



## Observation Form

This form is for instructors who are due to revalidate who:

- Have not completed the minimum 30 hours of RYA instructing in the past 5 years
- Qualification is more than one year out of date

The below sections must be completed either by an appropriately qualified Principal or Chief Instructor of an RYA Training Centre or by an RYA Trainer/Coach Assessor appropriate to the qualification (i.e. RYA Dinghy Coach Assessor for Dinghy Instructor). They will need to observe you assisting on an RYA Course relevant to your revalidation.

**Please note: All RYA Power Scheme Instructor qualifications, which are 2 or more years out of date, will need to do a full Instructor Course.**

**All other instructors whose qualification is out of date by more than 5 years will be asked to undergo an assessment with a nominated and appropriate RYA Trainer/Coach. Please contact RYA Training for advice and the actions required.**

**Instructors who are qualified for National Sailing Scheme or Windsurfing, whose award is significantly out of date, by 10 years or more, will be asked to re-do the full instructor course.**

### Declaration

I have observed the person named below instructing on the following course and I can confirm that they have demonstrated the skills and up to date knowledge required. I therefore recommend revalidation of their instructor certificate:

Name of Instructor	Date of Observation
Type and level of course	
Name of Principal/CI/Trainer or Coach	
Signed	
Name of recognised Training Centre	

**I confirm that I am in agreement with the above declarations and the above information is correct to the best of my knowledge:**

**Print Name** ..... **RYA Ref No**.....

**Signed** ..... **Date**.....

The data recorded on this form will be verified by the RYA, and transferred onto a central database for the purposes meeting our contractual obligations in managing your qualification and the RYA training scheme. This includes verifying your qualification and communicating with you about areas relevant to your qualification such as revalidation notifications or scheme updates. Your personal data will be processed in line with our Privacy Policy: [www.rya.org.uk/go/privacy](http://www.rya.org.uk/go/privacy)

Once completed please enclose this form with the Instructor Revalidation form and return to:  
**Certification Department, RYA House, Ensign Way, Hamble, Southampton SO31 4YA**