

# STANDARD OPERATING PROCEDURE

No: 2-2-1a

Title: **SLSA Awards Procedures**

Date: 3 September 2008



<b>Scope</b>	Clubs, Chief Training Officers, Trainers, Assessors
<b>Purpose</b>	<b><u>Award Types</u></b> <b>Surf Rescue Certificate</b> <b>Bronze Medallion Cert II In Public Safety (Aquatic Rescue)</b> <b>Resuscitation Certificate</b> <b>Basic Emergency Care</b> <b>Resuscitation (with Basic Oxygen)</b> <b>Radio Operator Certificate</b> <b>Advanced Resuscitation Certificate</b> <b>IRB Crewman</b> <b>SMIRBD</b> <b>RWC</b> <b>ORB</b> <b>Gold Medallion – Advanced Lifesaving</b>
<b>Introduction</b>	The following steps are to be taken when submitting any of your club's candidates for the above awards.
<b>Review</b>	The BOL will review this policy annually for re issue prior to each season.
<b>Change History</b>	Reviewed 03/09/2008 by KP Reviewed 20/8/2007 by MB Created 16/7/2006 by MB

## **Course Dates**

Course training dates for Club based awards are determined by each club annually.

Candidates who are attending these courses should be probationary or an existing member of a Club and their membership details should have been entered into SURFGUARD.

Clubs will manage prerequisites, attendances and training of candidates as well as ensure that all paperwork is prepared and the candidate workbooks are completed and signed off appropriately.

## **Assessment dates**

### **SRC/BM/ARC/IRBC/SMIRBD**

Assessment dates for SRC/BM/ARC/IRBC/SMIRBD are set annually and distributed on the Lifesaving and Education Calendar. The calendar lists the course type, date and venue. Assessments dates for BM/Cert II & SRC are set as Part A Dry Land (theory and practical) and Part B Water (water and practical). Part C of BM/Cert II can be completed during training or at the completion of Part A and B assessments.

No courses outside the scope of the calendar will be conducted without the approval of the District Education Supervisor and then only in exceptional circumstances.

### ***Basic Emergency Care/Resuscitation/Resuscitation (with Basic Oxygen)/Radio Operator Certificate/RWC/ORB***

Assessment dates for Basic Emergency Care/Resuscitation/Resuscitation (with Basic Oxygen)/Radio Operator Certificate are to be determined between Club and District Education Supervisor with at least 2 weeks lead time to assessment date. This will then allow sufficient time to organise an Assessor for the assessment.

### ***Gold Medallion (Advanced Lifesaving)***

Assessment dates are set annually and distributed on the Lifesaving and Education Calendar.

No Gold Medallion courses outside the scope of the calendar will be conducted without the approval of the Director of Lifesaving and then only in exceptional circumstances.

### **Course Assessment**

Course assessment will be conducted at the completion of the training and will be conducted by an endorsed Assessor appointed by the District Education Supervisor.

Clubs are not to organise their own Assessors for Assessments.

### **Assessment Work Cards**

All awards that have "Assessment Work Cards" have to have all sections dated and signed as being competent before the award will be processed.

All other awards that require a "Form 14" which is printed from Surfguard are to have been dated and signed as being competent before the award will be processed.

Candidate attendance sheets from the assessment are to be submitted to the Branch Office before the awards can be processed.

### **Other paperwork**

Clubs are reminded to ensure that the following documents are maintained, completed and kept during and after the training of any award :

- Candidate attendance sheets (multi day attendance sheets)
- Lesson plans/dates/workbooks
- Training Course Report Form
- Course Evaluation forms (candidates to complete)

Refer SLS NSW website for copies of blank attendance sheets, training course report forms and course evaluation forms.

<http://www.surflifesaving.com.au/www/463/1001127/displayarticle/1002721.html>

## **Procedures**

### **BM / Cert II in Public Safety (Aquatic Safety)**

#### **Part A Dry Land Skills Assessment- process**

*Once the squad has successfully completed training and been tested with a club preliminary (trial) assessment the following process for organising a Part A (theory and practical) should be followed:*

1. The candidates will be presented to a club assessor to check the candidates are ready for assessment prior to the formal assessment.
2. An Assessment request for candidates should be created in Surfguard but not submitted at this point.
3. Candidates will arrive at Part A Assessment with Assessors Work Card, BM Work Book and sign the Single Day Attendance Record.
4. Candidates will have sections 1-4 signed off by the assessor before moving onto Part B
5. All candidates and Assessors shall sign the attendance sheet prior to the commencement of the Assessment.

## **Part B Water Skills Assessment - Process**

*After successfully completing the Part A assessment, the Chief Training Officer can request a Part B assessment with the District Education Supervisor as per the scheduled dates. The following process outlines the steps:*

1. Liaise with your District Supervisor regarding confirmation of date, time and location of the Part B assessment. Special considerations such as special medical circumstances should also be discussed and catered for at this point.
2. Clubs should check / edit the Assessment request in SURFGUARD to ensure that only the candidates who have been marked as competent for the Part A. The candidates will present the Assessment Work card to the Assessor in charge.
3. Clubs presenting Training Officer shall also present Form 14 paperwork for these candidates. Clubs should ensure that all prerequisites have also been met (ie TAADEL301A Provide Trainers Course completed including Evidence Portfolio).
4. Any workbooks for Certificate II should also be brought along to the Part B Assessment for signoff. Once signed, these will be returned to the Training Officer for signoff once the practical component is completed.
5. At the commencement of the assessment, all candidates, Training Officers and Assessors should sign the Attendance Record sheet.
6. At the commencement of the Assessment, a Club Training officer shall follow each squad through the assessment process. Trainee Training Officers should also have an experienced TOC with the squad as well.
7. At the completion of the Assessment, the signed off Assessors work card will be handed to the candidate or club representative.
8. At the completion of the Assessment, the Assessor in charge shall send to the SLSS Office the Single Day Attendance Record sheets, and any other paperwork.
9. Clubs shall mark as Passed in SURFGUARD candidates who have successfully completed assessment and submit this to the SLSS Office. The SLSS Office shall check this against the paperwork and approve all those which match up. Any candidates found "not yet competent" shall be removed from SURFGUARD when this is submitted to SLSS Office. It should be noted that if at this stage in the SURFGUARD process a members name who is not competent is still on the exam, this members name will not be released from this exam until such time as SLS NSW actually issue the awards. Therefore it is important that Clubs only submit the members who have successfully completed the assessment.
10. Clubs should use their copy of the Form14 to create a proficiency record in their Proficiency book. Once approved at the SLSS Office, Clubs can enter the proficiency number against the candidates name in SURFGUARD and accept the award.
11. The Assessors work card needs to be forwarded to the SLSS Office when all sections are signed off by an assessor or club representative for the Cert.II assessments. .
12. Any candidate found "not yet competent" shall have separate paperwork created for the re-assessment.
13. All Assessors should have their VET Log Book signed by the AIC.

### **Notes for Part B assessment**

1. Clubs are to have all equipment such as boards, tubes, scenario kits and candidates ready prior to the official start time of the assessment
2. For ease of recognition, it is preferred that candidates wear club caps during the exam.
3. Wetsuits or any other items that aid in floatation are not allowed to be worn for the run-swim-run.
4. A club representative should remain with the squad and assessor during the entire assessment.
5. Candidates should be prepared with drinking water, towel and warm clothing.

### **Part C On the Job Training Assessment.**

This section has to be signed off by Patrol Captain, Chief Training Officer or Club Captain. By this section being signed is the evidence that the candidate has completed the "On the Job" Competencies. This competency can be completed as soon as the candidate is ready for it including before, during or after the Part B components.

### **Surf Rescue Certificate**

*The current SRC award differs from the BM due to the fact it has not as yet been converted to the AQF.*

Once the squad has successfully completed training and been tested with a club preliminary (trial) assessment the following process for organising an Assessment should be followed:

1. Approximately 2 weeks prior to your intended assessment date, liaise with your District Education Supervisor regarding confirmation of date, time and location of the Part A assessment. Special considerations such as a verbal assessment or special medical circumstances should also be discussed and catered for at this point.
2. Two (2) Form 14's need only be presented at the Part A assessment for SRC candidates.
3. All candidates and Assessors should sign the "Single Day Attendance Record" at the commencement of the Assessment.
4. After the assessment, Candidates who have been marked as "not yet competent" will be reassessed by arrangement with the District Education Supervisor.
5. A new Form 14 will be produced with the successful candidates on the form for the Part B assessment.
6. A signed Part B form showing the successful candidates will be returned to club. The SURFGUARD will be updated as being competent.
7. The Assessor returns one signed copy of the Form 14 back to the Club with the candidates and the second copy of the Form 14 will be forwarded to the Branch Office with all relevant paperwork.

### **IRBC/SMIRBD/RWC/ORB**

*The current award differs from the BM due to the fact it has not as yet been converted to the AQF.*

Once the squad has successfully completed training and been tested with a club preliminary (trial) assessment the following process for organising an Assessment should be followed:

1. Approximately 2 weeks prior to your intended assessment date, liaise with your District Education Supervisor/IRB Awards Coordinator regarding confirmation of date, time and location of the assessment. Special considerations such as a verbal assessment or special medical circumstances should also be discussed and catered for at this point.
2. Two (2) Form 14's need only be presented at the assessment for candidates.
3. All candidates and Assessors should sign the "Single Day Attendance Record" at the commencement of the Assessment.
4. After the assessment, Candidates who have been marked as "not yet competent" will be reassessed by arrangement with the District Education Supervisor/IRB Awards Coordinator.
5. A new Form 14 will be produced with the successful candidates on the form for assessment.
6. A signed Form 14 showing the successful candidates will be returned to club. SURFGUARD will be updated as being competent.

7. The Assessor returns one signed copy of the Form 14 back to the Club with the candidates and the second copy of the Form 14 will be forwarded to the Branch Office with all relevant paperwork.

### **Basic Emergency Care/Resuscitation/Resuscitation (with Basic Oxygen)/Radio Operator**

Once the squad has successfully completed training and been tested with a club preliminary (trial) assessment the following process for organising an Assessment should be followed:

1. Approximately 2 weeks prior to your intended assessment date, liaise with your District Education Supervisor/IRB Awards Coordinator regarding confirmation of date, time and location of the assessment. Special considerations such as a verbal assessment or special medical circumstances should also be discussed and catered for at this point.
2. Two (2) Form 14's need only be presented at the assessment for candidates.
3. All candidates and Assessors should sign the "Single Day Attendance Record" at the commencement of the Assessment.
4. After the assessment, Candidates who have been marked as "not yet competent" will be reassessed by arrangement with the District Education Supervisor/IRB Awards Coordinator.
5. A new Form 14 will be produced with the successful candidates on the form for assessment.
6. A signed Form 14 showing the successful candidates will be returned to club. SURFGUARD will be updated as being competent.
7. The Assessor returns one signed copy of the Form 14 back to the Club with the candidates and the second copy of the Form 14 will be forwarded to the Branch Office with all relevant paperwork.

### **Gold Medallion (Advanced Life Saving)**

1. The Club checks the SLSS Lifesaving and Education Calendar and any circulars issued referring to an Assessment date for this award.
2. The club will register the members with the Branch office for the assessment and create an Assessment request on Surfguard and submit the assessment.
3. All candidates will provide two (2) copies of the Form 14's when the candidates arrive at the assessment and proof of the completed timed pool swim.
4. Once the course is completed, both copies of the Form 14 will be signed when the candidates are competent. One copy is returned to club with the candidate. The Club then processes the member as competent in the assessment in Surfguard.
5. The Assessor will forward the other copy to the Branch office along with all other relevant paperwork from the assessment.

#### **More Information**

District Education Supervisors  
SLSS Manager Education

#### **Forms**

- BM/Cert II Assessment Work card
- Attendance Sign on Sheets
- Assessment work cards - other
- Form 14/Surfguard Assessment Process