template question and answer session (15 minutes)
- 3) An observation in the workplace (1 hour 30 minutes)
- 4) An observation question and answer session (15 minutes)

Grading will be measured as a fail, pass or distinction.



Professional Discussion (supported by a Portfolio of Evidence)

Apprentices will compile a Portfolio of Evidence during their learning journey. The apprentice will be able to describe to the Independent End-Point Assessor (IEPA) their role and their rationale for the knowledge, skills and behaviours (KSBs) evidenced in the Portfolio of Evidence, using real-life examples to demonstrate competence. The Professional Discussion will last 45 minutes.

Grading will be measured as a fail, pass or distinction.

5. Grade aggregation table

Practical Test	Professional Discussion	Overall
Pass	Pass	Pass
Pass	Distinction	Pass
Distinction	Pass	Pass
Distinction	Distinction	Distinction

A fail in any assessment method will result in a fail for the entire EPA.

6. Completion and certification

Once the IEPA verifies the apprentice has successfully completed all EPA methods, NCFE will activate certification. Working with the apprenticeship certificate issuing authority, we will ensure the apprentice receives their certificate.

7. What next?

Upon successfully completing the EPA, apprentices may progress to the Level 4 Sports Coach apprenticeship, or go on to such roles as multi-activity leader, environmental education tutor, activity instructor, ranger and national park guide.

Why NCFE?

We are an approved End-Point Assessment Organisation (EPAO) specialising in EPA delivery across Health, Education, Social Care, Digital, Active Leisure and Business. NCFE offer flexible and reliable EPA solutions supported by sector expertise, guidance documents and proactive service and support.

