

MODULE 5 · PRACTICE QUIZ

CHECK YOUR UNDERSTANDING

Six multiple-choice questions and one short scenario. Open-book — consult your Learner Guide and the Reference Cards. Self-marked using the answer key on page 2.

Q1 How is an SOP best described in relation to a RAS?

- A) An SOP replaces the RAS once an event has been run a few times.
- B) The RAS is a planning tool; the SOP is the operational tool that turns those plans into a repeatable to-do list.
- C) The SOP is a legal document; the RAS is internal only.
- D) The two are interchangeable — use whichever the school prefers.

Q2 Which of the following belongs in Section A of an SOP?

- A) The names of the parent helpers attending today's trip.
- B) The supervision structure for this specific group.
- C) Standard controls and pre-departure checks for the activity.
- D) The site map for this instance of the event.

Q3 Your school runs a regular bush walk to a local reserve. Blanket consent is on file. Which form should you reach for?

- A) Form 3A — EOTC Standard Operating Procedures.
- B) Form 3B — Local Events SOP.
- C) Form 3C — Transport SOP.
- D) None — a fresh RAS each time is required.

Q4 The Year-7 cohort is being driven 90 minutes to a regional museum. They'll be away from school all day, and parents have signed an event-specific consent form. Which SOP form(s) apply?

- A) Form 3A on its own.
- B) Form 3B on its own.
- C) Form 3A *and* Form 3C used together.
- D) Form 3C on its own — the transport part dominates.

Q5 A colleague has a current Section A on file. They tell you they don't need to think about anything else — just hand the SOP to staff and run the trip. What's missing from their thinking?

- A) Section A needs to be re-built from scratch every term.
- B) Even with a current Section A, every event still requires consideration of the site, the activity, the group and the supervision plan — and staff must be inducted.
- C) An SOP only works if the principal personally signs each one.
- D) SOPs are optional — only the RAS has any operational status.

Q6 Which of these is the best example of an Operational Limit trigger?

- A) "If the weather looks bad, we'll think about cancelling."
- B) "If anyone is unhappy with the conditions, we'll discuss it."
- C) "If MetService issues a heavy-rain warning for the day, the event is cancelled and the indoor contingency runs instead."
- D) "We'll see how it goes on the morning."

MODULE 5 · PRACTICE QUIZ (CONT.)

SHORT SCENARIO & ANSWER KEY

One short-scenario question on Operational Limits, then the answer key with rationale for self-marking.

Q7 SHORT ANSWER — SCENARIO

SCENARIO

It's the morning of a Year 6 stream-study trip. The forecast is "showers, possibly heavy in the afternoon." One of the parent helpers has cancelled at short notice; you still meet your minimum staff ratio but lose your second qualified first-aider. Two ākongā with named-medication needs are attending. **Using the Red / Orange / Green framework, what's your call — and what triggers and actions would you reference to support it?**

ANSWER KEY

Q	ANSWER	WHY
1	B	The RAS plans — what could go wrong, what controls. The SOP operationalises — the to-do list staff actually run from on the day. They're paired tools, not interchangeable.
2	C	Section A is the standing content built once from the RAS — standard controls, pre-departure checks, hazards, equipment, operational limits. Names, this-event supervision and site maps live in Section B.
3	B	Form 3B is the Local Events SOP, designed for trips within the local area that recur regularly under blanket consent. Form 3A is for trips that need single-event consent each time.
4	C	Form 3C (Transport) sits <i>alongside</i> the activity SOP — it never runs on its own. Because the trip is away from the local area with single-event consent, the activity SOP is 3A.
5	B	An SOP is an operational starting point. Site, activity, group and supervision must be considered <i>every time</i> ; staff must be inducted before they can use it. The form is necessary but not sufficient.
6	C	An effective trigger is observable, pre-decided, and tied to an action. "When MetService issues X, then Y action follows" matches the EONZ pattern. The other options leave the call to be made under pressure on the day.
7	—	Sample answer. Most defensible call: Orange — reassess. The forecast (heavy showers possible) is in the 'careful reassessment' band rather than a warning, and ratios are met. <i>But:</i> losing the second first-aider when two ākongā have named-medication needs is a real change in capability — that warrants HOF / EOTC Coordinator approval before proceeding. Possible actions: (i) confirm the named medications are still going to be carried by a current first-aider; (ii)

Q	ANSWER	WHY
		<p>review the contingency activity in case the afternoon weather closes in; (iii) document the reassessment so the call is auditable.</p> <p>A defensible Red call would also be acceptable if your school's Section A specifically lists 'loss of qualified</p>