



# Kiteboarding Australia Accredited School Application

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## There is a simple 4 step process to become a Kiteboarding Australia School.

### 1. Prepare your documentation. You will need:

- To complete the below form and upload all necessary documents (including your risk management plan and standard operating procedure) ([templates can be found here - scroll to the bottom of page](#))
- Terms and Conditions signed by the School Director ([Download here](#))

### 2. Receive confirmation from KA of acceptance of documentation

We may ask some questions about your documentation and school during this risk review process. This will occur within 14 business days of receiving your completed documentation.

\*In the event your school cannot meet the minimum requirements, we will refund the deposit.

### 3. Pay your membership fee

### 4. Receive the accreditation certificate from KA & receive your certificate of currency (if selecting insurance)

This can take a few weeks to process depending on the time of year, for quickest turn around start your documentation today! After you are a KA School Member, we will support you as your school and business grow. Don't forget you will need to attend a Conversion Course (if not previously attended) for existing staff within 6 months of becoming a member.

We can work with you to organise a conversion course at your school or at a location nearby. If you have a group of instructors that need to attend, we can offer a bulk discount, get in touch to find out more today. All overseas qualified instructors will have a 3 month grace period in which to qualify under the Australian system.

Instructor course dates will be made available on the Kiteboarding Australia events page [here](#).

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#### School Contact Details

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#### 1. Primary Contact Person

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#### 2. Email

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#### 3. Website

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#### 4. Mailing Address

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5. Telephone

6. School Business Name

7. School Trading Name

8. ABN

9. ACN (If Held)

Size of Your School

10. Where is the school base located?

11. What is the schools capacity in terms of students on a given day?

12. How long has the provider been operating?

13. How many students are taught in the school during a 12 month period (approx)?

14. What is the annual turnover (required for insurance coverage) (approx.)?

15. Are any other activities run by the provider (eg Windsurfing, SUP, Kayaking, Powerboating, Yoga etc)?

16. What time of year does the school teach?

A: Staffing

17. Has your school previously been following another curriculum?

18. Have any of your instructors attended a KA ITC or Conversion Course?

19. If not, when would be most suitable to have your instructors attend that course (within 6 months of becoming a KA School Member)?

20. How many instructors are actively teaching at your school?

21. How many instructors does the school employ (break down by full, permanent part-time and casual)?

22. What are the annual hours taught by your school? (You could calculate this by determining average per month, or from wages paid to instructors)

23. What are the typical instructor:student ratios at your school?

24. Does your council limit the number of instructors teaching at your location? If not, what is the maximum number you think can safely teach in that location?

25. Do all members of staff have an induction period? Please describe and attach any relevant materials.

Safety Management Systems (If you would find it easier, you can email these documents to [contact@kiteboardingaus.com.au](mailto:contact@kiteboardingaus.com.au)) If you need template documents they can be downloaded here - <https://www.kiteboardingaus.com.au/instructors/become-an-affiliated-school/>

26. Emergency Action Plan

27. Risk Assessment NB: KA require a risk assessment for all activities provided and all locations used

28. Standard Operating Procedures

29. Accident Book

30. Incident/Near miss book

31. Record of daily activity book

32. Waiver form for students

33. Medical Forms for students and staff

34. Maintenance Log

35. Council Permits

36. Additional Upload 1

37. Additional Upload 2

38. Additional Upload 3

39. Additional Upload 4

40. Additional Upload 5

41. Other licences for operation. List here:

42. Further Comments

Insurance

43. Do you wish to add the low cost KA Insurance package onto your accreditation? (Tick all that apply)

Yes

No

44. Existing Insurer

45. Claims History Attached

46. Liability Cover

47. Type of Policy

48. Expiry of current Policy

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Equipment At School (Quantity and description)

49. Buoyancy aids

50. Helmets

51. Wetsuits

52. Footwear

53. Harnesses

54. Trainer Kites & Kites for on Land

55. Kites

56. Drinking Water/Sunscreen/Shade

57. Binoculars

58. First Aid Kits

59. Drinking Water/Sunscreen/Shade

60. Knife

61. Communication Equipment

62. Whistle

63. Other

Rescue Craft Provision

64. Does the school have Rescue Craft Provision? (Tick all that apply)

Yes

No

65. Describe the type of craft (whether powered or not)

66. If the rescue craft is not a boat/rib, explain the suitability of this alternative:

67. Outline the extra training undertaken to ensure competence of use on the craft in question eg lifeguard course, sea kayak qualifications, SUP instructor or other

68. Can the instructor/provider get to any student within three minutes if a student needs rescuing? (Tick all that apply)

Yes

No

Facilities & Location

69. Teaching Room (Tick all that apply)

Yes

No

70. Changing Room (Tick all that apply)

Yes

No

71. Toilets (Tick all that apply)

Yes

No

72. Showers (Tick all that apply)

Yes

No

73. Equipment Storage (Tick all that apply)

Yes

No

74. Teaching Areas (please note if restricted or exclusive use, an attached image describing the area may be useful) (Tick all that apply)

Yes

No

75. Other

Local Liason/Emergency Support (Contact Name and Contact Details)

76. Local Council

77. Parks Authority

78. Marine Safety

79. Local SLSC

80. Local Coast Guard

81. Other

Terms and Conditions

82. (Required) Upload the signed terms and conditions here (download above)