

Trainer & Assessor

Award & Assessment - How to Guide | 2015/16

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Name	
Club	
Trainer of	
Assessor of	

Section 1 | Introduction to SLST Education

The **Trainer and Assessor Award and Assessment - How to Guide** is designed to assist Trainers, Assessors, Chief Instructors, Regional and State Committees and Staff to conduct Education and Training in accordance with SLSA requirements. The intention is that this How to Guide becomes a useful reference tool that clearly outlines roles and responsibilities and processes to be followed when delivering new awards to members and carrying out assessments. SLSA and SLST have developed a range of resources to date, however recent feedback has identified that compiling all information in one resource would ensure nothing is missed and all roles are aware responsibilities and how they contribute to the Education Pathway. This Manual is one of a suite of How to Guides designed to help clubs the perform club operations efficiently and effectively.

Lifesaver Education Pathway

There are a number of people, who have responsibilities within training and assessment activities, and who are responsible for ensuring it is conducted correctly and effectively. It is important that each role understands the Lifesaver Education Pathway and how their role impacts the effectiveness of another role to ensure that learning is taking place.

Figure 1: Lifesaver Education Pathway



Roles and Responsibilities in Lifesaver Education

The roles and responsibilities of a number of positions involved in training and assessment have been summarised below. Each of these positions will have a clear Terms of Reference that include specific measurable targets set within the Education Strategy and Workplan of the Lifesaving Executive Committee.

Training Officers

- Train candidates
- Ensure candidates are registered members
- Ensure candidates meet or have completed any pre requisite requirements. E.g proficiency in other awards where appropriate
- have completed a 400m swim in 9 minutes or less (Bronze)
- meet the minimum age requirements for that award
- Check the learning outcomes as listed in the Training & Assessment Delivery Guide
- Become familiar with any resources available (workbooks, manuals, log books, lesson plans)
- Develop a training plan or use an existing plan
- Liaise with the Assessor in Charge for guidance/ mentoring
- Maintain records, details, paperwork etc of candidates throughout
- Organise a mock assessment when the candidates are ready – simulate the true assessment process as closely as possible*
- Please Note: If Regional Training Coordinators are not contacted at least 2 weeks prior to the proposed Assessment date then a new date will need to be negotiated.
- Organise equipment/venue for assessment as appropriate (See. Assessment Checklist)
- Attend the assessment with candidates
- Ensure all required paperwork is returned to SLST after Form 14 is endorsed/ signed off to proceed by Assessor in Charge

THROUGHOUT THE SEASON

- Keep skills and knowledge up to date
- Maintain records, training plan, paperwork etc
- Accept regular performance appraisals as part of quality management systems

**Training Officer's are encouraged to invite a person not involved with the training to conduct the mock assessment. Training Officers should utilise Club Assessors or suitably qualified people to help with this mock assessment.*

Club Chief Instructors

- Ensure appropriate training of candidates based on needs identified through statistics and evidence
- Inform Regional Lifesaving Committee of training so that joint sessions/ information sharing with nearby clubs can be planned if possible
- Ensure candidates are registered members
- Ensure candidates meet or have completed any pre requisite requirements. E.g. proficiency in other awards where appropriate, 400m swim, meet age requirements for that award
- Provide Training Officer with any resources available (workbooks, manuals, log books, lesson plans).
- Ensure records, details, paperwork etc of candidates are maintained throughout
- Ensure a mock assessment is carried out
- Liaise with the Regional Training Support Officer at least 2 weeks before the desired assessment date (even earlier if possible) to confirm Assessor and ensure Assessor has access to correct paperwork, check pre-assessment paperwork is complete. Please Note: If Assessor is not confirmed at least 2 weeks prior to the proposed Assessment date then a new date will need to be negotiated.
- Ensure organisation of equipment/ venue for assessment as appropriate (see assessment checklist).
- Ensure the Training Officer or Club representative attends the assessment with candidates
- Assessor ensures any assessment paperwork gets back to the Chief Instructor
- Chief Instructor forwards all required paperwork (Form 14 and Logbooks) to Regional Training Support Officer to ensure the Form 14 is endorsed to proceed by Chief Instructor or Club nominated person and all necessary evidence has been provided to be able to process the award.

THROUGHOUT THE SEASON

- Keep skills and knowledge up to date
- Liaise regularly with Regional Training Support Officer on assessments, training and continuous improvement
- Maintain records, training plan, paperwork etc.
- Accept regular performance appraisals as part of quality management systems from the Regional Lifesaving Committee

Regional Education Support Volunteers

- Act under the direction of the Education, Development & Surf Sports Manager
- Be available to provide nominated Clubs in their region with on-going advice/ support
 - Verbally/electronically confirm with the club Training Officer/ Chief Instructors:
 - Candidates meeting required pre-requisites if flagged as not meeting prerequisites when loading a New Assessment Request
 - Ensure club is in receipt of the correct Candidate, Trainer and Assessor resources
 - Provide advice/ support to club if paperwork is incorrect/ insufficient
- Organise appointment of qualified Assessors (from SLST supplied list) for desired date if necessary, e.g. if the club have not already arranged an independent assessor themselves
- Ensuring that clubs are ready for their assessment at least 14 days notice before assessments
 - Organise/ coordinate combined assessments/training where possible
 - All pre-assessment work is complete and assessment paperwork is available to Assessor
- Be forwarded paperwork and assessment resources from club Chief Instructor
- Notify SLST via email/ online form of completed assessment and forward any necessary evidence to SLST (Administration & Logistics Officer)
- Work with Regional Committees and LSE to ensure that Trainee Trainers and Probationary Assessors are assigned Mentors and utilised for training and assessment

THROUGHOUT THE SEASON

- Provide help/ guidance/ support for club Chief Instructors, Training Officers, Assessors especially around paperwork and evidence required to process awards
- Encourage cooperation and resource sharing amongst clubs
- Report and discuss any problems or issues at Regional Committee meetings
- Carry out requested Trainer and Assessor evaluations and return to SLST
- Assist training and assessor networks in their area

Assessors

- Attend and conduct the assessment
- Conduct a fair, flexible, valid and reliable assessment
- Provide candidates with feedback
- Provide trainers with feedback
- Provide support to other assessors or an Assessor in Charge and carry out duties as requested
- Ensure any pre-assessment work is completed and any on the day assessment paperwork is completed
- Sign the Form 14

THROUGHOUT THE SEASON

- Keep skills and knowledge up to date
- Accept regular performance appraisals as part of quality management systems from the Regional Lifesaving Committee

Assessor in Charge (AIC)

- Take Assessment resources to assessments (Including Form 14, Checklists etc)
- Delegate responsibilities to other Assessors
- Manage/co-ordinate Assessment as appropriate (e.g. Assessment pre brief to candidates)
- Manage/ Mentor Probationary Assessors (who have done their training but not completely signed off)
- Make the final decision on the competency or non-competency of candidates

- Manage any appeals (within 28 days of assessment)
- Ensure the Assessor Code of Conduct is adhered to
- Complete appropriate paperwork including
 - Form 14
 - Probationary Assessors/ Trainers Logbooks
- Return relevant paperwork to club Chief Instructors within 5 days of the Assessment date (e.g. Form 14, work cards, SLST assessment Report, Candidate Feedback Forms etc.)

THROUGHOUT THE SEASON

- Keep skills and knowledge up to date
- Accept regular performance appraisals as part of quality management systems from the Regional Lifesaving Committee

SLST

- Provide Clubs and Committees with statistical reports and feedback to identify needs/ gaps within education and training for clubs and committees to use when planning the training calendar
- Provide Regional Training Support Officers with Terms of Reference that includes clear role outline and explains responsibilities Assessment resources as required
- Set up online forms and provide clubs with support to deliver education and training (hardcopy and online)
- Record Trainer and Assessor Activity in relation to recognition program and mentoring program
- Keep up to date records of proficient or nearly proficient assessors and training officers
- Process Form 14's once forwarded by Regional Training Support Officer to issue awards
- Print Certificates and order medallions (as necessary)
- Manage billing of awards
- Receive Assessor and Trainer reports through quality management systems and evaluations - file, and action as appropriate

THROUGHOUT THE SEASON

- Send Regional Lifesaving Committees and Regional Training Support Officers up to date accredited Trainer and Assessor details
- Advise stakeholders of new resources and communicate changes to policies and procedures
- Deal with written appeals
- Continually monitor version control and updates of resources in line with RTO compliancy requirements

REGIONAL LIFESAVING COMMITTEE

THROUGHOUT THE SEASON

- Act under the direction of the Lifesaving Executive Committee
- Facilitate the appointment of appropriately qualified Assessors from a list provided by SLST, for all assessments and proficiencies conducted in their region
- Work with Regional Training Support Officer to manage resources and ensure clubs are following the process to lodge an Assessment Request and Resource Order Form online (not on SurfGuard), as their role is to work with the clubs within the region to ensure that SLST have provided them with the correct resources and assessment paperwork to conduct training and assessment. They will also be the final person to check a clubs paperwork is correct before forwarding onto SLST for processing
- Submit monthly reports/ update to the Lifesaving Executive Committee on Education and Training Activities. It is at this time at any issues or concerns are flagged and any celebrations are shared
- Hold regular meetings to communicate to club Lifesaving Managers, Chief Instructors, Trainers and other interested members and provide information and consult on Education matters as necessary as asked for by the Clubs, Lifesaving Executive Committee or SLST

LIFESAVING EXECUTIVE COMMITTEE

THROUGHOUT THE SEASON

- Provide direction to the Regional Lifesaving Committees
- Monitor the performance of Training and Assessment in line with Education Strategy and strategic plan
- Identify need for State run courses
- Make SLSA aware of issues or concerns through reporting through SLST Staff and National Lifesaving Committee
- Set prerequisites and policy within Education
- Run personal development opportunities for Trainers and Assessors to maintain their award and keep up to date with anything that may affect them performing their role
- Work with SLST to develop resources and programs that compliment other portfolios objectives for continuous development and improvement

How to become a Trainer and/ Assessor

As the Lifesaver Education Pathway shows and as detailed above, there is a pathway for members who wish to become Educators within Surf Life Saving. The pathway shows the steps to become a Trainer and/ Assessor, and later a Chief Instructor within their club and later on Education Advisor for their regional or the state. Also, those who follow the Lifesaver Education Pathway and as their experiences develop may be presented with the opportunity to become involved with other areas of business within SLST, such as becoming a Trainer of Commercial Awards such as Provide First Aid (HLTAID001) or becoming eligible and experienced enough to apply for various paid positions, for example, delivering Community Education externally to typical membership activities. These kinds of opportunities create great benefit for the individual, their club and Surf Life Saving Tasmania as peak body for Water Safety in the State.

The flowchart on the next page summarises the necessary steps to be taken to become a Trainer and/ Assessor for Surf Life Saving Tasmania. Clubs should ensure that this flowchart is displayed in their club so that others can see and understand the process to becoming a Trainer and/ Assessor and read in conjunction with **SLSA Training Officer, Assessor & Facilitator Policy 1.9**. Trainer and Assessor Courses are facilitated by SLST and delivered when the need is presented to do so. However, a member should not just wait for a course to be advertised to notify their club of their intention to become a Trainer &/ Assessor. They should notify their club and they will work with the necessary committees to ensure that when the opportunity arises that they are able to participate in the next available course or be introduced to an appropriate Mentor.

Recognition of Prior Learning in Training & Assessment

If you already hold the units of competencies to Train and Assess, to Train and/ Assess an SLSA Education Award the individual is still required to provide the evidence of 'authenticity' in the form of a certified copy of a certificate (with RTO number and logo), a copy of a lesson plan/ assessment evidence that has been used in the last three years and evidence of 'currency' via the names of at least two candidates of a course that has been trained or assessed by the individual. Clubs are asked to provide these names on the Form 14 to be returned to SLST for processing. The individual will then be notified when the necessary award has been updated in their awards list.

Continuous Professional Development – Please refer to Section 3.1 for full details of how to keep an award valid.

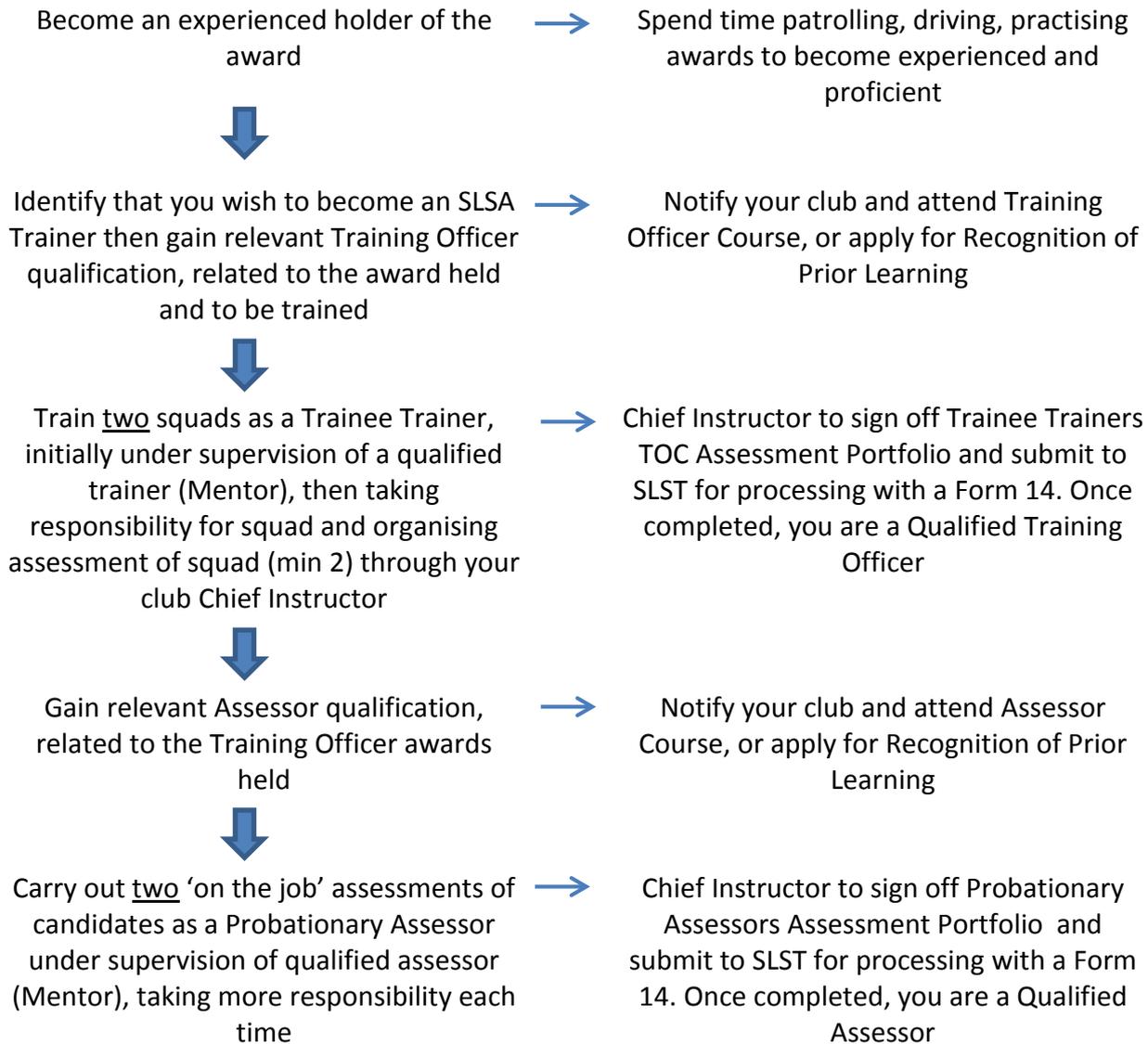
How to become a Trainer and/ Assessor for Surf Life Saving Tasmania

Hold/ Gain the relevant SLSA Award



e.g. Bronze Medallion, IRB Driver, etc.





SLST to provide Trainee Trainer and Trainee Assessor with the necessary paperwork to be completed by Chief Instructor as evidence of training or assessment two squads. Clubs are also asked to provide all names of Trainee's names on Form 14's to be returned to SLST for processing.

Individuals/ Clubs who wish to train Commercial Awards are required to contact the SLST Lifesaving & Services Manager before any training commences as per SLST Circular 15-11 – Commercial Services & Clubs.

Section 2 | Award & Assessment Procedures

Aquatic Rescue Awards

The Lifesaver Education Pathway (Figure 1) aims to demonstrate suggested pathways within Surf Life Saving Tasmania. To be able to perform the organisations core business and perform its lifesaving service obligations clubs are required to have a minimum number of qualified and proficient members that hold the following Aquatic Rescue Awards (highlighted yellow);

1. Bronze Medallion (Certificate II in Public Safety (Aquatic Rescue))
2. Surf Rescue Certificate (SRC)

3. IRB Crew
4. Silver Medallion IRB Driver
5. Advanced Resuscitation Certificate (AID)
6. Silver Medallion Basic Beach Management (Also known as Patrol Captains Award)

At times, SLST will facilitate other awards including Emergency Care Awards. However, it is felt that at this point in time greater attention needs to be had around increasing standards and capacity of Aquatic Rescue Awards as a priority. Please refer to **SLST Circular 15-11 – Commercial Services & Clubs** for further details of how to undertake awards other than those listed above.

Based on last years patrol activities and whilst this is not always realistic, the following assumptions can be made to calculate the minimum operating standards for a patrol that can successfully meet their Lifesaving Service Agreement.

Lifesaving Service Agreements – Identifying training needs

The assumption is that a patrol operating to its minimum provides a lifesaving service from the first weekend of December through to the last weekend of March and all Public Holidays. This is approximately 40 days in total. A healthy clubs patrolling member may patrol once a month and as a minimum aims to achieve no less than 16 hours to be eligible for surf sports competition (if applicable). Patrols are typically 5 hours in duration, therefore a patrolling member who does one patrol a month across the season is likely to patrol 20 hours. Whilst these figures allow us to start to identify gaps and identify needs, please remember these figures are a minimum and not prescriptive as community needs differ and therefore clubs are asked to consider how they best provide the most effective lifesaving service to beach users. Factors that must be taken into consideration include the beach rating/energy, visitation data, and demographics for starters.

A clubs Lifesaving Service Agreement (LSA) states that a minimum patrol will consist of no less than 4 award holders (including 3 proficient Bronze Medallion holders and 1 other proficient award holder) to meet WH&S requirements (and SLST SOPs), unless specified otherwise. There are also a number of other Aquatic Safety award requirements set out in the LSA.

Table 1: Lifesaver & Educator capacity requirements for a Healthy Club

	Award combination minimum capacity	Across the State*
Ideal Minimum Number of Active Patrolling Members to sustain a service (per month = 8 patrols)	4 x 8 = 32 – Bronze Medallions	32 x 11 Clubs = 352 Bronze Medallion Holders
	1 x 8 = 8 – IRB Crews	8 x 11 = 88 – IRB Crews
	1 x 8 = 8 – IRB Drivers	8 x 11 = 88 – IRB Drivers
	1 x 8 = 8 – ARTCs	8 x 11 = 88 – ARTCs
	1 x 8 = 8 – Basic Beach Management	8 x 11 = 88 – Basic Beach Management
Total Aquatic Safety Award Holders	64	704
Minimum Number of Trainers Required based on 2014/15 – <u>New Awards</u> (1:10 Trainer/ Candidate Ratio)	- Trainers for Bronze Medallion	
	- Trainers for IRB	
	- Trainers for ARTC	
	- Trainers for Silver Medallion Basic Beach Management	
	Additional Trainers required to cover surge capacity (Inc. Proficiencies)	
Total Trainers		
Minimum Number of Bronze Medallion Assessors Required based on 2014/15 – <u>New Awards</u> (1:10 Trainer/ Candidate Ratio)	- Assessors for Bronze Medallion	
	- Assessors for IRB	
	- Assessors for ARTC	
	- Assessors for Silver Medallion Basic Beach Management	

	- Additional Assessors required to cover surge capacity (Inc. Proficiencies)	
Total Assessors		

*There are 14 Surf Life Saving Clubs in Tasmania, of these there are 11 fully affiliated clubs and 3 probationary affiliated clubs aspiring to provide a full capacity lifesaving service based on demographics and data trends/evidence. These 3 clubs will provide the Lifesaving Executive Committee (LSE) with a number of dates that they intend to provide a service. At these times the club is required to adhere to the minimum award combinations set out above (4:1:1:1:1). The LSE will work with these clubs to develop their capacity to strive to be able to meet minimum requirement or to better utilise existing resources and qualified members. As well as utilise and make the most of they're nearby clubs for support, development and mentoring purposes.

Ideally, Bronze Medallion (BM) holders would be named on a patrol against only one another award to share the workload and increase capacity. In clubs with limited award strength we are aware that some BM holders will cover up to 3 of the required awards, this is not recommended as this gives limited capacity to deliver lifesaving services. E.g. IRBC cannot be the IRBD too, and if an IRBD is also the named BM and ARTC and in the water, they cannot act in their role if an incident occurs on the beach.

Efficiently utilising Educators in Clubs

Once it is understood what is required by a club in terms of qualified personnel to operate to full capacity and meet the LSA obligations, it is necessary to consider the gaps in training and education that support the ongoing development and sustainability of a service.

As a resolution of the previous Board of Lifesaving it was set that optimal training ratios are 1:6 as a minimum and 1:10 as a maximum. Based on training and assessment activities, another assumption is that typically an active Trainer will put 2 full squads through an award each year. However, the timing of awards and individuals commitments throughout the year vary, so in turn clubs need to think about how to most efficiently utilise volunteers at times that work for them and where the clubs gaps are in capacity to deliver training and assessment exist or where opportunities are presented to use the 'off season' smarter, e.g. CPR proficiencies assessed during Winter. Also, figures are showing that the number of Trainers and Assessor are increasing, but the number of active Trainers and Assessors over the year is not. Questions must be asked whether these newly qualified Trainers and Assessors are successful being inducted into Training and Assessment, if at all. Also, does the club provide an effective pathway whereby Mentors are engaged and facilitate the integration of these newly qualified award holders into Lifesaver Education in clubs?

There is typically three periods when training and assessment takes place;

- 1. Pre-Season (1st July – 30th October)**
 - a. New Awards
 - i. Aquatic Safety Awards
 - ii. State Facilitated
 - b. Proficiencies (Dry)
- 2. During (1st Nov – 31st March)**
 - a. New Awards
 - b. Proficiencies (Wet & Dry)
- 3. Post Season (1st April – 30th June)**
 - a. New Awards
 - i. State Facilitated
 - b. Proficiencies (Dry)

Awards Matrix

Assessment Procedures

A Training Officer may arrange with the Chief Instructor to conduct a preliminary or mock assessment on the candidates. The preliminary assessment serves two purposes but not always necessary:

1. To give the candidates and indication of how the assessment procedure works.
2. To ensure all candidates are suitable to be assessed

Once a squad that has been training for an award is deemed ready for an assessment, the club Chief Instructor must arrange an Independent Assessor to conduct a final assessment. It is expected that the Assessors would have already been arranged prior to training commencing and their names would have been included on the New Assessment Request raised on Surfguard by the Chief Instructor.

Once SLST are aware of a correct and complete New Assessment Request, printed resources are sent to the Chief Instructor for all candidates, the Trainer and Assessor. This will include Learner Guides, any assessment paperwork to be completed by the candidates, paperwork to be completed by the Assessor and a Form 14 to be signed off by the Assessor in Charge.

On the day

Before the assessment commences, the Assessor may request to see an Attendance and Record Sheet completed for the candidates to ensure that they have all completed the components required for the award being assessed. The Assessor at this stage will inform the candidates what competencies and outcomes they are expected to be able to perform to satisfactorily pass the assessment.

The Assessor will conduct the assessment and complete any necessary paperwork as well as sign the Form 14. All correct and complete assessment paperwork if provided back to the club (Squad Trainer/ Chief Instructor) and forwarded onto the Regional Education Support Officer. The Regional Education Support Officer will ensure they are satisfied with the assessment evidence and forward it to SLST for processing.

Education Administration Responsibilities

To ensure all accredited and non-accredited awards are issued in a timely, professional manner and in accordance with Australian Qualifications Framework requirements (where applicable) last year a 'Surfguard Processing Awards – How to Guide' was developed. Feedback from the last 12 months has been taken on board and although such a resource was beneficial and outlined the clubs responsibilities in terms of awards administration, certain parts of the process have proved to have a negative effect on the overall experience of the volunteer involved. This has also created some unnecessary frustrations that in going forward SLST aim to ease and address with the implementation of a revised Education Administration Process. The intention is that in 2015/16 the following trials are put in place;

1. The recruitment of a number of volunteer **Regional Education Support Officers** that will work with the regional committees and clubs to support and verify the Trainers and Assessors are correctly undertaking assessments and are meeting the appropriate standards with regards to RTO compliancy. These volunteers will work closely with the SLST Administration and Logistics Officer in the first instance to create efficiencies in the processing of awards. Please see the Terms of Reference for full responsibilities (Appendix X).
2. SLST with the assistance of the Regional Education Support Officer will coordinate the **distribution of centrally produced printed resources and paperwork required by Trainers and Assessors** to deliver courses in 2015/16. This new process aims to increase professionalism of resources internally and externally and a way to quality assure and manage the circulation of correct resources (versions) and in turn correct assessment evidence back to State Centre from clubs. As RTO compliancy standards become increasingly more complex, it is believed to be a worthwhile investment to reduce the risks associated with compliancy and streamlines the awards administration process as a whole.

The impact of the changes detailed above will be monitored regularly and the Regional Education Support Officer will be instrumental in providing gathering and providing feedback back to SLST on how to further streamline the process.

Although the revised process aims to streamline the Education Administration Process there are still a number of people who have responsibility of ensuring certain parts of the award administration are completed as previously explained in Section 1.2 - Roles and Responsibilities in Lifesaver Education. To summarise and to specifically extract the functions with regards to Education Admin, a checklist on the next page outlines the steps to be taken by each role. All parties involved in the process should be completely aware of their responsibilities for maximum efficiency and satisfaction.

2015/16 Education Administration Process

Step	Task	Person Responsible	Notes
1	Training Calender set at Regional Lifesaving Committee Meetings	Regional Lifesaving Committee	
2	Clubs lodge 'New Assessment Request' on Surfguard and 'Save'	Chief Instructor*	
3	Club orders any SLSA Manuals from SLSA Online Shop (all Learner Guide and Assessment Portfolios will be produced by SLST)	Chief Instructor	
Optional	<i>If club has any issues in completing all fields on the assessment request, they are required to lodge a 'New Assessment Request – Issue Log' online – this flags any issues to be rectified by the club and Regional Education Support Officer</i>	Chief Instructor	https://slst.wufoo.com/forms/new-assessment-request-issue-log/
3	Saved Assessment Request Checked by Education Administration Support Vol	Education Administration Support Vol	
Optional	If club has logged any issues, Education Administration Support Vol assists club to rectify these before submitting and approving the assessment	Education Administration Support Vol & Chief Instructor	
4	Training dates confirmed and published on SLST Calendar at www.slst.asn.au	Administration & Logistics Officer	
5	All Candidate, Trainer and Assessment resources produced by SLST are posted to Chief Instructor (Standard Delivery) to distribute to relevant individuals within 7 days	Administration & Logistics Officer	
6	Once training is complete, assessment takes place. All correct and completed assessment paperwork is returned to club (via Squads Training Officer or Chief Instructor)	Assessor in Charge	
7	Chief Instructor checks all assessment paperwork is correct and complete and returns to Education Administration Support Vol as arranged previously	Chief Instructor	Clubs will be asked of preferred method of collection/ delivery
8	Education Administration Support Vol will check all paperwork is correct and complete and work with the club if this is not the case	Education Administration Support Vol	
9	Education Administration Support Vol posts completed Form 14 and 'evidence' required to Administration & Logistics Officer for processing	Education Administration Support Vol	
10	Form 14 and 'evidence' received by Administration & Logistics Officer to process	Administration & Logistics Officer	
11	Certificates and Medallions (if necessary) are posted on a monthly basis to club	Administration & Logistics Officer	

**If the Chief Instructor is not the role responsible at your club in ensuring assessments are lodged, please adjust as necessary.*

Surfguard – Award Processing

Assessments

This section has been extracted from the ‘Surfguard Processing Awards – How to Guide’. It explains the types of assessments that can be conducted, how to manage your clubs Assessment Request List and raising new Assessment Requests. However, in order to streamline the administration processes within Education, clubs are only required to ‘Save’ a New Assessment once completed with as much information as possible and if there are any issuing in being able to do this, work with a Regional Education Support Officer to work these out.

If the Chief Instructor is the person raising the ‘New Assessment Request’ they will need to know the following:

Assessment types

- **Award** - Upon the successful completion of an assessment, the member is allocated the new award(s)
- **Proficiency** - The member must already hold the award in order to participate in the assessment for proficiency. Upon successful completion of the assessment, the member's award record(s) is/are updated with the proficiency date
- **Credit Transfer (CR)** - Upon the successful completion of an assessment, the member is allocated new award(s) but does not have to actually sit an assessment since they already did the assessment at another external organisation
- **Recognition of Current Competence/Prior Learning (RCC/ RPL)** - Upon the successful completion of an assessment, the member is allocated new award(s) but does not actually sit an assessment since they have the experience from such things as work, etc

Assessment Request List

By clicking the submenu item 'Assessment Request List', you can view all assessment requests that fall within your club, branch or state. Select from the dropdown options to short-list the specific assessments.

Assessment Request List @ Tamarama

Assessment Status: Assessment Type:

Award Type: Award:

Assessment ID: Assessment Date - From: To: (dd/mm/yyyy)

Source Company:

Tamarama						
ID	Award/Qualification/UOC	Assessment Type	Organisation (Enrolment Source Company)	Date	Status	Action
414948	60 Year Long Service Award	Award	Tamarama	22/11/2012	Approved	Process Results Form 14 Print Attendance Sheet Enrolment Form
412795	Bronze Medallion	Proficiency	Tamarama	11/11/2012	Complete	Archive Form 14 Print Attendance Sheet Enrolment Form Export Results
414132	Bronze Medallion	Proficiency	Tamarama	17/11/2012	Incomplete	Submit Update Delete Form 14 Print Attendance Sheet Enrolment Form

Figure 4.3.a. Assessment Request screen

Once you have added a new assessment request, it will appear in the Assessment Request List. Each assessment created is given an ID number. Click the ID number to see more information about a specific Assesmer

Tamarama						
ID	Award/Qualification/UOC	Assessment Type	Organisation (Enrolment Source Company)	Date	Status	Action
414948	60 Year Long Service Award	Award	Tamarama	22/11/2012	Approved	Process Results Form 14 Print Attendance Sheet Enrolment Form

Loading a 'New Assessment Request'

First click on the Assessments tab and then select sub-menu item 'New Assessment Request', to create an assessment record for club members. You can select assessment specifics by choosing from the various dropdown options. For example, Assessment Type, Date, Award Type, etc.

New: Assessment Request @ Brighton (SA)

Assessment Details

Assessment Type: *

Date: * (dd/mm/yyyy)

Time (24hr): *

Award Details

Award Type:

Award:

Equivalent Award: N/A

Allocate/Update Equivalent Award:

Do Not Allocate SLSA Award to Public Members:

Units of Competency

Available:

Selected:

Contact Information

Contact Name:

Contact Number (with area code):

Document Location:

Assessors

Enter either the Assessor's Member ID or all or part of the Assessor's name before clicking Get Assessors/Facilitators.

Search Assessor Member ID:

Search Assessor First Name:

Search Assessor Last Name:

Available:

Selected:

Trainers

Enter either the Trainer's Member ID or all or part of the Trainer's name before clicking Get Trainers.

Search Trainer Member ID:

Search Trainer First Name:

Search Trainer Last Name:

Available:

Selected:

Enrolment Source Details

Enrolment Source Type:

Source Company Name:

Comments

Comments:

Candidates:

Include Non Financial Members

Filter Available Members Further: (recommended for organisations with a large amount of members)

Member ID:

First Name:

Last Name:

To retrieve a list of eligible members, click the 'Get candidates' button; a list of members will appear that fulfil all prerequisite requirements for the chosen award, including age and license information. Select available club members by clicking a name and using the add arrow (>). Only members who are not already in another incomplete

assessment request for the chosen award or proficiency will be listed in the available candidates list. Age, licence and award prerequisite restrictions are also implemented.

Useful Tip: To view the prerequisites for an award, use the 'Reference: Awards' report in the reports area of SurfGuard. A quick link to this report is available under the candidates list.

Minimum and maximum ages are calculated as at 30 September of the current registration season or as of the current date if past 30 September. There is also a 2 month leeway for age restrictions, so a member who turns the correct age in less than two months will appear on the candidate list.

For an assessment of 'Award' type, only members who do not hold the award will appear as potential candidates.

For an assessment of 'Proficiency' type, candidates will only appear if they hold the relevant award.

Please Note: The only exception to this is the small percentage of awards that are Proficiency only. This means that the member does not need to hold the award prior to gaining it, evening though it is a proficiency type assessment.

When an assessment is complete, Awards are allocated to all successful candidates; when a proficiency assessment is completed, the candidates have successfully re-qualified for an award they already hold. In the case of proficiency, the member's award record is updated with the new proficiency date.

Candidates, Assessors or Trainers not appearing in the list

If candidates, trainers or assessors do not appear in your list, check the 'Awards Reference Report' or select Assessment Candidate Qualification check from the Assessments tab.

Logging an Issue

If you have tried all the above and still no luck – complete the 'New Assessment Request – Issue Log' by clicking the following link;

<https://slst.wufoo.com/forms/new-assessment-request-issue-log/>

Please refer to the full version of the 'Surfguard Awards Processing – How to Guide' or full version Surfguard User Guide for more detailed instruction if you feel that you would like to avoid issuing a log and understanding and working out issues yourself.

<https://www.surfguard.slsa.asn.au/onlineHelp/wwhelp/wwhimpl/js/html/wwhelp.htm#href=SurfGuardUsersClubs.02.05.html> .

Section 3 | Skills Maintenance

At the National Lifesaving Committee meeting held in June it was resolved that the proposed recommendations be adopted to change the Skills Maintenance process. As a result, clubs are now able to nominate and authorise club delegates to conduct Skills Maintenance for some the Aquatic Rescue Awards. In addition to this, members are required to complete a number of theoretical units online (via the Members Portal) before attending their Skills Maintenance.

In addition to the proposed changes to the Skills Maintenance process, Tasmanian clubs are required to go above the minimum requirements to ensure at least 1 accredited assessor oversees every Skills Maintenance session for quality assurance purposes. The Assessors will mentor the authorised delegates and provide guidance on the pathways that exist within Lifesaving Education. Authorised delegates cannot assess IRB Crew or Driver qualifications

and for these awards, logged hours should be included in an assessment of skills maintenance. In order to do so, clubs are required to become more familiar with the logging of training hours.

Section 3 – Skills Maintenance continues to provide everything a club needs to know with regards to skills maintenance and to signpost members to supporting documentation (circulars, bulletins, websites etc) that also recently communicated the charges that will be in place from 2015/16.

Background

Skills maintenance checks are necessary to:

- Ensure ongoing competency of members in their area of training and activities
- Maintain the standards of knowledge and expertise of surf life savers
- Satisfy legal and statutory requirements
- Reinforce and maintain our service commitment to the bathing and beach going community

A member's proficiency is valid until the **31st December each year** unless stated otherwise in Surfguard or via Circular (e.g. Apply First Aid has a three year proficiency requirement). This Circular should be read in conjunction with Policy 5.4, where it is stated:

'1.2 Members who are not proficient as at 31 December are not permitted to patrol or compete in any SLSA competition until they have obtained the required proficiency.'

This means that any member who is not proficient by the 31 December, or has not completed appropriate awards shall not be allowed to:

- Perform patrols
- Operate rescue craft or
- Compete in surf life saving competitions

Skills maintenance checks may be conducted after 31 December under the requirements/ approval of the State Lifesaving Officer – Chris Jacobson. Any member completing their proficiency after 31 December each season shall be eligible to patrol but shall not be permitted to participate in any SLSA Championship competition until 1 July later in that year, (See SLSA Policy 5.4 for further details on competitor proficiency/ patrol requirements).

Pool Proficiencies

Currently SLST has an exemption to conduct pool proficiencies during October for the run/ swim/ run component of the SRC and the Bronze Medallion Skills Maintenance. The initial reasoning behind this is that the water temperature is too cold for run/ swim/ runs in Tasmania therefore members can complete it in the pool instead. As a result no water-based assessments are conducted before the 1st of November and after the 30th of April.

The inclusion of Pool Proficiencies in Skills Maintenance is under review to determine whether the water temperatures are too cold, and whether the standard of all Lifesavers is at a suitable level with members not completing run/ swim/ runs in the sea. Additionally, the review will look at the other implications of pool proficiencies and the rules around having them in relation to education and surf sports. In 2015/16, the number of opportunities for members to complete the run/ run/ run in the pool will be reduced to a maximum of four opportunities in the North and just one in the South.

In-Depth Proficiencies

If a member remains non-proficient in any award for a period of 3 continuous years or more, then they are required to either sit an in-depth proficiency, a full assessment, or be retrained in order to be considered proficient in the award. In these situations a gap analysis must be conducted to determine what differences occur between the awards as it currently stands and what skill and knowledge the award consisted of at the time the member was last proficient. If the gap analysis determines there is a gap in skill and/or knowledge, the candidate may be required to undertake training and assessment in the gap(s) identified. For example – a member may have obtained their Bronze Medallion when use of an Automated External Defibrillator was not taught in the Bronze Medallion, therefore the member would have to be trained and assessed in this skill and knowledge.

Extensions and Exceptions

There are a number of occasions when members may ask for an extension or exception around proficiencies and patrol hours. Clarification of the process will help to ensure that members do not put themselves in a position whereby an extension or exemption is not granted. It is important that clubs reinforce this process to their members and ensure that they are aware of the set timeframes to complete proficiencies, the requirements of patrol hours and competition eligibility. This is further explained below.

Process to request an **extension to do a proficiency after 31st December**

1. Individual to ask Club Lifesaving Manager to request extension
2. Club Lifesaving Manager to endorse request for extension and explain why the extension should be granted in writing (email/ letter) to Chris Jacobson, State Officer – Lifesaving at least 14 days before 31st December 2015 (e.g. medical condition, working overseas etc*).
3. State Officer – Lifesaving, to notify the Club Lifesaving Manager if decision of the request within 14 days of receipt of request
4. Club Lifesaving Officer to share the decision result to the individual
5. The individual can appeal against the decision if they are not granted an extension using the following process

Process to request an **exemption for patrol hours for competition**

1. Individual to ask Club Lifesaving Manager to request exemption
2. Club Lifesaving Manager to endorse request for exemption and explain why the exemption should be granted in writing (email/ letter) to Chris Jacobson, State Officer – Lifesaving by close of normal entries of competition (State Championships)
3. State Officer – Lifesaving, to notify the Club Lifesaving Manager if decision of the request within 14 days of receipt of request (or before State Championships, whatever date is earlier)
4. Club Lifesaving Officer to share the decision result to the individual
5. NB: Failure to submit a request for exemption of patrol hours before close of entries may result in the individual not being able to compete at State Championships, as this rule does not allow exemptions to be requested once late entries apply
6. The individual can appeal against the decision if they are not granted an exemption using the following process

**Reaccrediting awards when members are deployed for SLS offshore*

Where SLS members are offered an opportunity to travel overseas on behalf of SLS, and as a consequence miss scheduled skills maintenance sessions, they can apply to their State Education Manager to have their skills maintenance recorded. These members will generally still be delivering SLSA awards while on assignment, and therefore maintaining the currency of the skills in these awards. SLS need to be flexible and accommodate these members who can't fulfill the requirements of the annual proficiency by virtue of them undertaking international development work, while not compromising SLS standards. Refer to Circular 79/14-15 for further information.

How many times does a competency need to be demonstrated in any one 12-month period?

Each component of required skills maintenance need only be demonstrated once in any one (12 month) season. For example, this means that a member who has successfully completed the CPR component of their ARTC need not repeat the skills maintenance check for that part of the Bronze Medallion proficiency.

The principle outlined above also applies to fitness testing. In other words, a fitness test for a higher award, such as the Gold Medallion, will be evidence that a member has passed the fitness component of the Bronze Medallion (Run/ Swim /Run) proficiency.

Note that it is expected that all patrolling members maintain their minimum fitness levels for the awards that they wish to remain proficient in and a member may be requested at any time during the season to complete an additional skills maintenance check by the Club, or authorised SLS Official.

A member who fails a skills maintenance check at any time during the season is deemed to be non-proficient until such time as another skills maintenance check is completed successfully. Further, this member cannot participate in patrol activities or compete at carnivals until the skills maintenance check has been completed successfully.

2015/16 Skills Maintenance Requirements

The Aquatic Skills Maintenance Requirements for the 2015/16 Season are outlined in **SLSA Circular 108/15-16 Skills Maintenance (Proficiency) Requirements for 2015/16 Season**. Each year SLSA produces a circular to confirm any changes to award content that must be considered going into the next season. A number of sections from this Circular have been extracted and included below, for the full circular please go the SLSA Members Portal. Only the core lifesaving awards are listed below of which there will be a number of components that are to be completed online.

AQUATIC RESCUE AWARDS

Surf Rescue Certificate - minor changes as shaded

1. Run Swim Run (timed): 100m Run/ 100m Swim/ 100m Run **unaided** in 5 minutes or less.
 - The run distance to be taken from waist deep water, e.g. the run is from a flag, around a marker and to waist deep water, the aquatic components are from waist deep water around two swimming buoys and back to waist deep water
 - Aquatic course must be around two swimming buoys
 - **Reasonable adjustment may be made for ocean conditions on the day.**
2. Resuscitation (CPR):
 - Theory is **online** however a practical demonstration is also necessary
 - A patient assessment on a live patient and demonstration of lateral position
 - DRSABCD, CPR 1 and 2 person (adult or child AND infant) on a manikin – to include resuscitation methods using a mask.
3. **Signals – Demonstrate the following 4 signals correctly as determined by the authorised person conducting the skills maintenance check:**
 - **Assistance required**
 - **Return to shore**
 - **Proceed further out to sea**
 - **Pick up patient to the left or right**
4. Rescue (1 of either Board or Tube)
Demonstrate a rescue, using either a rescue tube or a rescue board, according to SLSA operating procedures in the current Public Safety and Aquatic Rescue Training Manual. The rescue must include the following:
 - Negotiating the surf zone
 - Securing the patient
 - Returning to shore with the patient
 - Calling for assistanceThe member may choose the rescue equipment and should use swim fins during the tube rescue if available.

Bronze Medallion – minor changes as shaded

1. Run Swim Run (timed): 200m Run/ 200m Swim/ 200m Run unaided in 8 minutes or less.
 - The run distance to be taken from waist deep water, e.g. the run is from a flag, around a marker and to waist deep water, the aquatic components are from waist deep water around two swimming buoys and back to waist deep water
 - Aquatic course must be around two swimming buoys
 - **Reasonable adjustment may be made for ocean conditions on the day.**
2. Resuscitation (CPR) with oxygen and defibrillation.
 - Theory is **online** however a practical demonstration is also necessary
 - A patient assessment on a live patient and demonstration of lateral position
 - DRSABCD, CPR 1 person (adult or child AND infant) on a manikin – to include resuscitation methods using a mask



- Team CPR including DRSABCD, use of resuscitation mask with oxygen supplement and AED
3. Signals – Demonstrate the following 4 signals correctly as determined by the authorised person conducting the skills maintenance check:
- Assistance required
 - Return to shore
 - Proceed further out to sea
 - Pick up patient to the left or right
4. Rescue (1 of either Board or Tube).
Demonstrate a rescue, using either a rescue tube or a rescue board, according to SLSA operating procedures in the current Public Safety and Aquatic Rescue Training Manual. The rescue must include the following:
- Negotiating the surf zone
 - Securing the patient
 - Returning to shore with the patient
 - Calling for assistance
- The member may choose the rescue equipment and should use swim fins during the tube rescue if available.
5. Radio (In addition to this, the LSE are still to determine implementation of the roll out of MROCP in clubs)
Theory is **online** however a practical demonstration is also necessary of a scenario involving equipment (without transmitting) including at least three of the following situations must be conducted for each candidate.
- Pre operation checks
 - Knowledge of local operating channels and uses
 - Interpatrol communications
 - Sign on/sign off
 - Rescue procedures and requests for assistance

EMERGENCY CARE AWARDS

Awards involving resuscitation are to be assessed annually. Once proficiency is achieved, resuscitation in other award proficiencies is not required. Please note that completion of the Resuscitation skills maintenance is not sufficient to result in the renewal of a members CPR unit of competency. This has to be conducted in line with the assessment requirements and Assessed by a HLTAID003 Provide First Aid award holder.

Resuscitation Certificate – minor changes

Award holders must successfully complete a skills maintenance check, showing their competence in the following.

2. Theory is online however a practical demonstration is also necessary
3. A patient assessment on a live patient and demonstration of lateral position
4. DRSABCD, CPR 1 and 2 person (adult or child AND infant) on a manikin – to include resuscitation methods using a mask.

Award holders will still need to demonstrate resuscitation skills practically as well completing the **online** course.

Advanced Resuscitation Techniques Certificate/Advanced Resuscitation Techniques [AID] – no change

There is a new training tool available **online** for members who want to refresh their knowledge of advanced resuscitation techniques. This is not a requirement of skills maintenance. Members accessing this tool will still have to complete all skills maintenance requirements as listed here.

1. Resuscitation*
 - Theory is online however a practical demonstration is also necessary
 - A patient assessment on a live patient and demonstration of lateral position
 - DRSABCD, CPR 1 person (adult or child AND infant) on a manikin – to include resuscitation methods using a mask.

- Team CPR including DRSABCD, use of resuscitation mask with oxygen supplement and AED.
2. Oxy Viva Operation
 - Use of air bag resuscitator on conscious/unconscious patient(s) during resuscitation scenario
 3. Oropharyngeal Airways
 - Correct measurement and insertion of an Oropharyngeal Airway (on a manikin where possible)
 - Demonstrate an understanding of when and why an airway is introduced into resuscitation.
 4. Suction
 - The use of hand held suction apparatus for the removal of fluids from the mouth.

*Remember: If a member has already completed a skills maintenance that required Resuscitation to be assessed i.e. Bronze Medallion, they are considered to be proficient in that section of this award. Members still need to be assessed as competent in sections 2-4 to be deemed proficient in ARTC.

POWERCRAFT AWARDS

Not all powercraft award holders need to demonstrate skills in a 'one off' skills maintenance check and that many may be deemed as proficient via demonstration of competency during normal operational activities. Proficiency of powercraft award holders may be able to be assessed in numerous ways such as through the use of log books and club powercraft officer recommendation.

All members must demonstrate proficiency in the pre-requisite awards associated with these awards as follows:

IRB Crew

- Proficient Bronze Medallion

Silver Medallion IRB Driver

- Proficient Bronze Medallion
- Proficient IRB Crew
- Hold a current state/territory boat license (where applicable)

IRB Crew Certificate – minor changes

Skills maintenance in this award may be assessed by an authorised delegate. Logged hours should be included in an assessment of skills maintenance.

1. Questions on safety and the SLSA Powercraft Code of Conduct.
2. Demonstrate effective and safe crewing practice and ability including:
 - Parallel running
 - Figures eight
 - Response to signals
 - Negotiation of surf as required
 - Demonstrate patient rescue
 - Demonstrate ability to carry out a patient lift, exit, carry and lay.

Silver Medallion IRB Driver – minor changes

Skills maintenance in the Silver Medallion IRB Driver award can only be assessed by an IRB Assessor. Logged hours should be included in making assessment decisions.

1. Questions on safety and the SLSA Powercraft Code of Conduct.
2. Demonstrate the ability to apply safe driving practice including but not limited to:
 - Parallel running
 - Figures eight
 - Response to signals
 - Negotiation of surf as required
 - Demonstrate ability to conduct a patient rescue
 - Demonstrate ability to carry out a patient lift, exit, carry and lay.

BEACH MANAGEMENT AWARDS

Silver Medallion Patrol Captain OR Silver Medallion Basic Beach Management – no change

Proficiency is required in the prerequisites for these awards to remain current.

SLSA recommend that all current Patrol Captain's undertake the online course 'Introduction to Search and Rescue' as part of their skills maintenance. This short online course has been developed to provide access to the theory content of the Silver Medallion Aquatic Rescue, and is most relevant to Patrol Captains. It is available in the SLSA eLearning platform.

TRAINING AND ASSESSING AWARDS – no change

Training Officer

Be currently endorsed as per State/Territory requirements. Endorsement is dependent on the Trainer remaining current in the award/s they are training AND current in training and assessment.

Assessor

Be currently endorsed as per State/Territory requirements. Endorsement is dependent on the Assessor remaining current in the award/s they are assessing AND current in training and assessment.

Facilitator

Be currently endorsed as per State/Territory requirements. Endorsement is dependent on the Facilitator remaining current in the award/s they are Facilitating AND current in training and assessment.

Delegation process for Skills Maintenance Assessment

Changes have been made to the Skills Maintenance process from 2015/16. This year, it has been agreed that the Club Executive may nominate suitably qualified members to act as their delegate for the purpose of assessing skills maintenance activities. The exception to this is that all Powercraft (except IRBC) award holders must be observed by qualified Assessors. A resolution of the Lifesaving Executive Committee meeting in July was that;

Authorised delegates are to conduct Skills Maintenance tests under the supervision of at least one qualified Assessor to ensure quality standards are met by all in 2015/16, and that they are fully across the role and expectation of the LSE. The Assessors will mentor the authorised delegates and provide guidance on the pathways that exist within Lifesaving Education. Authorised delegates cannot assess IRB Crew or Driver qualifications and for these awards, logged hours should be included in an assessment of skills maintenance. In order to do so, clubs are required to become more familiar with the logging of training hours.

Selection of Delegates

Delegates should be selected on the basis of expertise in the awards being assessed. For example: Patrol Captains may assess skills in rescue techniques, radio use and signals; IRB Drivers may assess IRB Crew skills; and, first aid or ARTC trainers may assess resuscitation skills. Where club members are qualified emergency medical or ambulance officers they may also assess resuscitation and advanced resuscitation skills.

Delegate's full names should be minuted at a Club Executive meeting annually and names must to be forwarded to the Education, Development and Surf Sports Manager with the Lifesaving Service Agreements **by Monday 26th October 2015**. At this time, clubs will also be asked for the details of when a Delegates Induction will take place.

Delegates will need to be briefed by a qualified Assessor prior to conducting any assessment on:

- What skills maintenance activities are to be run
- The skills they are required to assess

- The key competencies they should be looking for in assessing skills (e.g., depth and rate of compressions in CPR, personal safety and patient care in a tube rescue, safely navigating conditions on a board, operational knowledge of radio use)
- The process of reasonable adjustment and how it might be applied
- What paperwork needs to be completed
- Who paperwork should be returned to and by when

NB: There is no requirement for the delegate to enter any information into SurfGuard. This will need to be done by club officials authorised to enter data into SurfGuard.

Where a delegate has assessed skills maintenance activities this must be recorded on the paperwork submitted. A list of participants, the skills assessed, the date assessed and the name of the person running the assessment is a sufficient record. Where a delegate has been used, a Club Executive must add their own name and signature to the paperwork.

A delegate must:

- Be proficient in the award that they are assessing skills maintenance in
- Be familiar with the process of reasonable adjustment
- Adhere to the program of skills maintenance requested by the club
- Complete any paperwork required accurately and return in a timely manner

Reasonable adjustment for Skills Maintenance Assessments

The principle of reasonable adjustment means ‘to alter or change the conditions under which someone performs a task to enable them to demonstrate a similar level of competence as any other person performing the same task’. Basically the assessment process may be modified so individuals are not disadvantaged. For example, a learner with issues relating to language, literacy or numeracy may be asked to demonstrate a process rather than explain it in writing. As an inclusive organisation it is important that SLS employ reasonable adjustment where appropriate.

To make a reasonable adjustment, read the assessment carefully and give consideration to the following:

- The requirements of the task. What is this particular task actually assessing?
- The conditions under which the task is to be performed. If the conditions at the time are different, will this make the task harder?
- The ability to replicate the skill being demonstrated. Would the member be able to do the assessment again at another time without the adjustment?

The conditions may be altered so long as the requirements remain the same.

For example:

The requirements of the run-swim-run are to demonstrate an individual’s ability to:

- Run a medium distance on the sand
- Swim a medium distance in the surf
- Perform both of these at a reasonable pace

If the surf conditions are moderate-to-rough on the day you are conducting the activity, you may make a reasonable adjustment along the following lines:

- *Adjustment Option 1:* allow extra time for your members to complete the activity. How much time you allow is up to your discretion and judgement– you must feel confident that the members are able to demonstrate the skills in the time you allow. Too much time will not meet the criteria of ‘reasonable pace’.
- *Adjustment Option 2:* reduce the distance members are required to swim. Again, you will need to use your discretion and judgement – is the distance you have determined sufficient to demonstrate competence in surf swimming?

Reasonable adjustment in the run-swim-run cannot be made for people who are not able to run on sand, unless the injury is temporary and will be resolved before the person attends patrol (e.g. a sprain or strain).

Surf lifesaving activities require a reasonable level of fitness and physical ability. While SLSA encourages participation from all members of the community, we expect that active patrolling lifesavers are physically capable of walking and running on sand when required and swimming in the surf with confidence.

Another adjustment would be a member completing their CPR on a mannequin on a table at waist height rather than on the floor as they find it difficult to get down onto the floor to perform this task perhaps because of a back or knee injury.

If you are unsure about whether a reasonable adjustment can be made, you should seek a second opinion from another assessor. Be sure to make a note of any reasonable adjustments you have made on your final paperwork.

How to give feedback

There may be occasions where someone you are assessing for skills maintenance has not met the criteria sufficiently. This can be awkward for the assessor and embarrassing for the candidate. Here are some tips on how to handle this situation:

- Stay calm: Do not let any of your emotions get in the way of the situation.
- Pick your timing: As soon as possible after the session is best – as long as your emotions are not in the way.
- Respect the candidate: Try and talk to the candidate privately – nobody wants to be told they have done something incorrectly in front of their team.
- Build rapport: Open the discussion with something simple to put the candidate at ease. E.g. ‘Skills maintenance is stressful isn’t it?’
- Engage the candidate: Start by asking how the candidate thought that went.
- Listen: Let the candidate finish talking without interrupting them.
- Give praise where possible: Keep the situation positive by providing positive feedback too.
- Focus on the skills: Be accurate in describing what the candidate did incorrectly. E.g. The rate of compressions wasn’t quite fast enough; the rescue breaths were insufficient to inflate the patient’s lungs.
- Express empathy: Try to understand where the candidate is coming from – even if you disagree.
- Allow the candidate to save face: It is natural for people to be defensive when criticised, don’t engage in an argument with them about what has happened.
- Provide solutions: Advise the candidate what options they have now.
- Let the candidate choose: Where there is more than one option, let the candidate decide how they would like to proceed.
- Follow-up: Check in with the candidate later to see how they are getting on.

Possible solutions to offer:

- Try again now.
- Watch other people doing it before trying again.
- Take some time out and try again later in the day.
- Talk to the CTO/course trainer for some coaching in the area they are having trouble with before coming back for another attempt either later in the day or another day.
- Read through the course training materials and try again at a later date.
- Have another person assess their skills when available.
- Join in relevant training sessions for skills practice (e.g. board paddling, fitness training) and retake assessment another day.
- Join in relevant training sessions in an upcoming course and retake skills maintenance assessment another day.

- Have course assessor do gap analysis between course as it was when the candidate took it originally and course as it is now to allow candidate to refresh relevant knowledge as required.
- Resit the whole course and undertake course assessment.
- Study course materials independently and undertake course assessment only.

If attempting proficiencies at a later date set SMART goals:

- Specific:** state exactly what the candidate needs to achieve and explain the significance of your goal.
- Measureable:** set goals that can be measured at regular intervals. A candidate will gain motivation by seeing how much they have improved.
- Achievable:** don't set expectations too high. Achievable goals will keep the candidate motivated.
- Realistic:** goals can be challenging but achievable. Keep them reasonable and realistic.
- Time-based:** give a clear end date or time scale. This will set a lifesaver up for success.

Section 4 | Patrolling & Competition Eligibility

Surf Life Saving Australia (SLSA) competition is for registered, qualified and proficient members of surf lifesaving clubs who have fulfilled their club, patrol, financial and other membership obligations.

All members who wish to compete at any SLSA competition must be registered, proficient and carry out required patrol duties, in accordance with the proficiency and patrol hour requirements detailed in **SLSA Policy 5.4 – Proficiency and Patrol Hour Requirements for Competition Eligibility**.

This policy covers all SLSA competition, including, but not limited to a competition which is referred to as a carnival, display, interclub, or championship, and irrespective of when such a competition is held.

Eligibility to Compete

To be eligible to compete in any SLSA competition or to receive endorsement to enter ILS or ILS member competition, a SLSA member must:

- Be a registered and current financial member of SLSA
- Be the holder of the appropriate SLSA award relevant to the age category as detailed in the latest version of the Surf Sports Manual or hold the equivalent overseas ILS member country award
- Is SLSA proficient as prescribed for the relevant SLSA Award required for competition eligibility
- Be eligible under the necessary age category
- In relation to championship competition, have met their patrol commitments as detailed in this policy and met all their Club, Branch and State Centre requirements
- Not be in default with their Club, State Centre or SLSA (or overseas ILS member associations) in relation to their service, financial or discipline obligations
- Have met any other competition eligibility qualification requirements for specific events e.g. IRB, Surf Boat (sweep), Patrol Competition, First Aid

All continuing members that hold an SRC or Bronze Medallion wishing to compete in any SLSA competition in the 2014-15 Season are required to undertake the SLSA Proficiency Test relative to their award by **31st December 2014**. Members who are not proficient by December 31st are not permitted to patrol or compete in any SLSA competition. Proficiencies after the 31st of December cannot be completed unless the State Officer - Lifesaving, approves an exemption. In addition to this all SRC and Bronze members wishing to compete at the State or National Championships in the 2014/15 season must have obtained a minimum of 16 hours from the 1st January 2014 to the 31st of December 2014. Any new members obtaining their SRC or Bronze Medallion after March 2014 must complete at least 4 hours of patrol prior to the 31st of December 2014 in order to be eligible to compete at State or National Championships.

Section 5 | Risk Management

SLSA is an organisation committed to the safety, health and wellbeing of members, employees and the wider community who visit Australia's beaches. SLSA are the leader in coastal safety and provide safe and enjoyable aquatic experiences. All Surf Life Saving Clubs have a duty of care to their members participating in aquatic activities.

In all member activities SLSA are committed to adopting reasonable and practical measures that help to prevent injury or illness. These measures include:

- Compliance with State workplace health and safety (WH&S) legislation and regulations (where applicable);
- Provision of effective risk assessment and management tools; including tools that are specifically tailored to the aquatic environment;
- Provision of clear guidelines, procedures and codes of conduct for members conducting or participating in aquatic activities;
- Provision of an effective incident reporting system that allows SLSA to monitor, review and continuously improve our health, safety and risk management measures through an evidence based system;
- Providing education and training for members administering or participating in aquatic activities.
- Supervision of participants during aquatic activities;
- Research/ Evidence based outcomes to ensure continuous improvement of equipment, operating procedures and training.

The **SLSA Policy 1.1 – Water Safety** and supporting **SLSA Procedure 1.1a** outlines the procedure to be followed by Surf Life Saving Clubs for the provision of water safety for SLS Junior activities; member training (lifesaving and sport) conducted by Surf Life Saving and SLS sanctioned/special events. These procedures have been developed using risk management principles, WH&S legislation and regulation and many years of experience with the provision of water safety for aquatic activities.

Summary of water safety requirements

The table below is an extract from Procedure 1.1a and provides a summary of the complete water safety requirements for SLS member aquatic activities. For more information, please refer to the full procedure available to download from the SLSA Members Portal.

SLS ACTIVITY	ACTIVITY PARTICIPANTS WHO <u>DO NOT</u> HOLD A SRC OR ABOVE	ACTIVITY PARTICIPANTS WHO <u>DO</u> HOLD A SRC OR ABOVE
Junior Activities (Nippers)	1:5 (WSP: participants)	Buddy procedure
	1:10 (WSP: participants) Low-risk conditions Determined after a pre-activity risk assessment	
Member Training (Lifesaving and Sport)	1:5 (WSP: participants)	Buddy procedure
	1:10 (WSP: participants) Low-risk conditions Determined after a pre-activity risk assessment	Buddy procedure
Pool Activities	Where applicable, refer to local pool management requirements If no requirements 1:10 (WSP: participants) determined after a pre-activity risk assessment	
Surf Sport Competition	Refer to SLSA Surf Sport Manual	
Sanctioned/Special Events	Refer to 'Guidelines for Safer Surf Clubs'	
Lifesaving Patrols	Refer to relevant State/Territory 'Standard Operating Procedures'	

NOTE: 'Surf Rescue Certificate (SRC) or above'- includes SRC, Bronze Medallion/Certificate II in Public Safety (Aquatic Rescue), Silver Medallion Aquatic Rescue or Gold Medallion.

Section 6 | SLST Trainers & Assessors