

RYA Contractor specification and requirements	
Title	RYA Inspector
Reporting To:	RYA Engagement Manager as listed in the Letter of Engagement
Purpose To support the RYA Training Department by carrying out RYA Training Centre inspections.	
Dimensions Almost 250,000 people take RYA training courses each year at more than 2,500 RYA Recognised Training Centres, both in the UK and overseas. An RYA Inspector ensures RYA Recognised Training Centres meet the requirements as detailed in the current RYA Guidance Notes, Training notices and Training Guidance	
Context Definitions: Small Boat includes Dinghy, Windsurfing, Keelboating, Powerboat, Personal Watercraft and Inland Waterways Cruising includes Sail and Motor Cruising and may include Personal Watercraft and Powerboat if the centre has Cruising but no Dinghy or Windsurfing recognition The RYA Inspector shall report to the Engagement Manager specified in the Inspector Engagement Letter. and liaise closely with the relevant RYA Recognition Administrator, or RYA Regional Development Officer as appropriate <ul style="list-style-type: none"> • <u>Within the UK</u>, liaison for Small Boat inspections should be direct with the appointing Regional Development Officer (RDO), who works in conjunction with RYA Training in the delivery of UK inspection allocation and delivery • <u>Overseas Small boat</u>, liaison is direct with the allocating RYA Recognition Administrator. • <u>Cruising Inspectors</u> liaise directly with the RYA Recognition Administrator 	

Accountabilities

- Conduct the RYA Inspection, ensuring the RYA Training centre meets the requirements of recognition, in accordance with the RYA Guidance notes, notices and guidance issued, and training provided, setting actions where necessary.
 - Provide guidance and advice in accordance with the RYA Guidance notes, Training Notices and Guidance when required.
 - Follow up and communicate any outstanding actions in a timely and professional manner.
 - To represent the RYA and the Programme.
- To maintain relevant RYA Qualification(s) or Appointment(s) required in the RYA Training Schemes.
- To attend RYA Inspector training and updates as required by the RYA
 - Adherence to the RYA Code of Conduct

RYA Inspector – Contractor Attributes

	Essential	Desirable
Knowledge	<ul style="list-style-type: none"> • Up to date knowledge and understanding of the RYA Guidance notes, Training notices and Guidance, relevant to the schemes to be inspected. • Practical knowledge of the relevant RYA Training Schemes, and qualifications needed for specific courses. • Knowledge of equipment (including safety items) for use at Training Centres. 	Knowledge of other RYA Training schemes
Skills	<ul style="list-style-type: none"> • Good attention to detail. • Good admin skills in order to submit paperwork on time with all the required information. • Good communication skills • Adaptable and willing to work outside of office hours. 	

Experience	<ul style="list-style-type: none"> • Experience of how a Training Centre works and the different roles and staff required. 	
Qualifications	<p>One or more of those listed below:</p> <ul style="list-style-type: none"> • RYA Appointed Coach Assessor • RYA Appointed Windsurf Trainer • RYA Appointed Powerboat Trainer; • Current Yachtmaster Instructor <p>Or an equivalent qualification or level of experience approved by the RYA</p>	
Values/Qualities	<ul style="list-style-type: none"> • An RYA Inspector represents the RYA and must have a desire to help and assist RYA Training Centres. • An RYA Inspector shall be impartial, discrete and carry out the agreed tasks in a professional manner. • An RYA Inspector will appreciate the need to behave in a manner appropriate to represent to the RYA 	

RYA Inspector- Contractor Requirements

Administration	<p>The Inspector shall use the forms as published on the RYA training support site at all times in connection with the Programme.</p> <p>The Inspector shall not alter or modify a form in any way, other than to complete the fields intended for completion.</p> <p>Process:</p> <ul style="list-style-type: none"> • Set up and arrange the inspection date in a timely manner • Send the completed Inspection Report Form and Action Plan to the RYA within 7 days of the Inspection. • Inspection Report Forms and Action Plans may be sent by post, (addressed to the Recognition Administrator) or by email. • Emails must state in the header which centre they relate to, and must only contain an Inspection Report Form and Action Plan in respect of that centre. • The Inspector shall follow up and communicate any outstanding actions marked as category A or B on the Action Plan.
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Independent work	<p>The RYA Inspector shall notify the relevant scheme liaison, as detailed in these specifications, of any planned independent purpose expected to be carried out in conjunction with, or in addition to, the Inspection at the centre.</p> <p>Additional work may include areas such as:</p> <ul style="list-style-type: none"> • Moderating or assessing a course at the centre to be inspected • Providing freelance coaching services immediately prior, post of during the inspection • Extending travel to incorporate personal arrangements
Conflicts of interest	<p>The Inspector shall notify the relevant scheme liaison, as detailed in these specifications, of any actual or perceived Conflict of Interest in connection with the Contractor's allocated inspections.</p> <p>A Conflict of Interest may include:</p> <ul style="list-style-type: none"> • Current or recent engagement (paid or unpaid) by a centre being inspected or by a centre in the same economic group or chain. • A financial or legal interest in the centre being inspected (for instance as a shareholder, director, trustee or member) • Direct family links with the centre being inspected. • Any other circumstance which may be viewed by a member of the public as compromising the Inspector's independence leading to the questioning of the integrity of the Programme. <p>On becoming aware of a Conflict of Interest the Engagement Manager, may impose such terms and conditions as they deem appropriate including requesting the inspection be carried out by an alternative Inspector.</p>
Touting	<p>RYA Inspectors may not use the inspection process to inappropriately promote their own business activity or to otherwise tout for business. This does not apply to the delivery of pre-arranged training, assessment or examinations organized in conjunction with the inspection visit and approved in advance by RYA Training.</p> <p>Touting for business during an inspection may cause the Inspector's independence and impartiality to be called into question and undermine the integrity of the RYA and the Programme.</p> <p>Inappropriate use of the inspection process to gain commercial or competitive advantage, be that touting or misuse of information, shall be regarded as misconduct and may result in the termination of inspector appointments.</p>

Data Protection	<p>The Inspector shall at all times comply with relevant data protection legislation.</p> <p>In particular the RYA Inspector shall:</p> <ul style="list-style-type: none"> • Not collect any personal data other than as required to complete the Inspection Report Form and Action Plan, or as provided to them by the RYA to carry out RYA Centre Inspections. • Store and/or transfer any personal data, however obtained only in accordance with the data protection legislation and promptly notify the RYA in the event that any personal data is lost or stolen. <p>Not retain any personal data for longer than necessary. In the case all inspection paperwork, this shall be no longer than 6 months from the date of the inspection, by which time all actions should have been completed.</p>
Travel and Accommodation	<p>To adhere to the travel policies as specified in the RYA Recognised Guidance Notes for the relevant discipline</p>