

RYA TRAINING GUIDANCE

RYA培训指导

Reference: TG 13-15



Guidance on the application of the RYA Equality Policy to RYA training schemes for candidates with disabilities

关于RYA平等政策应用于RYA残疾课程参与人培训的指导意见

Applies to 适用于: RYA recognised training centres, centre inspectors, instructors, examiners, coaches and trainers
RYA 认可的培训中心, 中心检察官, 教练, 考官和培训师

The RYA Equality Policy can be found here:

RYA平等政策可在此找到相关内容:

www.rya.org.uk/go/equality-policy

The RYA Equality Policy specifically provides as follows:

RYA平等政策具体规定如下:

“The RYA will relax regulations in relation to RYA training schemes which may inhibit the performance of candidates with special needs, provided that the standard, quality and integrity of schemes and assessments are not compromised.”

“只要计划和评估标准, 质量和完整性不受影响, RYA将放宽与RYA培训计划有关的规定, 这些规定可能会限制有特殊需求的课程参与者。”

In practice the application of this falls under three distinct categories of award:

在实践中, 这一点的运用分为三大类

- RYA course completion certificates
RYA课程完成证书
- RYA instructor awards and endorsements
RYA讲师奖励认可
- Certificates of Competence issued under the authority of the MCA
根据MCA授权认可的资质证书

1 Course completion certificates 课程完成证书

Course completion certificates are issued when a candidate demonstrates by the end of a training course that they have sufficient understanding and practical ability of the various syllabus elements to improve their own ability following the course. These awards indicate a level of progression rather than of a defined competence.

Summary:

概括

Guidance for those offering RYA courses, instructor training, and exams on how to apply the RYA Equality Policy for candidates with disabilities.

为了提供RYA课程, 为教练培训和考核的人提供指导, 以了解如何对残疾人课程参加者实施RYA平等政策。

Advice on the

reasonable

adjustments that may be made.

对可能进行的调整提出建议。

The legal requirements that determine adjustments that may or may not be made. 决定可能进行和可能不进行的调整的法律要求。

Related documents: 相关文件

[RYA Equality Policy](#)

[Recognition Guidance Notes](#)

For guidance on other areas of RYA Training see

www.rya.org.uk/coursestraining/resources

学员在课程完成时证明他们对教学大纲要素有足够的理解和实践能力，以提高他们在课程结束后的能力时，颁发结业证书。这些奖励表明的是一个进步的水平，而不是一个明确的能力。

The RYA gives discretion to its RYA recognised training centres (RTCs) to make **reasonable adjustments** to its course completion assessment methodology for candidates with disabilities in order to avoid such candidates having a significant disadvantage over persons not having such disabilities. Discretion is given by the RYA to RTCs to make such reasonable adjustments and to determine what evidence the RTC requires of a candidate's disabilities to enable the RTC to make such adjustments. In case of query, guidance can be obtained from RYA Training.

RYA给与RYA认可的培训中心的自由裁量权，对其残疾课程参与者课程完成能力评估进行合理调节，以避免这些课程参加者比没有残疾的人有明显的劣势。RYA可自行决定对RTC进行合理调整，并确定RTC要求课程参与者提供残疾证明，以使得RTC进行此类调整。如有疑问，可从RYA培训处获得指导。

Primarily adjustments should be considered in relation to the process of *how* a candidate may demonstrate that he/she meets the requirements. E.g. in the case of a dyslexic candidate wishing to take a written assessment to verify knowledge, such adjustments might take the form of changing the format of the question paper, allowing coloured overlays, enlarged print and/or allowing a candidate extra time to complete the paper. Alternatively, an oral examination may be used. 主要应考虑候选人如何才能证明其符合要求的过程进行调整。例如，阅读困难的学生希望以书写的形式证明其知识储备，这种调整可采取改变试卷形式，允许彩印套印，放大打印或允许考生运用额外的时间完成试卷的形式，或者可以采用口头测试的形式。

If, due to the nature of a candidate's disabilities, certain elements of a syllabus cannot be completed without assistance, and therefore the overall course completion criteria cannot be met, course completion certificates may be endorsed by completing the check-box indicating that the candidate required assistance to complete the course. E.g. A visually impaired skipper might require a sighted person to provide commentary on situational awareness.

由于残疾的原因，残疾课程参与者无法在没有协助的情况下完成某些内容，则可以通过填写复选框完成证书，复选框则证明课程参与者需要协助才能完成课程。例如，视力受损的船长可能需要有视力的人提供视力的感知的评论。

Legal Background – *For the purposes of the issue of course completion certificates (through RTCs), the RYA considers that it would be treated as a qualifications body under s.53 and s.54 of the Equality Act 2010. A qualifications body has a duty to make reasonable adjustments under s.53(6). Under s.20(3) the duty to make adjustments in relation to a provision criterion or practice is to take such steps as it is reasonable to have to take to avoid the disadvantage.*

法律背景—为了颁发课程结业证书（通过RTCs），RYA认为其将被视为2010年《平等法》第53条和第54条规定的资格机构。资格机构有义务根据53（6）进行合理调整。根据第20（3），对规定标准或惯例进行调整的责任是采取合理的措施，以避免不利条件。

Since course completion certificates are intended to indicate a training progression the RYA believes that allowing candidates to obtain a course completion certificate with assistance, with this fact being noted on the certificate, does not impact on the competence standards prescribed by the RYA and is a reasonable adjustment to the RYA's training schemes.

由于课程结业证书意在表明培训的进展，RYA认为，允许考生在证书上注明事实，在获得帮助的情况下获得证书，不会影响RYA规定的能力标准，是RYA培训计划的合理调整。

Continued...继续

The RYA's aim is to encourage all to take part in their chosen boating activity to the full extent they are able. This is equally applicable to those who wish to instruct or coach within the RYA training schemes. Given the wide variety of personal and training centre circumstances each situation requires assessment on its own merits, but the following guidance outlines the general situation. RYA Training should be contacted for specific assistance or advice.

RYA的目标是鼓励所有人尽其所能地参加他们所选择的船只活动，这同样适用于在RYA培训计划中培训或者指导的人。鉴于个人和培训中心的形式多种多样，每一种都需要对自身的优点进行评估，但以下的指南只概述了一半情况，应该联系RYA咨询具体情况。

As with course completion certificates, adjustments may be made to *how* competence is assessed. Unlike course completion certificates, however, adjustments cannot be made to *what* competence is assessed. On a case by case basis candidates may be issued with a statement of achievement verifying that they have successfully completed an RYA instructor training course to the full extent their particular circumstances permit.

就像结业证书一样，可以调整能力的评估方式。与结业证书不同的是，不能对能力评估做出调整。根据具体情况，可向课程参与者发一份成就声明，证明他们在特定的情况下完成了RYA教练课程的培训。

Any candidate who is not able to complete any pre-entry requirements unaided, or who believes that there are elements of the instructor course or pre-entry requirements that they will not be able to complete, should consult RYA Training in order to discuss their needs and abilities.

任何无法完成课前要求的课程参加者，或者认为某些教练课前要求中仍有某些内容无法达到的课程参与者，应咨询RYA培训，以讨论其需求和能力。

Assuming the pre-entry requirements are met or a candidate's needs can otherwise be accommodated, the candidate may attend an instructor course. If, when assessed on the instructor course, a candidate does not have the ability to perform all parts of the syllabus unaided but the candidate is able to perform the majority of the syllabus unaided they would not be awarded an instructor qualification but it may be possible to issue that candidate with an Authorisation to Instruct (ATI).

如果学生符合课前入学要求，或者满足学生需求，学生则可以参加教练课程。如果在教练课程评估时，课程参加者如不能完成课程要求的所有内容，但可以完成大部分内容，则不能被授予教练资格，但可以给课程参加者颁发指导授权书（ATI）。

The extent of the ATI and the restrictions on this authority would be detailed in a letter issued to the candidate by RYA Training in consultation with the RTC where the assessment was carried out, the Coach/Trainer involved and the candidate. The restrictions on the ATI would reflect any part of the instructor assessment that a candidate was not able to perform unaided and their particular needs. For example an ATI issued for a particular candidate may include provision that within a named RTC (where that candidate's abilities and needs are understood) the candidate can teach and sign off log books but cannot be counted in the safety ratios for the centre's activities and must be accompanied at all times by a person with suitable competence to retrieve participants from the water in case of capsized or man overboard.

ATI的范围和对该权限的限制将在RYA培训部，与进行评估的RTC，相关考官/培训者和课程参与者协商后，在发给课程参与者的信函中详细说明。ATI的限制反映出教练评估的任何一个部分，即一个课程参与者不能在没有帮助的情况下完成，以及他们的特殊需求。例如为某一个特定课程参与者发布的ATI包括：在制定的RTC（了解候选人的能力和需求）内，这个课程参与者可以教授和签署日志，但不能计入活动中心的安全比例，必须有一位有能力的人陪同。在翻船或是船员落水之后能挽回局面。

Where there is a question or concern raised about an individual's medical fitness to perform their role as an instructor, be that from the RYA Medical Questionnaire or a formal medical fitness certificate, the RYA may refer the matter for professional medical advice before making a decision on the outcome.

以履行教练职责出发的考虑，如果对个人问题提出问题或担忧，如来自RYA的医疗问卷调查或正式的医疗健康证书，RYA可在做出结果之前，将事项提交由专业医疗咨询。

Assistant dinghy, keelboat, multihull and windsurfing instructor (AI) candidates who are able to complete the majority of the syllabus unaided but require support for certain aspects of the AI syllabus may be awarded an AI qualification. The award of the AI qualification is at the discretion of the Principal of the RTC in question and the Principal should take into account each AI's capacity to ensure the safety of trainees and deliver effective training when making the decision to qualify or utilise them as an Assistant Instructor.

小帆船，龙骨船，多体船和帆板的助理教练课程参与者能够独立完成教学大纲中的大部分内容，但需要对教学大纲中的某些内容提供支持，则可获得助理教练资格。助理教练的资质认证涉及到RTC负责人对考核问题的考虑和主席对每个助理教练的能力考虑，以确保受训者的需求，并在决定认证或者决定

Issued: 25 August 2015

是否有助教练资格时提供保证有效的培训

Legal Background – For the purposes of the issue of Instructor qualifications, the RYA considers that it would be treated as a qualifications body under s.53 and s.54 of the Equality Act 2010. A qualifications body has a duty to make reasonable adjustments under s.53(6). Under s.20(3) the duty to make adjustments in relation to a provision, criterion or practice is to take such steps as it is reasonable to have to take to avoid the disadvantage. Under s.53 (7) the application by a qualifications body of a competence standard to a disabled person is not disability discrimination unless it amounts to indirect discrimination. By s.19 whilst a practice might be discriminatory if it would put a disabled person at a disadvantage when compared to an able bodied person it is not to be treated as discrimination under the Equality Act if the practice can be shown to be a proportionate means of achieving a legitimate aim.

法律背景——就教练资格而言，根据2010年的《平等法》第53条和第54条，其将视为资格机构。资格认证有义务根据第53（进行合理调整）。根据第20（3）条规定，对某项惯例，标准或规定进行调整的责任是采取合理措施，以免不利因素。根据第53条（7）条的规定，资格机构向残疾人申请能力调整不属于歧视，除非等同于间接歧视。但如果与身体健全的人相比，它会处于不利地位，但根据《平等法》，如果该做法可以证明是实现合法标准的合适手段，则不应该将其视为歧视。

Instructor qualifications are relied upon by industry and the public to give a reliable indication of the knowledge skills and understanding of the people on whom they are conferred, as well as their ability to discharge a duty of care to students. The RYA therefore believes that it is not appropriate to issue Instructor qualifications to candidates who require assistance to complete the assessment. The RYA has instead adopted a system of recognising the teaching ability of a candidate who is unable to complete the Instructor assessment unaided by virtue of issuing Authorisations to Instruct. The RYA believes that this is a proportionate means of achieving the legitimate aim of ensuring the safety of students whilst upholding the necessary competence standards and maintaining public confidence in the Instructor qualification.

教练资格是行业和公众所信赖的，可以可靠的表明他们所掌握的知识技能，对被授予教练资格的人的理解，以及他们履行照顾学生责任的能力。因此，RYA认为，向需要协助的课程参与者颁发证书并不合适。相反的，RYA采用了一种系统来识别一名参与者的能力，该候选人无法在没有授权指导的情况下完成教练评估。RYA认为，这是实现合法目标的合适方式，则不应该视为歧视。

3 RYA Certificates of Competence and commercially endorsed certificates recognised by the Maritime and Coastguard Agency (MCA)

经海事和海岸警卫队机构认可的RYA资格证书和商业认可书

In the case of RYA/MCA Certificates of Competence and commercially endorsed certificates issued by the RYA and recognised by the MCA for use on commercially-operated vessels (e.g. RYA Yachtmaster Ocean, RYA Yachtmaster Offshore, RYA Yachtmaster Coastal or Powerboat Advanced Certificates of Competence and commercially endorsed RYA Powerboat Level 2 or RYA Day Skipper certificates) the RYA would be required to consult with the MCA prior to the RYA, its Examiners, Assessors or RTCs making any adjustments to the levels of **competence** expected or the **assessment objectives** or other **eligibility** requirements such as medical fitness.

对于RYA/MCA资格证书和有RYA颁发并经MCA认可的商业运营船舶（如RYA远洋船长，RYA离岸船长，RYA近岸船长和机动艇高级证书和商业认可的RYA机动艇二级证书或者RYA日间航海船长证）。在RYA，其审核员，评估员，或RTC对与其能力水平或评估目标或其他资格要求（如健康）做出任何调整之前，RYA需要咨询MCA。

RYA Training should be contacted for queries relating to these assessments.

对于这些评估相关的疑问，应与RYA取得联系。

Legal Background – For the purposes of RYA Certificates of Competence issued by the RYA and recognised by the MCA for use on commercially-operated vessels, the RYA considers that it would be treated as a qualifications body under s.53 and s.54 of the Equality Act 2010. A qualifications body has a duty to make reasonable adjustments under s.53(6). Under s.20(3) the duty to make adjustments in relation to a provision criterion or practice is to take such steps as it is reasonable to have to take to avoid the disadvantage. Under s.53 (7) the application by a qualifications body of a competence standard to a disabled person is not disability discrimination unless it amounts to indirect discrimination. By s.19 whilst a practice might be discriminatory if it would put a disabled person at a disadvantage when compared to an able bodied person it is not to be treated as discrimination under the Equality Act if the practice can be shown to be a proportionate means of achieving a legitimate aim.

法律背景——就教练资格而言，根据2010年的《平等法》第53条和第54条，其将视为资格机构。资格认证有义务根据第53（进行合理调整）。根据第20（3）条规定，对某项惯例，标准或规定进行调整的责任是采取合理措施，以免不利因素。根据第53条（7）条的规定，资格机构向残疾人申请能力调整不属于歧视，除非等同

Issued: 25 August 2015

于间接歧视。但如果与身体健全的人相比，它会处于不利地位，但根据《平等法》，如果该做法可以证明是实现合法标准的合适手段，则不应该将其视为歧视。

RYA Certificates of Competence issued by the RYA and recognised by the MCA for use on commercially-operated vessels are relied upon by Government, industry and the public to give a reliable indication of the knowledge, skills and understanding of the people on whom they are conferred. The RYA therefore believes that it is not appropriate to issue RYA Certificates of Competence to candidates who require assistance to complete the assessment. The RYA believes that this is a proportionate means of achieving the legitimate aim of upholding the necessary competence standards and maintaining public confidence in RYA Certificates of Competence.

RYA由RYA颁发并经MCA认可用于商业运营船舶的能力证书，政府行业和公众都依赖该证书，以可靠地证明被授予该证书的人员的知识，技能和理解度。因此，RYA认为，向需要协助的课程参与者颁发证书并不合适。RYA认为这是维持能力标准和保持公众对RYA能力证书保有信心的合法目的的一种恰当手段。

4 Certificate of Competence issued under the delegated authority of the Maritime and Coastguard Agency (MCA) 根据海事和海岸警卫队代理机构授权颁发的资格证书

In the case of certificates of competence issued by the RYA under delegated authority of the MCA (e.g. UK Maritime Radio Operator Short Range Certificate and the International Certificate of Competence), the RYA applies the levels of **competence** and **assessment objectives** prescribed by the delegated authority. No adjustment can be made by the RYA, its Examiners, Assessors or RTCs to the levels of **competence** expected or the **assessment objectives** without the prior approval of the MCA.

如果RYA根据MCA的授权签发了能力证书（如英国海事无线电运营商短程证书和国际能力证书），RYA使用授权规定的能力水平和评估目标。未经MCA事先批准，RYA，其审核员，评估员或RTC不得对预期能力或评估进行调整。

RYA Training should be contacted for queries relating to these assessments.

对于这些评估的疑问，应与RYA培训中心取得联系。

Legal Background – *For the purposes of Certificates of Competence issued by the RYA under the delegated authority of the MCA, the MCA is the relevant qualifications body under s.96 and s.97 of the Equality Act 2010. As the qualification is prescribed by a Minister of the Crown (see s.97(3)(a)) the provisions of s.96 apply. Qualifications bodies to whom s.96 applies have a duty to make reasonable adjustments save to the extent that the appropriate regulator specifies provisions to which the qualifications' body is not subject to a duty to make reasonable adjustments. When considering such specifications the appropriate regulator must have regard to the need to minimise the extent to which disabled persons are disadvantaged in attaining the qualification because of their abilities, as well as the need to secure that the qualification gives a reliable indication of the knowledge, skills and understanding of a person on who it is conferred and the need to maintain public confidence in the qualification.*

法律背景——就RYA根据MCA授权颁发的资格证书而言，MCA是2010年《平等法》第96条和97条规定的相关资格机构。由于资格有官方部长规定，（见S. 97(3) (a)），S. 96适用的资格认证机构有责任进行合理调整，除非适当的监管机构规定了资格认证机构无义务进行合理调整的规定。在考虑此类规定时，适当的监管机构必须考虑到有必要进行减少残疾人因其能力而在获得资质方面处于不利地位的程度，以及确保该资格能够有效的证明其有一定知识，技能和理解度，以此来决定授权及保持公众对资质的信心。