



Proposals for the establishment of the Mountain Training Board of Ireland

Dated 22nd May 2017

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1.00 Introduction

- 1.01 Mountaineering Ireland (MI) is the National Governing Body (NGB) for all aspects of mountaineering across the island of Ireland and is recognised as such by both Sport Ireland and Sport NI.
- 1.02 MI is a full member of Mountain Training UK, (MTUK, the mountain training co-ordination body across England, Scotland, Wales, Northern Ireland and Ireland) and has been since its inception, representing mountaineers in both NI and Ireland.
- 1.03 At present, mountain training schemes in Ireland are overseen by MI's sub-committee, Bord Oiliúnt Sleibhe (BOS), with administrative and technical support from MI and in Northern Ireland by Sport NI's sub-committee MTNI, with administrative and technical support provided by Sport NI.
- 1.04 MI and Sport NI have agreed in principle to amalgamate the work of MTNI and BOS into one new all island mountain training board, known as Mountain Training Board Ireland (MTBI), as a standing sub-committee of MI as the NGB, provided the detail of future administration of the schemes can be agreed to both party's satisfaction. Sport NI's criterion is that the provision of mountain training under the new proposals must be equal to or better than the current arrangements. The proposed Terms of Reference of the new training board, (MTBI), are set out in Section 2 of this Proposal. The proposed Membership structure is set out in Section 3 of this Proposal.
- 1.05 Both MTNI and BOS are full voting members of MTUK and pay an annual membership fee. MTNI and BOS (along with equivalent boards in England, Scotland and Wales) also pay a levy per candidate registered in a training scheme and per pass candidate, towards MTUK costs. It is proposed that MTBI will also be a full voting member of MTUK and the levy would continue to be paid on all candidates registered and per pass candidate, in all of the 'shared' schemes, to MTUK costs. The detail of the Schemes of Training that will come under the remit of the new training board, (MTBI), are set out in Section 4 of this Proposal.
- 1.06 There has been considerable debate and agreement over many years as to the detail of; the role, remit and make-up of the new training board, (MTBI), and the shape and direction of its activities. A joint MTNI/BOS working party, reporting in April 2015, agreed most of the technical issues of how to amalgamate two equivalent but differently operated schemes of training and provider process. These matters are set out in Sections 4 and 5 of this Proposal.
- 1.07 Since 2014, considerable work has been done to amalgamate and integrate the database records held by MI/BOS and MTUK and there is now in place an integrated link between the Candidate Management Systems. The detail of this is set out in Section 6 of this proposal. This means that training & assessment records of award holders of the shared schemes are fully accessible through the UK CMS wherever in the UK or Ireland the award holder was; trained, assessed or is based.

- 1.08 MI will provide financial support to MTBI through the setting of an annual budget, staff resources and bursaries, out of its Sport Ireland grant and general income. In the initial phase, MI expects that Sport NI will continue to provide funding for the new training board, (MTBI), at an equivalent level, in cash and in kind, to that currently provided to MTNI. MI will seek financial support from Sport NI for its continued provision of this service to training work in Northern Ireland, via NGB funding applications.
- 1.09 MI recognises the three UK national outdoor training centres which include; Tollymore National Outdoor Training Centre in Northern Ireland, Plas-y-Brenin in Wales and Glenmore Lodge in Scotland. The Managers (or their representative) already sit on MTUK as a Technical Advisors. The Manager of Tollymore National Outdoor Centre currently acts in this role to BOS and will continue in this role on the new training board, (MTBI). This role gives rights of attendance at all meetings, but is non-voting.
- 1.10 Both MTNI and BOS have a proud tradition of innovation and development of appropriate and relevant schemes of mountain training. It is intended that the sharing of resources across the island will enhance the potential of innovative development into the future. Thus although the new training board, (MTBI), is committed to full integration of the ‘shared’ mountain training schemes, as set out in Section 4, this is not intended to restrict or stifle the continuing administration and development of ‘Ireland only’ schemes such as Mountain Skills or the Multi-Pitch Award, or to prevent the development of any new schemes of training. For the avoidance of doubt, though, like the current BOS and MTNI, the new MI training board MTBI will continue to play a full part in UK and Ireland wide reviews of the ‘shared’ schemes and implement their findings, which are agreed by consensus between all the member Boards and Councils.
- 1.11 MI and MTBI will agree a Memorandum of Understanding (MoU) with MTUK over the relationship between staff, sharing of data, co-ordination of the national awards (MIA, MIC) and other activities, as required. There is an existing MoU in place between MI and MTUK, which addresses staff communication, data sharing and awards co-ordination. This MoU will be updated periodically as required.
- 1.12 MI believes there are considerable benefits to mountain training which will be as a direct result of the proposed new arrangements –
- Shared and additional resources applied in a co-ordinated manner
 - Joined up development of training schemes across the island
 - Improved and developing access to MTUK resources
 - A better governance structure for mountain training throughout the island of Ireland, with the NGB taking on overall responsibility

Which should result in benefits across the Island of Ireland such as:

- Easier access to training and more training opportunities for candidates and trainers
- Improvements in; transparency, quality assurance, moderation and diversity of training
- Financial savings due to the merging of administration
- The direct relationship between the elected Board of Directors of the NGB and the all-Ireland training board
- A wider pool of trainers, increased networking opportunities and sharing ideas and initiatives

2.00 Terms of Reference

2.01 Mountain Training Board Ireland, (MTBI), is established as a standing sub-committee of Mountaineering Ireland as its expert advisory body in all matters relating to mountain training with the following Terms of Reference:

- To advise the Board of MI on all aspects of mountain training
- To act as the spokesperson on mountain training matters, when requested by the Board of MI
- To support the work of the MI Training Officer and relevant MI Staff
- To contribute to the MI Strategic Development Plan in all aspects of mountain training
- To keep under review the strategic development of mountain training and assess new initiatives
- To oversee the operation of the existing schemes of mountain training in Ireland, both the ‘shared’ schemes and the ‘Ireland only’ schemes, as set out in Section 4
- To oversee the Provider approval system and Provider Moderation
- To act as the provider of Mountain Leader & Hill & Moorland Leader Assessments and appoint suitable directors of assessment
- To represent mountain training on the island of Ireland on MTUK and to play a full part in its work, development initiatives and reviews to ensure the ‘shared’ schemes of training remain compatible and equivalent across UK and Ireland
- To keep under review the records databases (CMS) and their continued integration with the UK CMS
- To advise MI on the provision of training grants to members
- To advise MI on the promotion of mountain training and safe mountain practice to members, youth organisations and the general public
- To oversee the liaison with other relevant organisations to pursue and co-ordinate mountain training programmes and initiatives
- To liaise with Mountain Training, the UIAA and other National and international training and awarding bodies
- To manage the MTBI complaints procedure

2.02 MTBI shall meet not less than four times a year. A quorum shall be six full members of the Board, including the Chair or any acting Chair.

2.03 The 10 members of MTBI will make a recommendation for the position of Chair, for ratification by the Board of MI. This recommendation will be one of the 10 MTBI members. The MTBI Chair will be a full voting member of the MI Board.

2.04 A formal minute of all MTBI Board meetings will be kept and circulated to all MTBI members, the MI CEO, MI Training Officer, Tollymore National Centre Manager, and MTUK CEO. MI Board Members will be updated by the MTBI chair. Minutes will be published on the MI Website once approved by the MI Board. Provision will be made for appropriate privacy of sensitive information.

3.00 Membership

- 3.01 There will be ten full members of MTBI, including a Chairperson. In addition, MI's Training Officer, the Manager (or their representative) of Tollymore National Outdoor Centre and the MTUK CEO will be Technical Advisors, entitled to attend all MTBI meetings but in a non-voting capacity.
- 3.02 MI's Training Officer will act as the Secretary to MTBI, with MI's Training Office administrator providing secretarial support.
- 3.03 Membership will be based on achieving an overall balance of background reflecting users, providers and stakeholders allied to relevant personal skills and experience, based on the criteria in a desirable skills matrix.
- 3.04 Nominations for the initial membership will be sought from MTNI and BOS, their nominating organisations and the entire MI membership. All the current nominating bodies will be invited to join a new MTBI Stakeholders Group who will input into development of Strategic Development Plans. Similarly, Providers will be part of a new Providers Group who will be able to nominate members to MTBI.
- 3.05 MI will establish a four person Nominations panel to select the ten members, subject to MI Board approval. The panel will include the MI Training Officer & MI CEO. The initial nominations panel will include the current BOS Chair and the current MTNI Chair will be invited to be the fourth member. The future selection panel will comprise of; the MI Training Officer, the MI CEO, the MTBI Chair, and one MI Board member (the MTNI & BOS chairs will no longer exist once MTBI is formed).
- 3.06 A Members term of office is 3 years, with the option to serve a maximum 2 terms, which can be successive. To create a pattern of succession planning, one third of the initial members (except the Chair) will be appointed for one year only, a further three for two years only with the third three plus the chair appointed for three years.
- 3.07 At each membership renewal, nominations will be sought from the entire MI membership, the Stakeholder Group and the Providers Group. MI will select members with the aim of achieving the same overall balance for members of Users, Providers and Stakeholders, based on the criteria in a desirable skills matrix.
- 3.08 Members of MTBI are not present as representatives of any organisation or body, but sit as individuals with relevant experience and expertise based on criteria in a desirable skills matrix, to bring value to the work of the Training Board, (MTBI).
- 3.09 MTBI is a sub-committee of MI and comes under MI's governance structures. The Board of MI are the Directors of the company and they retain financial and management responsibility for all aspects of the work of MI. The members of MTBI are not Directors nor have any staff management responsibilities. MI's Training Officer and Training Office administrator are line managed by the CEO of MI who is responsible to the MI Board.

4.00 Schemes of Training & Proposed Prospectus for Mountain Leader

4.01 This Section summarises all the schemes of training as currently operated by MTNI, BOS and MTUK, set out in a number of categories:

4.02 Shared Schemes:

The Mountain Leader Award (Summer)
The Hill and Moorland Leader Award
The Lowland Leader Award
The Expedition module of the Hill and Moorland and Lowland Leader Awards
The Climbing Wall Award
The Abseil module of the Climbing Wall Award
The Climbing Wall Leading Award
The Single Pitch Award

4.03 Ireland Only Schemes:

Mountain Skills Scheme (Administered by MI/BOS)
Rock Climbing Multi-Pitch Award (Administered by MI/BOS and MTNI)
Level 1 Climbing Coach Award (Administered by MI/BOS)

4.04 MTUK National Schemes:

The Mountain Leader Award (Winter),
(Administered by MTS, delivered by GML, PYB & approved individuals)
Mountain Instructor Award (MIA)
(Administered by MTUK, delivered by GML, PYB & TMC)
Mountain Instructor Certificate (MIC)
(Administered by MTUK, delivered by GML, PYB)
International Mountain Leader (IMLA)
(Administered by MTUK, delivered by PYB)
Foundation, Development and Performance Coach Awards
(Administered by MTUK, delivered by approved individuals)
Hill and Mountain Skills
(Administered by MTUK, delivered by GML, PYB & approved individuals)

4.05 UK & Ireland Mountaineering Councils:

FUNDamentals of Climbing
FUNDamentals 1, 2 & 3 are a progressive scheme made up of 3 programmes which introduce and build on the skills needed to teach coaching movement to young people. It was developed by the BMC and is administered by the BMC, MCofS and MI/BOS.

4.06 Training Support

In addition to its role in administration and moderation of awards, MTBI will play a key role in the provision of mountain training and support to clubs and individuals across the island of Ireland. The Training Board, (MTBI), will continue to place an extremely high value on continual training and the concept of self-reliance for walkers and climbers. The costs associated with such training can at times act as a barrier to clubs and individuals availing of such training. In recognition of this MTBI will operate a number of grant schemes to support clubs and individuals to access and avail of mountain training. The new Training Board, (MTBI), will advise on these training grants across the island of Ireland. Such support will be open to all Mountaineering Ireland members.

Two different grant options will be available:

- Training grant support to clubs and individuals who wish to undertake recognised mountain training courses such as Mountain Skills and Mountain Leader
- A Club Mentor Scheme to support clubs that bring in an instructor to provide tailor-made training. Such trainers will hold a relevant award for the training to be undertaken

4.07 Proposed Prospectus for Mountain Leader:

The awards/schemes that are common to the two governing bodies have identical syllabi and, with the exception of the Mountain Leader Award, share identical prospectuses.

There are significant differences in the prospectus of the Mountain Leader Award, although the outcomes are equivalent.

Under BOS, the Mountain Leader Award entails a total of 10 days of training and assessment, as follows;

- Mountain Skills Assessment (2 days)
- ML Training (5 days)
- ML Assessment (3 days)

In the case of MTNI, the Mountain Leader Award involves 11 days of training and assessment, as follows;

- ML Training (6 days)
- ML Assessment (5 days)

Both pathways are accepted as equivalent by all of the mountain training boards on these islands. The two pathways have co-existed for a number of years and it is possible for candidates to transfer from one to another without undue difficulty. We believe that a standard prospectus should apply to the Mountain Leader Award under a new Mountain Training Board for Ireland. We deliberated at length on the form that this should take. We were anxious to maintain the strengths of the current pathways while, at the same time, bringing about any necessary improvements.

We decided to recommend that, under a new Mountain Training Board for Ireland, the Mountain Leader Award should be provided over 11 days, as follows:

- Mountain Skills assessment (2 days)
- ML Training (5 days)
- ML Assessment (4 days).

Our recommended prospectus combines elements of the two existing pathways to the Mountain Leader Award. It would entail an equivalent number of “contact days” to that required by MTNI. However, it would involve one day more than the BOS assessment process, which we believe would benefit from a 4th day.

It envisages an up-front assessment of candidates acquired personal skills using the Mountain Skills Assessment process. The Mountain Skills scheme is acknowledged as producing a high calibre of candidates for the ML. We believe that an initial assessment of candidates’ skills will facilitate ML course providers in building on the acquired skills during candidates’ ML training days.

There may be a case to change the title of the MSA to reflect its dual role as both the assessment module for the Mountain Skills scheme and the introductory module of the Mountain Leader Award. This is something that should be addressed by the new Training Board in due course.

We believe that the proposed prospectus, involving as it does the same number of “contact days” as MTNI currently requires and one day more than what BOS requires, will continue to be accepted as equivalent by the other mountain training boards on these islands.

5.00 Providers and Accredited Training Organisations

5.01 Introduction

A network of suitably trained and qualified individuals, to be known as Providers, accredited by MTBI to direct and deliver the training and assessment courses, is at the heart of the training delivery system, providing quality assurance and a direct relationship between MTBI and those delivering the courses. Providers can be sole operators or work as or within a company, outdoor centre, school, charity, youth organisation or club structure, but they will always have, as an individual, a direct contract and relationship with MTBI.

In addition, MTBI want to encourage providers or groups of providers, to apply for recognition as Accredited Training Organisations/Hubs (ATO's) with an active role in; developing formal and informal training, for example, mentoring, CPD training, MI club support and other training initiatives. This gathering of experience creates improved access to training and a critical mass of experience for knowledge sharing, (See 5.15 for further details on ATOs).

5.02 Providers

Anyone compliant with the standards set out below, in sections 5.02, 5.03 & 5.04, can apply to MTBI to be a Provider.

(Transitional arrangements will be put in place to permit the ongoing work of current; providers, course directors and staff of the two training boards, BOS & MTNI. This includes a sufficient lead in time and supports to facilitate the completion any additional requirements, should they exist.)

Applications to become a Provider (P) can be made for any of the following awards and schemes:

- Mountain Skills Training & Assessment (MSt/a)
- Lowland Leader Award Training and Assessment (LLAt/a)
- Hill & Moorland Leader Award Training & Assessment *(HMLt/a)
- Mountain Leader Training & Assessment * (MLt/a)
- Climbing Wall Award Training (CWAt/a)
- Climbing Wall Leading Award Training and Assessment (CWLAt/a)
- Single Pitch Award Training and Assessment (SPAt/a)
- Multi Pitch Award Training and Assessment (MPAt/a)
- Level 1 Climbing Coach Training & Assessment (LICt/a)

5.03 Provider Application Process

The Provider will be required to make an application to the MTBI for Providership. Any Provider wishing to gain such approval must complete an application form and submit this to MTBI along with the appropriate fee.

- a) Applications to the Board will give details of compliance with qualifications and experience as set out below in section 5.04

- b) Applications are to include details of any trading name or organisation name of the Provider, if applicable
- c) Successful completion of the Garda Vetting/Access NI process
- d) Complete a Provider agreement with the Board
- e) Approval will/will not be granted by the Board
- f) The Provider has the agreement with MTBI. The provider may operate under; their name or trading name or organisation name and will adhere to the Logo usage guidelines
- g) Providers and their staff must be adequately insured. (See Appendix 2.)
(Note: Providers working for an organisation can be appropriately insured through that other organisations employers and public liability insurance)

5.04 Training and experience requirements for Providers of the following MTBI courses

Providers must;

- Be a member of Mountaineering Ireland
- Attend a Train the Trainer course and complete the post course assignment (or gain exemption through APL and attend the course induction session) (See section 5.05)
- Attend a course induction session for the training scheme(s) they wish to deliver
- Complete a written application and pay the fee set by the Board
- Complete a “Provider Agreement” with the Board
- Ensure they act in accordance with the “Provider Agreement”
- Ensure they advertise courses and use the MTBI Logo in line with the guidance of MTBI
- Ensure they employ appropriately qualified staff as per the additional providers & staffing requirements, Sections 5.08 & 5.09

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| Personal Proficiency Awards |
| Mountain Skills Training (MSt) |
| <ul style="list-style-type: none"> • Hold one of the following awards for a minimum of 1 year - ML, IML, Winter ML, MIA, MIC or BMG • Demonstrate continued development as an ML, IML, Winter ML, MIA, MIC or BMG through personal and/or work activities |

- Have current experience leading groups of a variety of abilities and ages in a variety of Ireland's hills and mountains.
- Have observed at 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 MS1 and 1 x MS2 to be observed after completing the TTT course.

Notes

For experienced trainers of ML, the observation requirements are 1 x MS1, 1x MS2 and 1 x MSA (6 days).

Induction for provision of the MS training is included in the TTT course or can be provided by the MI Training Officer, in the case of an APL exemption from TTT.

Mountain Skills Assessment (MSa)

- Meet the training/experience requirements for Mountain Skills training CP
- Hold one of the following awards for a minimum of 1 year - IML, Winter ML, MIA, MIC or BMG
- Play an active role in instructing on 2 x MS1, 2 x MS2, 2 x MSA with more than one CP and at different locations in the previous 3 years.
- Observe on 1 full ML training since gaining IML, Winter ML, MIA, MIC or BMG.

Note. For experienced trainers of ML, the requirements are to have instructed on or provided 1x MS1, 1 x MS2 and 1 x MSA (6 days), with more than one CP and in more than one location.

Instructor, Leader & Coach Awards

Lowland Leader Award Training (LLAt)

- Be an active walker
- Hold one of the following for at least 12 months - IML, MIA, MIC or BMG
- Provide evidence of leadership provision e.g. HML or ML
- Have observed 2 x LLAt, 1 x LLAA (unless already an ML or HML provider/MTNI Course Director where 1 x LLAt and 1 LLAA is required)
- Have completed Course Provider induction training
- Have completed a Coaching Ireland Tutor Course and its assignments
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Lowland Leader Award Assessment (LLAA)

- Meet the requirements to be a LLA CP outlined above
- Provide/instruct on x 2 LLAt
- Have completed a Coaching Ireland Tutor Course and its assignments

Hill & Moorland Leader Award Training (HMLt)

- Be an active hillwalker
- Hold one of the following for at least 12 months - IML, MIA, MIC or BMG

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| <ul style="list-style-type: none"> • Provide evidence of training provision e.g. Mountain Skills or similar navigation courses • Have observed 2 x HMLt, 1 x HMLa (unless already an MLT provider/MTNI Course Director where 1 x HMLt is required) • Have completed Course Provider induction training • |
| <p>Hill & Moorland Leader Award Director of Assessment (HMLa) *(Nb. Not a course providership)</p> <ul style="list-style-type: none"> • Meet the requirements to be a LLA CP outlined above • Provide/instruct on x 2 LLAt |
| <p>Mountain Leader Training (MLt)</p> <ul style="list-style-type: none"> • Be an active hill walker • Hold one of the following for at least 12 months - MIA, MIC or BMG • Provide evidence of training provision e.g. Mountain Skills or similar navigation courses • Observed 2 x MLt, 1 x MLa or be a MTNI approved Course Director of ML and have completed Course Provider induction training • Have completed a Coaching Ireland Tutor Course and its assignments |
| <p>Mountain Leader Director of Assessment (MLa) *(Nb. Not a course providership)</p> <ul style="list-style-type: none"> • Be an active hill walker • Hold one of the following for a minimum of 2 years - MIA, MIC or BMG • Be MLt CP/MTNI Course Director for a minimum of 1 year • Provided/instructed on 4 x MLt. • Observed/worked on 2 x MLa with different assessors or be a MTNI approved Course Director of ML Assessments and have completed Course Provider induction training • Have completed a Coaching Ireland Tutor Course and its assignments. |
| <p>Climbing Wall Award Training (CWAt)</p> <ul style="list-style-type: none"> • Be active on climbing walls with experience of movement skills • Hold one of the following for at least 12 months - MIA, MIC or BMG • Observed 2 x CWAt, 1 x CWAA or be a MTNI approved Course Director of CWA and have completed Course Provider induction training • Lead climb French 6a |
| <p>Climbing Wall Award Assessment (CWAa)</p> <ul style="list-style-type: none"> • As for CWA training • Provided/instructed on x2 CWAt |
| <p>Climbing Wall Leading Award Training (CWLAt)</p> <ul style="list-style-type: none"> • Be active on climbing walls with experience of movement skills • Hold one of the following for at least 12 months - MIA, MIC or BMG • Be an SPA or CWA CP/MTNI Course Director for a minimum of 1 year |

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| <ul style="list-style-type: none"> • Observed 2 x CWLAt, 1 x CWLAa or be a MTNI approved Course Director of CWLA and have completed Course Provider induction training • Lead climb French 6b |
| <p>Climbing Wall Leading Award Assessment (CWLAA)</p> <ul style="list-style-type: none"> • As for CWLA training |
| <p>Single Pitch Award Training (SPAt)</p> <ul style="list-style-type: none"> • Be an active climber • Hold one of the following for a minimum of 1 year - MIA, MIC or BMG • Have observed 2 x SPAt, 1 x SPAa or be a MTNI approved Course Director of SPA and have completed Course Provider induction training • Have completed a Coaching Ireland Tutor Course and its assignments |
| <p>Single Pitch Award Assessment (SPAa)</p> <ul style="list-style-type: none"> • Be an active climber • Hold one of the following for a minimum of 1 year - MIA, MIC or BMG • Be an SPAt course provider for a minimum of 1 year • Provided 4 x SPAt courses as course provider • Observed/instructed on 2 x SPAa post becoming an SPAt CP or be a MTNI approved Course Director of SPAa and have completed Provider induction • Have completed a Coaching Ireland Tutor Course and its assignments |
| <p>Multi Pitch Award Training (MPAt)</p> <ul style="list-style-type: none"> • Be an active climber • Be an SPAt CP/MTNI Course Director for a minimum of 1 year • Hold one of the following for a minimum of 2 years - MIA, MIC or BMG • Observed/ instructed on 2 x SPAt and 1 x SPAa • Observed 2 x MPAt, 1x MPAA or be a MTNI approved Course Director of MPA and have completed Course Provider induction training • Have completed a Coaching Ireland Tutor Course and its assignments |
| <p>Multi Pitch Award assessment (MPAA)</p> <ul style="list-style-type: none"> • Be an active climber • Provided 4 x MPAt as CP • Hold one of the following for a minimum of 2 years - MIA, MIC or BMG • Observed 2 x MPAA post becoming an MPAt CP or be a MTNI approved Course Director of MPA and have completed Course Provider induction training • Have completed a Coaching Ireland Tutor Course and its assignments |
| <p>Level 1 Climbing Coach Director of Training & Assessment *(Nb. not course providership)</p> <ul style="list-style-type: none"> • 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 its assignments
- Observe x2 L1CC Award Training & x1 L1CC Assessment
- Have completed course provider induction training

Note; As this is a new award, transitional arrangements will apply.

*MLA & HMLA assessments, Level 1 Climbing Coach

Under BOS, Mountain Leader Award and Hill & Moorland Leader Award Assessments, Level 1 Climbing Coach Training & Assessments are course directed by BOS rather than individual providers. Under MTNI, MLA & HML Assessments are, in practice, only available through Tollymore. It is recommended that the current arrangements for these assessments should remain in place under the new Training Board, (MTBI), but be reviewed by MTBI within 3 years of its establishment.

- 5.05 Train the Trainers Courses & Continued & Professional Development
MTBI will continue on the work of promoting further progression through mountain training. This includes provision of Train the Trainer courses and CPD events, which are requirements for those who provide or staff on the MI and MT awards. The Train the Trainer course has been designed to equip relevant award holders with the additional skills necessary to run, manage and deliver effective mountain training programmes.

Amongst other aspects, the Train the Trainer courses will cover:

- (i) Provider induction and course reporting
- (ii) The Provider agreement & CPD requirements
- (iii) Training and Development
- (iv) Teaching & Learning
- (v) Training Methods
- (vi) Giving & Receiving Feedback
- (vii) Presenting indoor & outdoor sessions
- (viii) Reviewing & Evaluating, and
- (ix) Assessing, and troubleshooting common assessment errors

Several regional and national CPD events are hosted by MI annually and provide CPD opportunities for Providers, staff and award holders. These include skills workshops, provider workshops and conferences. Other external CPD events are eligible for recognition with the prior agreement of the necessary Home Nation Boards (HMB) and associations.

- 5.06 The Adventure Sports & Coaching Framework and Coaching Ireland Tutor
Mountaineering Ireland have been working with Coaching Ireland and have four leadership awards (ML, SPA, MPA & LLA) and one coaching award (L1CC) on the Adventure Sports & Coaching Frameworks. In addition to the provider handbook requirements, trainers of these awards are currently required by Sport Ireland to complete the 8 day Coaching Ireland Tutor course. MI has negotiated with Coaching Ireland to reduce this to a 2-day Tutor Assimilation course for trainers holding the MIA qualification due to award mapping & accreditation of prior learning.

MI will cover the course cost for existing trainers of these schemes, including current MTNI course directors or trainers. In addition, given that those already entering the MIA scheme would currently have a reasonable expectation of being a course director under the current NI scheme after they were qualified, MI will cover the cost of the course for a period of 3 years from the establishment of the new Board. MTBI will review this support for new trainers in the future beyond the 3 year period and make recommendation to MI Board about continuing support. MI understands that the 2 day Coaching Ireland course would be eligible CPD for AMI members.

Exemption from the Train the Trainers course will be granted on completion of all aspects of the Coaching Ireland Tutor course. However, in the event of exemption, Provider induction will be carried out by the MI Training Officer. This exemption would also be of interest to current trainers of the higher awards who want to seek approval to provide Mountain Skills. MI believes in the principle of Accreditation of Prior Learning (APL) and the Training Officer will assess this against criteria on a case by case basis. In all situations, however, Providers will be required to attend a Course Induction session to ensure they are familiar with reporting and other requirements of the training scheme they will be delivering.

5.07 Provider Pathway

For new and first time providers:

Entry for Mountain Skills Training, Mountain Skills Assessment, Hill & Moorland Leader, Climbing Wall Award, Climbing Wall Leading Award - Train the Trainers & Assignments.

For current trainers:

Entry for; Mountain Leader, Single Pitch Award, Multi Pitch Award, Lowland Leader Award, Level 1 Climbing Coach, (Leadership Awards on the Adventure Sports & Coaching Frameworks) - Coaching Ireland Tutor Assimilation Course.

5.08 Providers working within a structure

It is recognised that there will be many situations where Providers are operating within an established structure such as an outdoor centre, commercial organisation, charity, school or youth organisation and that in many of these situations the Provider may not be directly responsible for such matters as the established structure's insurance, health and safety policies, human resources arrangements, transport or premises. The crucial principle at the heart of the proposed Provider network is that the Provider has a direct relationship with MTBI and

- has the overall responsibility for the delivery of the course in accordance with the established standards
- will be actively involved in its delivery of the course and
- will submit the course reports

It is expected that the Provider will provide information to MTBI about the structure they are working in for any particular course. Organisations offering MTBI courses and employing the services of Providers will be encouraged to establish a relationship with MTBI directly as well as through their Provider. A Provider can employ another

approved Provider to deliver a MTBI course on their behalf in liaison with the established structure or organisation employing their services, with that person taking on all the responsibilities for ensuring the course is run to the established standards.

5.09 Additional staff

Where it is necessary for the Provider to engage or work with additional staff, it is that Provider's responsibility to ensure that they possess the training and experience required by MTBI, in respect of the particular award/ scheme, as set out below:

- Be registered with the MTBI and be a member of MI, BMC or MCoS.
- Have completed the 'Train the Trainers' course and its assignments or gained exemption.
- 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.
- Have appropriate experience of the relevant course, supported by evidence to meet the criteria below.
- Have a good understanding and knowledge of the relevant scheme.
- Successful completion of the National Vetting Bureau/Access NI process In Line with Mountaineering Ireland's Safeguarding Policy.
- Ensure they act in accordance with the course Provider's agreement with MTBI as detailed at section 5.10.

Note: Existing staff who have the necessary experience of working on shared awards may be exempted from some observation requirements as set out below. Current MTNI Course Directors of shared Awards will not be asked to observe again courses they already deliver.

MSt: Hold an ML or higher award for a minimum of 1 year and have observed 1 full MSt, complete Train the Trainers course.

MSA: Be an MS course provider for a minimum of 1 year or hold one of the following awards - IML, MIA, MIC or BMG. Have observed 1 x MSA, complete Train the Trainers course.

LLAt/a: Hold an ML or higher award for a minimum of 1 year and have observed 2 x LLAt and 1 x LLAA. Hold the Coaching Ireland Tutor qualification.

HMLt: Be an MSA provider for a minimum of 1 year or hold one of the following awards - IML, MIA, MIC or BMG. Have observed 2 x HMLt or its predecessor WGLt, 1 x HMLa or WGLa, complete Train the Trainers course.

HMLa: Be an MSA provider for a minimum of 1 year or hold one of the following awards - IML, MIA, MIC or BMG. Have observed on 1 x HMLa or WGLa and instructed on 2 x HMLt or WGLt and 1 x full MLt, complete Train the Trainers course. Some of this experience must be within the last three years.

MLt: Be an MSA provider for a minimum of 1 year or hold one of the following awards - IML, MIA, MIC or BMG. Observed 2 x MLt and 1 x MLa. Hold the Coaching Ireland Tutor qualification.

MLa: Be an MLt provider or hold one of the following awards for a minimum of 1 year - IML, MIA, MIC or BMG. Have worked on 3 x MLt and observed 2 x MLa. Some of this experience must be within the last three years. Hold the Coaching Ireland Tutor qualification.

SPAt: Hold one of the following awards for a minimum of 1 year - MIA, MIC or BMG. Have observed 2 x SPAt and 1 x SPAa. Hold the Coaching Ireland Tutor qualification.

SPAa: Be an SPA Training provider or hold one of the following awards for a minimum of 1 year - MIA, MIC or BMG. Instructed on 3 x SPA training and observed 1 x SPAa. Hold the Coaching Ireland Tutor qualification.

MPAt/a: Hold an MIA, MIC or BMG for a minimum of 1 year. Have observed 1 x MPAt and 1 x MPAA. Hold the Coaching Ireland Tutor qualification.

CWAt: Hold one of the following awards for a minimum of 1 year - CWLA, MIA, MIC or BMG. Observed on 2 x CWA training and observed 1 x CWAA, complete Train the Trainers course.

CWAA: Hold one of the following awards for a minimum of 1 year - MIA, MIC or BMG. Instructed on 2 x CWA training and observed 1 x CWAA, complete Train the Trainers course.

CWLAt: Hold one of the following awards for a minimum of 1 year - MIA, MIC or BMG. Observed on 2 x CWLA training and observed 1 x CWLAA, complete Train the Trainers course.

CWLAt/a: Be a CWA provider and hold one of the following awards for a minimum of 1 year - MIA, MIC or BMG. Instructed on 2 x CWLA training and observed 1 x CWLAA, complete Train the Trainers course.

L1CCt/a: Hold L2CC and be a provider of L1CC or hold one of the following awards for a minimum of 1 year - MIA, MIC or BMG and relevant coaching experience. Observe on 2 x L1CC training & 1 L1CC Assessment. Hold the Coaching Ireland Tutor qualification.

As this is a new award, transitional arrangements will apply.

5.10 Provider Agreement

The Provider Agreement will set out in detail what the MTBI expects of Providers and what they can expect from the MTBI. The following is put forward as the expected content – to be approved by MTBI in due course.

Obligations of Approved Providers

- To promote the ethos of MI & MTBI throughout the delivery of courses.
- To be actively involved throughout the delivery of each course or employ another approved provider to do this.
- To ensure that courses are run strictly in accordance with MTBI guidelines and syllabi.
- To run courses in suitable locations. (ML and H&ML courses must be residential with drying room and lecture facilities. The SPA may be non-residential; however, suitable lecture facilities and equipment must be available).
- To notify MI a minimum of two weeks before the running of any course. (Exemption will only be given in exceptional circumstances).
- To keep records of participants and course information for all courses.
- To have adequate liability insurance to cover themselves, candidates and any additional trainers. (See appendix 2) This can be provided by the Provider or the organisation that the Provider is delivering a course for.
- To ensure that any additional staff have met all the relevant requirements, 5.08, 5.09.
- To act in a manner that will not bring MI or MTBI into disrepute.
- To be aware of obligations with respect to gender, age and race discrimination legislation such as under the Equal Status Act (2000) and Section 75 of the Equality (NI) Act (2004).
- To abide by and be in line with MI's Safeguarding Policy and Procedures, including the Code of Ethics and Good Practice for Children's Sport as published by Sport Ireland and Sport NI (See Appendix 3).
- Successful completion of the National Vetting Bureau/Access NI process in Line with Mountaineering Irelands Safeguarding Policy.
- To notify the Secretary of MTBI (MI Training Officer) of any change of circumstances.
- Notify the Secretary of MTBI (MI Training Officer) of any charge, police caution or criminal conviction.
- To have appropriate and up-to-date first aid qualifications.
- To take part in at least one recognized 'Continuing Professional Development' (CPD) activity in respect of each award or scheme for which he/she is a Provider, within the three year period.
- To add all MTBI courses to the Mountaineering Ireland online course calendar a minimum of 14 days prior to the course.

- To complete an online course report on the MI Candidate Management System, (along with results details of any pass, deferral or failure) within 30 days of any course.
- To ensure, where appropriate, the completion and return of candidates' log-books within 30 days.
- To submit all other relevant information for the purposes of updating the database.
- To bring in additional providers and staff where necessary to comply with student to Provider & staff ratios. (Additional providers/staff will not be responsible for the overall running of the course or the pre course paperwork).
- To allow moderation by the Training Officer of course delivery, including course services and equipment used.
- To use the MI & MTBI logo in any promotion, advertising or information in accordance with the guidance issued by MI & MTBI (See Appendix 4).
- Complete Evidence of Assessment forms, as appropriate, and return to the training office.

5.11 Obligations of MI & MTBI

- To ensure that the service to each candidate, award holder, Provider is of the highest quality.
- To ensure that courses are run in accordance with its guidelines and syllabi.
- To monitor the service offered and systems operated by Providers.
- To review developments in mountain training and seek to disseminate relevant information to Providers and staff.
- To annually review and update the Providers guidelines and Providers agreements.
- To register candidates, provide a logbook and associated materials within ten working days of receipt of appropriately lodged applications.
- To maintain an accurate database of the training and assessment record of registered candidates.
- To provide facilities for dealing with any complaints and an appeals procedure for Providers, staff or candidates.
- To update the online 'Provider directory & course calendar'.
- To offer CPD workshops annually.
- To participate in UK, European and International forums for the continuous review of the awards and co-ordination between National Mountaineering Councils, Federations and Training Boards.

5.12 Moderation/auditing

Moderation/auditing include any of the following:

- Moderation/auditing of course reports and other paperwork received by MI & MTBI
- Communication between the Training Office and Provider
- A visit by the Training Officer to a course or part of a course

The following procedures apply to a moderation visit

- The Training Office will contact the Provider prior to a visit
- The role of the moderator will be explained to the candidates
- The moderator will not interfere with the course delivery
- All feedback to the Provider will be confidential and given during or immediately after the visit. A written report will follow within 10 working days
- A copy of the moderation report will be submitted to the training board, (MTBI), and retained by the MI training office

Moderation/auditing may examine any or all of the following:

- Choice of venue
- Experience of the candidates
- Fulfilment of the syllabus
- Methods of instruction
- Compliance of any additional staff with the guidelines
- Familiarity with recent developments in mountain training and best practice

Providers must comply with any action points raised in the moderation report. A second moderation may take place to monitor the implementation of action points. Appeals in relation to moderation may be made under the MI complaints and appeals procedure.

5.13 Renewal of agreement

Agreements expire after 3 years and may be renewed. To secure renewal, a Provider, must have provided at least one of each of the courses that he or she was approved to provide during the previous three-year period and have undertaken least one CPD activity relevant to each course, during the period of the agreement.

5.14 Termination of agreement

A Provider may terminate the agreement at any time by notifying MTBI in writing. Where a provider breaches the Provider agreement, MTBI may terminate the agreement by notifying the Provider in writing. In the case of a complaint against a Provider, MTBI may terminate or suspend an agreement by notifying the Provider in writing, subject to compliance with its complaints and appeals procedure.

A Provider may appeal a notice of termination. Until the resolution of an appeal, the Providers approval status may be suspended and the Provider shall not operate any recognised course during that period. Upon termination or expiration of a Provider agreement, the Provider shall:

- Cease to use MI & MTBI paperwork or documentation including its logo.
- Return or destroy all documentation (log books, printed material etc.) belonging to MI & MTBI.
- Remove or permanently cover signs or advertisements relating to MTBI approval
- Not represent himself/herself as being an agent, partner, employee or representative of MTBI.

5.15 Accredited Training Organisation (ATO)

Providers or groups of Providers will be encouraged to apply for recognition as an Accredited Training Organisation, based on a Memorandum of Understanding (MoU) between MTBI and the ATO. The primary purpose of this is to create regional training hubs around the country acting as a focal point for the development of training initiatives, collaboration and networking of training providers, thus creating potential for inter-provider training offerings. This will cover both formal and informal training courses, those leading to awards or solely skills development, and support for staff and providers in relation to CPD workshops and other initiatives.

As a member based organization, MI is particularly keen to support its clubs and individual members, with the intention that Club Training Officers (CTOs) would have a direct relationship with an ATO as well as the MI Training Officer. Regional training hubs could host events for clubs and allow the CTOs to network and develop their own relationships. This does not need to be a ‘one size fits all’ approach, but an individually tailored MoU between the ATO and MTBI over what courses and training initiatives are delivered, suitable for the training needs and potential of each area. It is also intended that the ATOs would share resources and work together on training and development for Providers, candidates and members, creating that critical mass of talent and knowledge which will feed into the overall progressive development of training. It is hoped that this initiative will provide more, higher level, work for providers and assist in career and industry development.

Criteria for Accredited Training Organisation (ATO)

ATO status can be achieved by an individual provider or group of providers. Successful applicants will be required to contribute to mountain training in a variety of ways, which may include the following:

- Collaboration with MI to run events for trainers, eg. CPD, training conferences
- Involvement in MI Initiatives, e.g. Youth Alpine Initiative, Women with Altitude, Aspirant Mountaineers programme
- Delivery on post school courses such as; Post Leaving Certificate, QQI courses, third level courses, etc.

- Provision of full time outdoor training or long term outdoor training courses

MTBI will assess each ATO application against the criteria and award or reject the application based on the evidence presented. MTBI will make their recommendations to the Mountaineering Ireland Board for ratification.

Evidence must be presented to demonstrate the applicants' commitment to mountain training, with the best interests of candidates and trainers being the primary focus of this process.

1. Evidence of delivery experience:

- Details of provision of MT courses over at least 3 years or more, (to include course dates, title, number of candidates, other)
- Details of provision of a broad range of MT courses in the last 3 years or more, (to include course dates, title, number of candidates, other)

2. Demonstrate the ability to act as a "Learning Hub", for mountain training by outlining past actions and future plans. For example:

- Delivered CPD courses for instructors and Trainers of Mountain Training Courses
- Delivered significant conferences or outdoor learning events to the outdoor community of instructors demonstrating best practice in the MT field
- Delivered progressive and long-term training courses leading to qualification.
- Will deliver or continue to deliver events, e.g. CPD, significant conference, instructor training programme

Those granted ATO status will run at least one event per 3 year agreement period. For example, this may take the form of:

- An NGB recognised CPD event for instructors, e.g. Providership
- An association recognised CPD, e.g. AMI, MTA, BAIML
- A training forum/conference

MTBI will continue to develop the application and approval process for those wishing to apply for the status of "Accredited Training Organization" This opportunity will be open to all providers or groups of providers of our awards who meet the criteria.

6.00 Candidate Management System

6.01 Developing a candidate management system

The new Mountain Training Board of Ireland, (MTBI), will oversee MI's current Candidate Management System (CMS) for all awards, including those previously offered by BOS and MTNI but not offered by MTUK.

This CMS will continue to allow for the integration and ongoing sharing of data between the MTBI and MTUK. It will replace the pre-existing system operated by BOS and the integrated system operated by MTNI to date. The integrated candidate management system will allow the MTBI and MTUK to facilitate automatic transferability of training information on candidates, award holders and providers. At all times MI and MTBI will ensure that the CMS adheres fully to Northern Ireland, UK and Republic of Ireland data protection legislation. There is an agreed data protection document already in place between MI and MTUK

6.02 The Design of the Candidate Management System (CMS)

The design and development of the CMS has been closely modelled on the MTUK CMS system not only to facilitate transfer of data from one system to the other with ease but also to ensure inter-board transparency and access to information on shared awards. This will greatly assist in the moderation of providers. Mountaineering Ireland mountain training staff, already have appropriate administrative rights to the MTUK CMS system.

6.03 The Data Included in the Candidate Management System

Each award registration on the CMS will require –

Candidate name, address, DoB, Contact details.

Current Mountaineering Ireland (or BMC/MCofS) membership number.

The award they are registering for, where such an award requires registration.

Details of previous training courses.

Details of previous assessment courses.

Course reports, once approved by MTBI, will be available on the system.

6.04 Integration of Ireland and UK Databases

Mountaineering Irelands online Candidate Management System, captures all award registration, training, and assessment data for the shared and Irish awards. Candidates training records for the shared awards are and will continue to be transferred in real time to the MTUK CMS. Candidates training records, for the awards on the Coaching Ireland Adventure Sports & Coaching Framework, are also shared with the Coaching Ireland database.

7.00 Implementation

- 7.01 The Board of MI set up a small working Group in March 2016 to bring together all the previous work and take the initiative forward. This group agreed that the best way to do that was to prepare a new proposal document, drawing on all the previous work and consultations on it.
- 7.02 The Working Group presented this to the MI Board in June 2016 and this was approved for consultation with MTNI and BOS. This consultation took place in June 2016.
- 7.03 Extensive feedback was received from MTNI, BOS and individuals. The Steering group has met on two occasions to review this feedback and this document is the result of that review.
- 7.04 The MI Board approved a 'Final' document in early 2017 for submission to Sport NI and for circulation to MTNI, BOS and the entire membership.
- 7.05 BOS, at its meeting on 25th April 2017 endorsed the Proposal.
- 7.06 MTNI, at its meeting on 26th April 2017, agreed to accept the Proposal, subject to clarification on some aspects of Section 5. These amendments have now been incorporated into this Final Proposal and endorsed by MI Board.
- 7.07 Subject to Sport NI confirmation, it is envisaged that MI will start the process of establishing the new Board as soon as possible.

8.00 Appendices

Appendix 1. Provider Fees

Table of Fees

An application for approval to deliver one or more MTBI schemes must be made by the Provider.

| | |
|---|---|
| Number of Schemes for Provider Approval | 3 Yearly Fee of Application to MTBI per provider. |
| 1 Award e.g. Mountain Skills Training | €100 |
| 2 Or more awards e.g. Mountain Skills Training & Mountain Skills Assessment | €200 |

Appendix 2. Liability Insurance

The Provider must provide evidence of appropriate Public Liability Insurance and where appropriate Employers Liability Insurance. The Provider retains the responsibility to comply with all aspects of employment law within the relevant jurisdiction. The Board of Mountaineering Ireland, its employees, and MTBI (a subcommittee of MI) does not accept any responsibility for any claims against the Provider, additional Providers or their staff arising from their negligence or failure to comply with legal obligations.

Appendix 3. Safeguarding Policy and Procedures

Providers must comply with Mountaineering Irelands Safeguarding Policy and procedures. In the case of an employing body, they must also demonstrate compliance with Mountaineering Irelands Safeguarding Policy and Procedures, including vetting procedures and Code of Conduct for Course Providers/Freelance Instructors.

Note; Vetting procedures are governed separately in law in both jurisdictions. In the Republic of Ireland- "National Vetting Bureau (Children and Vulnerable Persons) Acts 2012-2016. In Northern Ireland- Access NI arrangements apply. The responsibility for vetting staff remains with the Employing Organisation.

MTBI will follow legal advice and best practice with regards to vetting requirements, in both jurisdictions.

Appendix 4. Guidance on Logo Usage

Providers must comply with Mountaineering Irelands Logo Usage guidelines. In summary, the provider is entitled and required to identify the MI/MTBI Logo in any promotion or advertising or information, for all MTBI courses. The addition, the MI/MTBI Logo serves to communicate to candidates the benefits and associated Quality Assurance provided when selecting a nationally recognised NGB award or scheme.

Appendix 5. Desirable Skill Matrix

Skills Matrix: Traditionally all Mountain Training Boards have been structured around organisational representation. While this has served the Mountain Training Boards well, a skills focus is considered to be the contemporary practice for effective board decision making. The following skills matrix sets out the type of skills considered by the working group relevant for today’s Mountain Training Boards. People with these skills who are experienced and / or understand the Mountain Training and Mountaineering context are considered critical. In the board these skills must be complemented by independent thinking and collective responsibility.

| |
|---|
| Skills / Competencies |
| Communications and marketing |
| Information Technology and Data Analysis |
| Outdoor Education |
| Syllabus / Curriculum Development |
| Technical Competence |
| NGB Course provision & Instruction |
| Youth Development & Coach education |
| Participation |
| Business Strategy & Development |
| Project management |
| Mountaineering Ireland Stakeholder engagement |