



QUEENSLAND
EDUCATION
Courses & Training

Training Operations Manual

1 — Last update: 8 December 2021

Surf Life Saving Queensland

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INTRODUCTION TO SLSQ TRAINING AND EDUCATION

SECTION: TOM01 – INTRODUCTION TO SLSQ TRAINING AND EDUCATION



WELCOME TO THE TOM

To all Trainers, Assessors, Facilitators and Valued Members,

A big Welcome to the SLSQ Training Operations Manual or the TOM!

The contents of this Training Operations Manual (TOM) detail the requirements for Surf Life Saving Queensland Clubs, Trainers, Assessors and Facilitators as it relates to the Training and Assessing of our volunteer members. It is intended to be a live document – changing as needed to provide the most up to date information to all of our members.

Should you wish to contribute to the information provided herein or have a requested amendment, please send your recommendations (including Section number, Part heading or page reference where possible) to: education@lifesaving.com.au

INTRODUCTION

Surf Life Saving Queensland employs over 550 people throughout Queensland. SLSQ is an efficient and vibrant organisation servicing 32,500 members. It was formally established in 1930 and is the governing body for surf lifesaving in Queensland, comprising 57 affiliated surf lifesaving clubs in six regional branches. The organisation also includes supporters' clubs and a range of programs that involve more than 462,000 participants.

SLSQ is directly affiliated with, and is part of, Surf Life Saving Australia (SLSA) and the International Life Saving Federation (ILF). Surf Life Saving Queensland is built on a fundamental principle: to save lives. Our organisation encompasses several diverse arms – lifesaving services, community education, membership services, surf sports, fundraising and commercial training.

TAF INDUCTION



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Why do we need the TAE Skill Sets or Qualification?





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Australian Qualification Framework

	School	VET	Higher Education
10			Doctoral Degree
9			Masters' Degree
8		Graduate Certificate/Diploma	Graduate Certificate/Diploma
7			Bachelor Degree
6		Advanced Diploma	Advanced Diploma
5		Diploma	Diploma
4		Certificate IV	
3	HSC	Certificate III	
2		Certificate II	
1		Certificate I	

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What is VET?



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**VET = Vocational Education & Training
is 'educating and training for work'**

Overview of VET

- Estimated 4.1 million students in VET
- 4030 register training organisations in Australia
- Approximately 2 800 nationally recognised VET courses:
 - 1 433 Qualifications in 57 Training Packages which cover 85% of Australian occupations



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ALAQ is Registered Training Organisation (RTO)



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2804 - Surf Life Saving Queensland

[View this organisation on My Skills](#)

Summary	Registration	Contacts	Scope	Restrictions	Delivery	Display history
Summary						
Code: 2804						
Legal name: Surf Life Saving Queensland						
Trading name(s): Australian Life Saving Academy Queensland						
Status: Current						
ABN: 27 360 485 381						
RTO type: Industry Association						
Web address: http://www.lifesaving.com.au/						



Is a national register for training in Australia and contains the authoritative information about Registered Training Organisations

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Qualifications on our scope



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[Home](#) > [Organisation/RTO](#) > Organisation details

[Export to Word](#)
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Organisation details

2804 - Surf Life Saving Queensland

[Summary](#)
[Registration](#)
[Contacts](#)
[Addresses](#)
[Scope](#)
[Regulatory Decision Information](#)
[Delivery](#)

☐ [Display history](#)

Scope

Note: This is a list of training products that the RTO has approval to deliver training and/or assessment in. It is not an indication of what training products the RTO is actually delivering. Individuals should contact the relevant RTO to confirm all delivery details of different training products.

Delivery filter

	NSW	VIC	QLD	SA	WA	TAS	NT	ACT
Filter by delivery in:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Qualifications

Code	Title	Extent	NSW	VIC	QLD	SA	WA	TAS	NT	ACT	Intl.
AVI30519	Certificate III in Aviation (Rescue Crew Officer)	Deliver and assess	✓	✓	✓	✓	✓	✓	✓	✓	
AVI40119	Certificate IV in Aviation (Air Crew Officer)	Deliver and assess	✓	✓	✓	✓	✓	✓	✓	✓	
PUA20119	Certificate II in Public Safety (Aquatic Rescue)	Deliver and assess			✓						
PUA21012	Certificate II in Public Safety (Aquatic Rescue)	Deliver and assess			✓						
PUA30319	Certificate III in Public Safety (Aquatic Search and Rescue)	Deliver and assess			✓						
PUA31312	Certificate III in Public Safety (Aquatic Search and Rescue)	Deliver and assess			✓						
TAE40116	Certificate IV in Training and Assessment	Deliver and assess	✓	✓	✓	✓	✓	✓	✓	✓	

Items per page 10 | 20 | 50 | 100

Displaying items 1 - 7 of 7

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Standards for RTO's (2015)



These standards are legislative instrument that define how RTOs must operate day-by-day

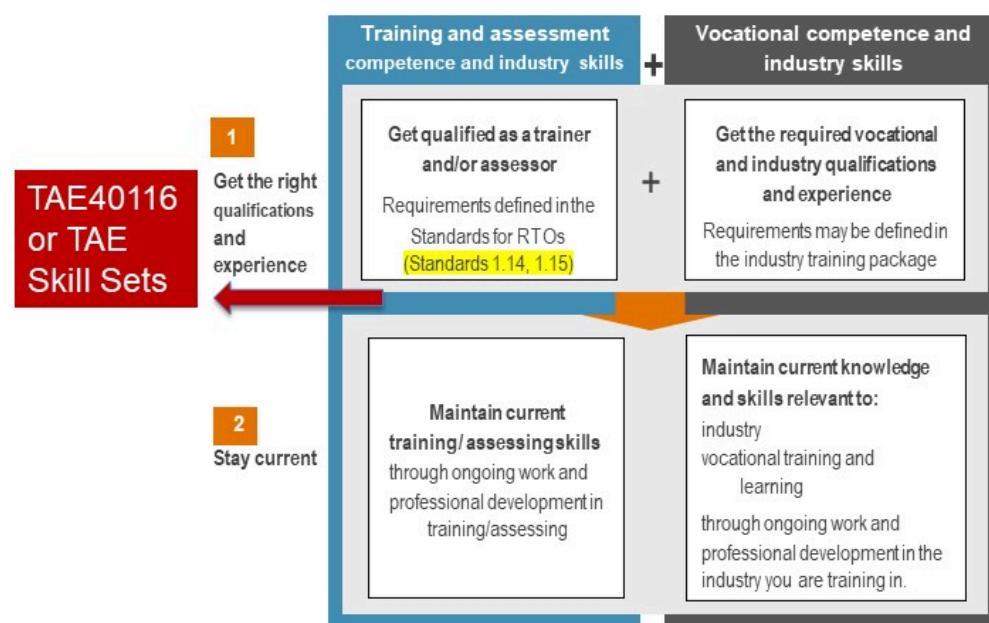
PART 1 – Preliminary	Preliminary information
	Glossary
PART 2 – Training and Assessment	1. Training & assessment practice is responsive to needs
	2. RTO operations are quality-assured
	3. RTO issues, maintains & accepts AQF certification
PART 3 – Obligations to learners and clients	4. Information about RTO is accessible
	5. Learners are properly informed and protected
	6. Complaints are managed well
PART 4 – RTO governance & administration	7. Governance & admin arrangements in place
	8. RTO cooperates with Regulator and is compliant

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Requirements for all trainers and assessors



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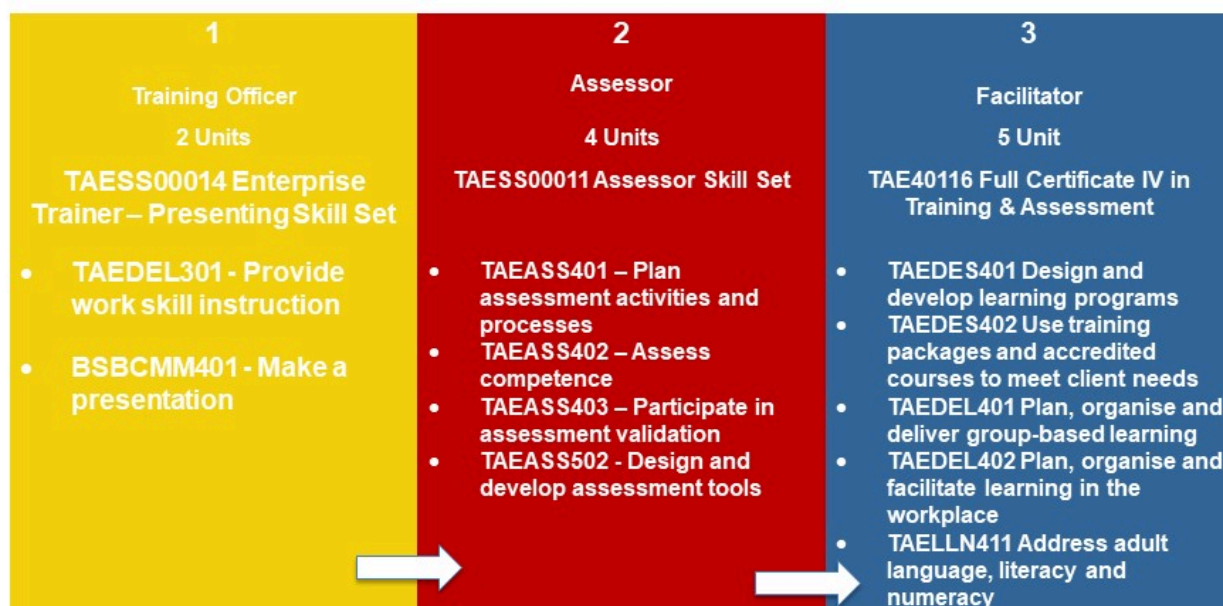
SLSQ TAE Pathway



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TAE PATHWAYS



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What is a Trainer?

Can deliver training of recognised units of competency within the workplace, under supervision.

- Trainers teach the required skills and knowledge of our courses but do not make any assessment decisions. All Trainers must hold:
- TAEDEL301/A – Provide work skill instruction; AND
- BSBCMM401/A – Make a presentation; OR
- TAE40116 - Certificate IV in Training and Assessment (or equivalent*)

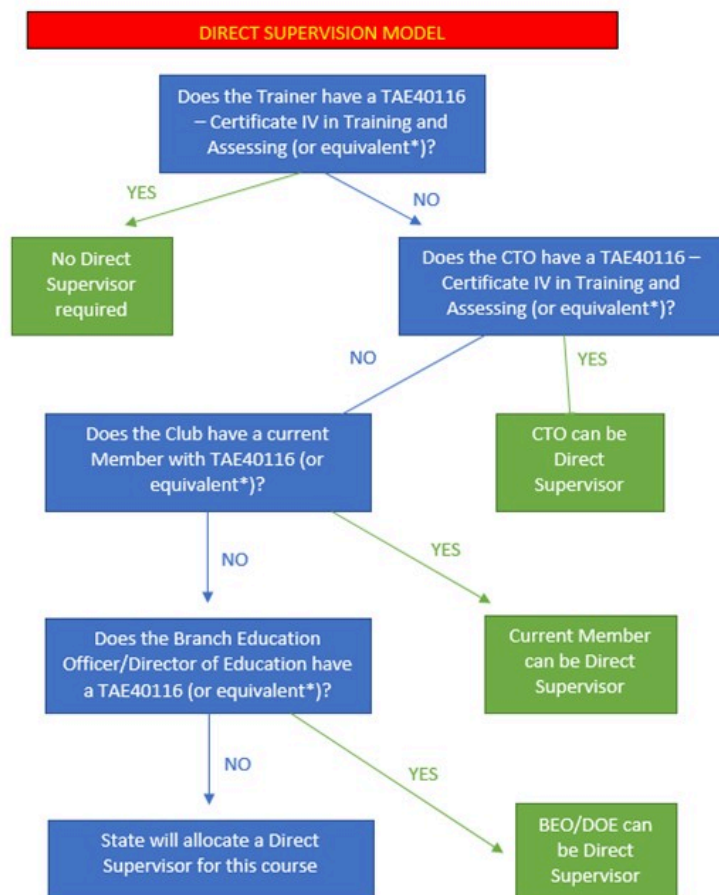
AND

- Demonstrate current competency and continual development in training as well as VET knowledge and skills
- Hold the vocational competencies, they wish to deliver;
- Hold the SLSQ award they wish to deliver for minimum of 12 months and must remain proficient in that award; and
- Hold the relevant Unit/s of Competency or Qualification for the award that you are training.

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Direct Supervision

**Equivalent – TAE40110 Certificate IV in Training & Assessment including the additional units TAEASS502/A/B Design and develop assessment tools and TAEELN401/411 Address adult language, literacy and numeracy skills.*

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VET Accreditation required to train:

Training Officer course run by SLSQ; OR
Credit Transfer - (i) current Certificate IV OR
(ii) TAEDEL301/A & BSBCMM401/A



Train a Squad

Train a minimum of one (1) squad of a minimum of two (2) people in the award of your choice (noting you must hold the related UOC and award whilst maintaining proficiency for at least twelve (12) months to be able to train it). *Usually a first time Probationary Trainer will assist with one course prior to running a formal course themselves. Also, one course may not be sufficient so there is no limit on the number of probationary courses a Trainer runs prior to being signed off.



Paperwork

Ensure your name is listed on the Training Course Request as a Probationary Training Officer.
Your club CTO will have to confirm your competency as a Training Officer and complete the SLSQ Probationary Trainers Observation/Supervision Form.



Processing

Once you have successfully trained the squad (and your CTO or another Direct Supervisor has deemed you competent), the Branch will generate your Training Officer award and will forward to the SLSQ Membership Training Manager for processing.



Skills Maintenance

To maintain currency, you must attend an annual Trainers, Assessors & Facilitators (TAF) Proficiency

How do I become a Trainer?

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What is an Assessor?

An Assessor can assess a recognised unit of competency within the workplace, according to Standards for RTO.

Assessor's roles are to provide quality assurance (anything else??). Assessors who are also Trainers cannot train and assess the same candidates for any one course.

All Assessors must hold

- TAEASS401 Plan assessment activities and processes; AND
 - TAEASS402 Assess competence; AND
 - TAEASS403 Participate in assessment validation; AND
 - TAEASS502 Design and develop assessment tools; OR
- TAE40116 - Certificate IV in Training and Assessment (or equivalent*)

Once a member holds the above entry requirements and is ready to become a Probationary Assessor, they should check that they have been raised on a Form 14 Assessment Request in Surfguard for the award "Probationary TAF" (if this is their first Probationary Assessor award). This will ensure that they have access to all of the TAF resources on the SLISA Members Area.

Probationary Bronze Medallion Assessors will need to satisfactorily complete a course under the supervision of a qualified Assessor from that award. Usually, a first time Probationary Assessor will assist with one course as a probationary before running a formal course themselves.

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VET Accreditation required to assess:

Assessors course run by SLSQ; OR
Credit Transfer - (i) current Certificate IV OR
(ii) TAEASS401/A/B, TAEASS402/A/B, TAEASS403/A/B & TAEASS502/A/B



Assess Squads

Assess a minimum of two (2) squads (one within your club and one external to your club) of a minimum of two (2) people in the award of your choice (noting you must hold the related UOC and award whilst maintaining proficiency for at least twelve (12) months to be able to assess it). *Usually a first time Probationary Assessor will assist with one course prior to running a formal course assessment themselves. Also, one course may not be sufficient so there is no limit on the number of probationary courses an Assessor may run prior to being signed off.



Paperwork

Ensure your name is listed on the Training Course Request as a Probationary Assessor.
Have the SLSQ Probationary Assessor Observation/Supervision Form completed by the Chief Assessor for each course you assess. Sign the Form 14 alongside the Chief Assessor.



Processing

Once you have successfully assessed the two (2) squads (and a current Assessor or Direct Supervisor has deemed you competent), the Branch will generate your Assessor award and will forward to the SLSQ Membership Training Manager for processing.



Skills Maintenance

To maintain currency, you must attend an annual Trainers, Assessors & Facilitators (TAF) Proficiency

How do I become a Assessor?

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What is an Facilitator?

Can train and assess the same group of candidates in the accredited award.

A Facilitator holds the highest qualification and as a result can train and assess candidates in a course. All Facilitators must meet the following minimum criteria:

TAE40116 – Certificate IV in Training and Assessment (or equivalent*)

*Equivalent – TAE40110 Certificate IV in Training and Assessment including the additional units TAEASS502/A/B Design and develop assessment tools and TAELN401/411 Address adult language, literacy and numeracy skills.

To be endorsed as a Facilitator, the Facilitator must be currently training and currently assessing in the chosen award (ie must have trained at least one course AND assessed at least on course in the past two years).

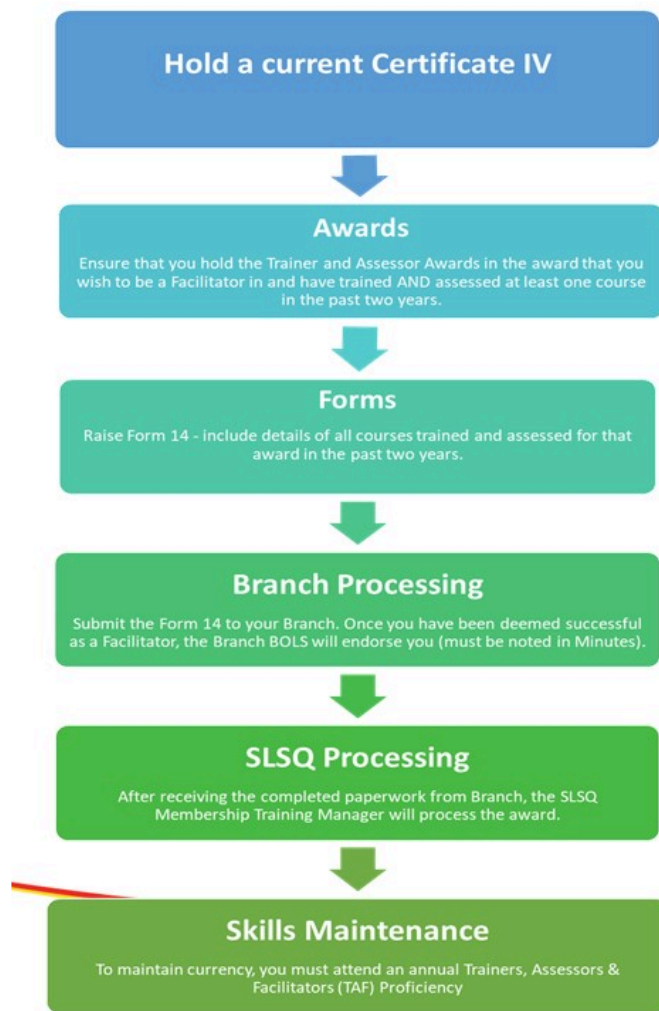
Ongoing endorsement is dependent on the Facilitator meeting all the following criteria:

- demonstrating current competency and continual development in assessment, as well as VET knowledge and skills.
- remaining currently proficient in the SLSA award (minimum 24 months) and the holding the current unit/s or qualification aligned to that award
- hold the full Certificate IV in Training and Assessment (note this is a change from previous seasons and holders of only the 5 units from the Training Officer and Assessors clusters are no longer eligible)
- remaining proficient in contemporary training and assessment practices and holding the relevant units of competency or qualification required in the Standards for RTOs
- attendance and active participation in the annual SLSQ TAF proficiency

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How do I become a Facilitator?



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Content Expert

- Does not replace the trainer, rather supports the trainer with expert knowledge and skills. For example - club board coach helping with board paddling knowledge.
- A content expert cannot conduct training on their own without a qualified trainer being present.
- A content expert can assist in the assessment of candidates but cannot make a final judgement on competency.





Awards / Qualifications

CLUB FACILITATED COURSES				
SLSA AWARD	MINIMUM AGE*	SLSA AWARD / ENTRY REQUIREMENTS**	UNIT OF COMPETENCY / QUALIFICATION ISSUED	
SURF RESCUE (Updated annually)	13 years	200m pool swim (in less than 5 mins)	PUASAR012 PUAOPE013 PUASAR013 HLTAID001	Apply surf awareness and self-rescue skills Operate communications systems and equipment Participate in an aquatic rescue operation Provide cardiopulmonary resuscitation
RADIO OPERATORS (Updated annually)	13 years	Nil	PUAOPE013A	Operate communications systems and equipment
QLD OBSERVERS (Updated annually)	15 years	Nil	Nil	
MARINE STINGER MANAGEMENT	15 years	Nil	Nil	
BRONZE MEDALLION and CERTIFICATE II IN PUBLIC SAFETY (AQUATIC RESCUE) (Updated annually)	15 years	400m pool swim (in less than 9 mins)	PUA20119: Certificate II in Public Safety (Aquatic Rescue) PUASAR012 PUACOM001 PUAWHS001 PUAOPE013 PUASAR013 HLTAID002 PUATEA004 PUATEA001	
INFLATABLE RESCUE BOAT (IRB) CREW (Updated annually)	15 years	Bronze Medallion/Cert II	PUASAR015	Crew a small powercraft in a rescue operation
SILVER MEDALLION INFLATABLE RESCUE BOAT (IRB) DRIVER (Updated annually)	17 years	- Bronze Medallion/Cert II - IRB Crew - Marine Licence	PUASAR014 PUAEQU001	Operate and maintain a small powercraft and motor for rescue operations Prepare maintain and test response equipment
SSV OPERATOR INDUCTION***	17 years	Current open or provisional Australian licence	Nil	

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Awards / Qualifications

CLUB FACILITATED COURSES				
SLSA AWARD	MINIMUM AGE*	SLSA AWARD / ENTRY REQUIREMENTS**	UNIT OF COMPETENCY / QUALIFICATION ISSUED	
SURF RESCUE (Updated annually)	13 years	200m pool swim (in less than 5 mins)	PUASAR012 PUAOPE013 PUASAR013 HLTAID001	Apply surf awareness and self-rescue skills Operate communications systems and equipment Participate in an aquatic rescue operation Provide cardiopulmonary resuscitation
RADIO OPERATORS (Updated annually)	13 years	Nil	PUAOPE013A	Operate communications systems and equipment
QLD OBSERVERS (Updated annually)	15 years	Nil	Nil	
MARINE STINGER MANAGEMENT	15 years	Nil	Nil	
BRONZE MEDALLION and CERTIFICATE II IN PUBLIC SAFETY (AQUATIC RESCUE) (Updated annually)	15 years	400m pool swim (in less than 9 mins)	PUA20119: Certificate II in Public Safety (Aquatic Rescue) PUASAR012 PUACOM001 PUAWHS001 PUAOPE013 PUASAR013 HLTAID002 PUATEA004 PUATEA001	
INFLATABLE RESCUE BOAT (IRB) CREW (Updated annually)	15 years	Bronze Medallion/Cert II	PUASAR015	Crew a small powercraft in a rescue operation
SILVER MEDALLION INFLATABLE RESCUE BOAT (IRB) DRIVER (Updated annually)	17 years	- Bronze Medallion/Cert II - IRB Crew - Marine Licence	PUASAR014 PUAEQU001	Operate and maintain a small powercraft and motor for rescue operations Prepare maintain and test response equipment
SSV OPERATOR INDUCTION***	17 years	Current open or provisional Australian licence	Nil	

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Awards / Qualifications

QLD 4WD INDUCTION***	17 years	Current open or provisional Australian licence	Nil
QLD TRACTOR INDUCTION***	17 years	Current open or provisional Australian licence	Nil
ALAQ FACILITATED AWARDS			
SLSA AWARD	MINIMUM AGE*	SLSA AWARD / ENTRY REQUIREMENTS **	UNIT OF COMPETENCY / QUALIFICATION ISSUED
RESUSCITATION [AID] (Updated annually)	13 years	Be actively patrolling or enrolled in a course to patrol (Observers, SRC, Bronze)	HLTAID001 Provide cardiopulmonary resuscitation
FIRST AID [AID] (Valid for 3 years, CPR updated annually)	14 years	Be actively patrolling or enrolled in a course to patrol (Observers, SRC, Bronze)	HLTAID001 HLTAID002 HLTAID003 Provide cardiopulmonary resuscitation Provide basic emergency life support Provide first aid
ADVANCED RESUSCITATION TECHNIQUES (ART) [AID] (Updated annually)	15 years	Hold patrolling awards and be actively patrolling	HLTAID001 HLTAID007 Provide cardiopulmonary resuscitation Provide advanced resuscitation
SILVER MEDALLION ADVANCED FIRST AID (Surf award not issued by SLSQ)	18 years	Have previously held First Aid [AID]/HLTAID003	HLTAID001 HLTAID002 HLTAID003 HLTAID006 Provide cardiopulmonary resuscitation Provide basic emergency life support Provide first aid Provide advanced first aid
BRANCH FACILITATED COURSES			
SLSA AWARD	MINIMUM AGE*	SLSA AWARD / ENTRY REQUIREMENTS **	UNIT OF COMPETENCY / QUALIFICATION ISSUED
SILVER MEDALLION BEACH MANAGEMENT*****	18 years	Be proficient in one of the following: Bronze Medallion/Cert II, Radio Operator Certificate, ART or First Aid	BSBFLM312 PUAOPE027 PUATEA002 Contribute to team effectiveness Undertake beach safety management activities Work autonomously
GOLD MEDALLION (Advanced Lifesaving) (Updated annually)	17 years	<ul style="list-style-type: none"> - Bronze Medallion/Cert II - First Aid - Advanced Resuscitation Techniques - Silver Medallion Beach Management 	Nil

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Awards / Qualifications

STATE FACILITATED COURSES				
SLSA AWARD	MINIMUM AGE*	SLSA AWARD / ENTRY REQUIREMENTS **	UNIT OF COMPETENCY / QUALIFICATION ISSUED	
RESCUE WATER CRAFT OPERATOR (Updated annually)	18 years	<ul style="list-style-type: none"> - Bronze Medallion/Cert II - First Aid - Advanced Resuscitation Techniques - Silver Medallion Beach Management - Vehicle licence with tow capacity 	PUASAR016 PUAEQU001	Operate and maintain a personal water craft for rescue operations Prepare maintain and test response equipment
SILVER MEDALLION AQUATIC RESCUE	18 years	TBC	TBC	TBC
TRAINING OFFICER CLUSTER	16 years	Must have held Bronze Medallion for at least 12 months	TAEDEL301 BSBCMM401	Provide work skill instruction Make a presentation
ASSESSOR CLUSTER	18 years	Must have held Bronze Medallion for at least 12 months	TAEASS401 TAEASS402 TAEASS403 TAEASS502	Plan assessment activities and processes Assess competence Participate in assessment validation Design and develop assessment tools
CERTIFICATE IV IN TRAINING & ASSESSMENT	TBC	TBC	TBC	TBC
*Refers to the minimum age required on the date of final assessment **Must be current/proficient at time of assessment and updated as required ***Only remains current if the member's driver licence is current in Surfguard ****Must maintain currency in at least one of the entry requirement awards to remain current				

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Awards / Qualifications

Trainer/Assessor or Facilitator			
	Trainer	Assessor	Facilitator
Bronze Medallion	Yes	Yes	Yes
Surf Rescue Certificate	Yes	Yes	Yes
Radio Operator Certificate	Yes	Yes	Yes
IRB (Crew and Driver)	Yes	Yes	Yes
Silver Medallion Beach Management	No	No	Yes
Silver Medallion Aquatic Rescue	No	No	Yes
Advanced Resuscitation Techniques [AID]	No	No	Yes
First Aid [AID]	No	No	Yes
Training Officer Cluster	No	No	Yes
Assessor Cluster	No	No	Yes
Certificate IV in Training & Assessment	No	No	Yes

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Maintaining Currency

- All SLSQ Trainers, Assessors and Facilitators (TAF's) are required to attend an annual TAF Proficiency (professional development).
- Maintain currency in the awards they are training/ assessing through attending annual Skills Maintenance.
- Hold the latest version of the UOC you are delivering
- Maintain workplace currency i.e. be a patrolling member



Credit Transfer

- Credit transfer may be granted for any formal learning that a member has undertaken through another RTO.
- Students may be able to have a credit transfer granted towards a course, taking into account a qualification they already hold
i.e. a current First Aid certificate.
- Applications for Credit Transfer should be made on the appropriate form available from the Training Operations Manual (TOM) and a copy of the certificate should accompany the application so that it can be verified by the issuing RTO.



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Recognition of Prior Learning (RPL)

- Recognition of Prior Learning (RPL) refers to the acknowledgement of skill and knowledge as a result of formal training, work experience and/or life experience”.
- SLSQ acknowledges the skills and knowledge acquired through previous training, work experience and/or life experience.
- RPL is available to all members on request.





Where to now?

For further information on all topics related to training and assessment:

- Check out the Training Operations Manual (TOM) available online;
- Speak to your Club Chief Training Officer!



CLUB SIGNATURE PAGE

All CTOs and TAFs shall sign this page where indicated to confirm the receipt and understanding of the information provided in this manual.

Clubs are to maintain the original copy of this club signature page (for future reference) within this manual, and forward a copy of the completed club signature page to education@lifesaving.com.au **by 30 September** each year for confirmation that their TAFs are fully aware of the contents of this manual. For further information or clarification, please email education@lifesaving.com.au.

NOTE: Club signature pages should be signed and returned before any club training commences. This is to allow enough time to educate training members of any changes or modifications, which may affect them performing their duties.

[Click here](#) to Download a copy of the Form to Print

Chief Training Officer			Asst Chief Training Officer		
Name			Name		
Signature			Signature		
Date			Date		
Name			Name		
Signature			Signature		
Date			Date		
Position	Trainer	Assessor	Position	Trainer	Assessor
Name			Name		
Signature			Signature		
Date			Date		
Position	Trainer	Assessor	Position	Trainer	Assessor
Name			Name		
Signature			Signature		
Date			Date		
Position	Trainer	Assessor	Position	Trainer	Assessor

Name			Name		
Signature			Signature		
Date			Date		
Position	Trainer	Assessor	Position	Trainer	Assessor
Name			Name		
Signature			Signature		
Date			Date		
Position	Trainer	Assessor	Position	Trainer	Assessor
Name			Name		
Signature			Signature		
Date			Date		
Position	Trainer	Assessor	Position	Trainer	Assessor

Please indicate if you are a Trainer or Assessor or both by circling the relevant option/s

EDUCATION UPDATES

Date Released	Season	Title	Link
September 2021	2021-2022	TOM Updates for 2021/22 Season (Sep 2021)	1.TOM Updates for 2021-22 Season

SLSQ AS A REGISTERED TRAINING ORGANISATION (RTO)

SECTION: TOM02 – SLSQ AS A REGISTERED TRAINING ORGANISATION



- [2.1. About the RTO/SLSQ](#)
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About the RTO/SLSQ

The RTO Standards 2015 are an instrument under subsection 185(1) and subsection 186(1) of the *National Vocational Education and Training Regulator Act 2011* (the Act) used to ensure nationally consistent, high-quality training and assessment across Australia's VET system. Compliance with the RTO Standards is a requirement by law for all RTOs.

Standards have been described as limits, or rule, approved and monitored for compliance by an authoritative agency or professional or recognized body as a minimum acceptable benchmark, where guidelines are recommended practice that allows some discretion or leeway in its interpretation, implementation, or use. Good governance ensures accountability and obligation are being met and that standards and guidelines are being followed.

To ensure that you remain compliant with the RTO Standards, and all you need to do is follow the policies and processes laid out in this Handbook. If you have any question be ask your club CTO, Branch or State Office.

BACKGROUND

Surf Life Saving Queensland (SLSQ) is a Registered Training Authority trading as Surf Life Saving Queensland Education – Courses & Training. Registered training organisations (RTOs) are those training providers registered by Australian Skills Quality Authority (ASQA) (or, in some cases, a state regulator) to deliver vocational education and training (VET) services. The RTO is the custodian for all Nationally Recognised qualification issued within SLSQ and as such must ensure that that The RTO Standards 2015.


RTOs are recognised as providers of quality-assured and nationally recognised training and qualifications under the vocational education and training (VET) Quality Framework is aimed at achieving greater national consistency in the way RTOs are registered and monitored and in how standards in the vocational education and training (VET) sector are enforced.

The VET Quality Framework comprises:

- the Standards for Registered Training Organisations (RTOs) 2015
- the Australian Qualifications Framework
- the Fit and Proper Person Requirements
- the Financial Viability Risk Assessment Requirements, and
- The Data Provision Requirements.

ASQA uses the Standards to protect the interests of all students in Australia's VET system. The Standards guide nationally consistent, high-quality training and assessment services in the vocational education and training system. As an industry training association SLSQ Education- Courses & Training primary business is the training of our own "Staff" (members) for the purpose of meeting the needs of the business and as such we are required by law to follow all these procedures.

2804 - Surf Life Saving Queensland

Status: **Current**Registration manager: [Australian Skills Quality Authority](#) 

Summary

Registration


Contacts

Addresses

Scope





Regulatory Decision Information

Summary

Code: **2804**Legal name: **Surf Life Saving Queensland**Business name(s): **SURF LIFE SAVING QUEENSLAND****Surf Life Saving Queensland Education**Status: **Current**ABN: [27 360 485 381](#) ACN: **646 806 402**RTO type: **Industry Association**Web address: <http://www.lifesaving.com.au/> 

[Home](#) > [Organisation/RTO](#) > Organisation details

Organisation details

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 [View this organisation on My Skills](#)

2804 - Surf Life Saving Queensland

Summary	Registration	Contacts	Scope	Regulatory Decision Information	Delivery
<div><input type="checkbox"/> Display history</div>					
Head office address Head office address: 18 Manning Street South Brisbane QLD 4101					
Chief Executive Contact name: Mr Kenneth Clark Job title: CEO Organisation name: Surf Life Saving Queensland Phone: (07) 3846 8000 Mobile: 0418 797 375 Email: kclark@lifesaving.com.au Address: PO Box 3747 South Brisbane QLD 4101					
Registration Enquiries Contact name: Ms. Aleisha Gray Job title: Supervisor Organisation name: Surf Life Saving Queensland Phone: 3846 8093 Mobile: 417795348 Email: agray@lifesaving.com.au Address: PO Box 3747 South Brisbane QLD 4101					
Public Enquiries Contact name: Ms. Judith Powell Job title: Administrator Organisation name: Surf Life Saving Queensland Phone: 3846 8047 Email: jpowell@lifesaving.com.au Address: PO Box 3747 South Brisbane QLD 4101					

<http://training.gov.au/Organisation/Details/2804>

WHAT IS VOCATIONAL EDUCATION AND TRAINING (VET)?

Vocational Educational and Training (VET) forms an integral piece of the Australian Education system and is designed to deliver workplace specific skills and knowledge-based competencies. Vocational Education and Training (VET) is a designed to deliver job ready and workplace skills – both practically and theoretically. Its aim is to develop the workforce both employed and volunteer. Our organisation is registered to provide VET qualifications and units of competency. These qualifications are a part of National Training Packages and will be recognised throughout Australia both by employers, volunteer organisations and by other RTOs (e.g. TAFE colleges, private providers, volunteer organisations).

WHAT IS OUR SCOPE OF REGISTRATION?

A scope of registration indicates the nationally recognised qualifications and/or units of competency that a RTO is approved to deliver. For up-to-date information regarding our current scope of registration visit www.training.gov.au (SLSQ RTO ID number is 2804).

WHAT ARE TRAINING PACKAGES?

A training package is a set of nationally endorsed qualifications, units of competency and assessment requirements developed for a specific industry, sector or workplace. A training package:

- specifies the skills and knowledge required to perform effectively in the workplace
- provides consistent components for training, assessing or recognising skills
- enables nationally recognised qualifications to be awarded through direct assessment of workplace competencies
- promotes flexible modes of training to suit individual and industry requirements
- encourages learning and assessment in a work-related environment that leads to verifiable workplace outcomes
- may also provide support materials.

While a training package does specify workplace skills and knowledge requirements, it does not suggest how a learner should be trained. Users of training packages, such as trainers or assessors, must develop learning and assessment strategies that support the needs of their particular learners

Training packages consist of the following endorsed components:

- Qualifications which consist of units of competency combined into meaningful groups to meet workplace roles, and aligned to vocational qualification levels identified in the Australian Qualifications Framework (AQF)
- Units of competency are the nationally agreed statements of the skills and knowledge required for effective performance in a particular job or job function. Units of competency describe work outcomes as agreed by industry. As such, they do not describe the procedures necessary to perform a particular role, but rather, identify the skills and knowledge, as outcomes, that contribute to the whole job function. Each unit of competency describes:
 - A specific work activity and what it involves
 - Particular skills (and level of skills) that are needed to perform the work activity
 - Conditions under which the work activity may be conducted
 - Knowledge and skills required to perform the work activity
 - Foundation skills required to perform the work activity
 - How learners can show they are competent in the work activity
 - Performance and knowledge evidence that must be considered in assessing competency of the unit
- conditions under which evidence for assessment must be gathered. Which specify the standards of performance required in the workplace
- Assessment requirements which specify the performance evidence, knowledge evidence and conditions for assessment for each unit of competency

The Training Packages utilised by SLSQ are the Public Safety (PUA), Health (HLT) and Training & Education (TAE) Training Packages.

WHAT IS COMPETENCY BASED TRAINING (CBT)?

The broad concept of industry competency is the ability to perform particular tasks and duties to the standard of performance expected in the workplace. Competency covers all aspects of workplace performance and involves:

- performing individual tasks
- managing a range of different tasks
- responding to contingencies or breakdowns
- Dealing with the responsibilities of the workplace, including working with others.

Workplace competency is the ability to apply relevant skills and knowledge consistently over time and in the required workplace situations and environments.

Competency standards are determined by industry to meet industry skill needs and focus on what is expected of a competent individual in the workplace.

CBT is the method of providing training to ensure that course participants have the skills and knowledge required to perform effectively and safely in their roles.

WHAT IS COMPETENCY BASED ASSESSMENT (CBA)?

CBA is the method of determining whether a course participant has achieved the level of skill and knowledge required to perform effectively and safely in their role as outlined in the relevant unit of competency.

It involves gathering and judging evidence in order to decide whether someone has achieved the required level of skills and knowledge. Course participants are required to consistently demonstrate the application of specific skills and knowledge, to the performance level expected in industry.

Using CBA, there are no “grades” like in school. VET requires you to be assessed as either “competent” or “not yet competent” against a set of performance criteria laid out in a unit of competency.

If you are not deemed “competent” straight away, you will be given further opportunities to demonstrate your competence. (A good comparison is with a Driver’s Licence. This does not grade your ability as a driver – it simply shows that you are competent to drive. If you don’t pass your first test you can try again until you do.) The emphasis of competency-based training and assessment is:

- Identifying what people need to do in their role
- Identifying what they need to know to do their role
- Indicating clearly the standard of performance required in their role.

WHAT VOLUME OF LEARNING?

The Australian Qualifications Framework (AQF) provides a guide to the volume of learning, which describes how long a learner who does not hold any of the competencies identified in the relevant units of competency or modules would take to develop all the required skills and knowledge. A RTO is required to comply with the AQF in applying the volume of learning to your programs. You must therefore develop and implement strategies for training and assessment that are consistent with the AQF. The AQF 'volume of learning' range is considered to be a starting point for RTOs determining the 'amount of training required to deliver a particular qualification.

WHAT IS TIME IN LEARNING?

Time in learning is the specific amount of time that cohorts would require to fully absorb the required knowledge, and develop skills over time in the different contexts they would experience in the workplace. This is not a one size fit all training plans but rather one that differs depending on the individuals. This does not over rule the specific requirement of the unit of competency that is the set timeframes, repetition or quantity.

WHAT DO YOU MEAN BY CONTINUOUS IMPROVEMENT?

The main emphasis of the RTO Standards is continuous improvement across all RTO operations. This means an ongoing review of operations, and taking action to improve upon the quality of our services. Quality does not mean perfection, but refers instead to reducing errors before they occur, and continually meeting the expectations and needs of our course participants. As the expectations and needs of industry, Surf Life Saving and course participants change, so must our operations. Continuous improvements activities help meet these changing expectations. As such, continuous improvement is not only a compliance requirement, but also best business practice.

SURF LIFE SAVING QUEENSLAND VOLUNTEER COMMITMENT

When we say “Surf Life Saving Queensland Volunteers”, we are referring to anyone within a Club or Branch who is involved with the training, assessment and/or administration of Surf Life Saving Queensland Education within SLSQ including Chief Training Officers (CTOs), Branch Directors of Education (DOEs), Trainers, Assessors and Facilitators (TAFs).

Surf Life Saving Queensland Volunteers are required to make a commitment to:

- operate within the requirements of the RTO Standards and the Australian Qualifications Framework (AQF);
- operate in accordance with SLSA policies and guidelines, and with State and Commonwealth legislation (see below);
- ensure their work is carried out efficiently and effectively; maintain high standards of skills, knowledge, and legal and ethical standards of practice which reflect favourably both on themselves and The Surf Life Saving Queensland Education;
- be aware of situations of actual and potential conflict of interest and to take appropriate action to declare and/or resolve these;
- encourage and maintain a culture of honesty, integrity and open communication;
- encourage and maintain a culture of open discussion of complaints, disagreements and problems as a basis for improvement and development both personally and for the organisation;
- refrain from inappropriate relationships with course participants;
- ensure that accurate information is provided to course participants, including their rights in relation to the following:
 - access and equity;
 - complaints and appeals;
 - fees and refunds;
 - Participant support.

SLSA/SLSQ POLICIES AND GUIDELINES



Both Surf Life Saving Australia and Surf Life Saving Queensland have policy's that apply to Training and Education of members.

Members (through the SLSA Members Portal and SLSQ Member App) will be able to access these policies as required.

SLSA Policies and Guidelines

SLSA POLICIES

The SLSA policies and procedures that apply to member education include:

- SLSA 1.01 : [Water Safety Policy](#)
- SLSA 1.01a : [Water Safety Procedure](#)
- SLSA 6.02 : [Privacy Policy](#)
- SLSA 6.03 : [Limiting and Permanent Disability Policy](#)
- SLSA 6.05 : [Member Protection Policy](#)
- SLSA Members Code of Conduct : [SLSA Code of Conduct](#)

You can access these policies via the [Members Portal](#) or [SLSQ App](#)

SLSA GUIDELINES

The SLSQ Guidelines that apply to member education include:

- [Environmental Factors Guidelines](#) incorporating:
 - Tsunami
 - Sun Safety
 - Lightning
- [Disinfection of Equipment](#)
- [Marine Creature Guidelines](#) incorporating:
 - Crocodiles
 - Sharks
- [Member Support Guidelines](#) incorporating:
 - Rehabilitation and Return to Duties
 - Pregnancy and the Surf Lifesaver
 - Seizures and Epilepsy

SLSQ Policies and Guidelines

Other relevant procedures and guidelines include:

SLSQ POLICIES

- SLSQ POM : [SLSQ Patrol Operations Manual](#)
- ADM17 : [Heat Management Policy](#)
- MS04 : [Reviewing and Reporting Disclosures of Harm](#)
- MS13 : [High Visibility Clothing Policy](#)
- LS09 : [Life Saving Activities at Closed Beaches](#)
- MS06 : [Blue Card Screening Policy](#)

You can access these policies via [SLSQ App](#)

SLSQ GUIDELINES

- SLSQ – [ARC: Minimum Hygiene Requirements for Resuscitation and First Aid Training](#)

Branch Policies

Please refer to your relevant Branch for any internal Branch policies relating to training and education.

Club Policies

Please refer to your relevant Branch for any internal Branch policies relating to training and education.

SURF LIFE SAVING AWARDS & COURSES

SECTION: TOM0004 – SURF LIFE SAVING AWARDS & COURSES



Surf Life Saving Queensland offers a range of nationally accredited training to our members. The following table outlines what awards are offered as part of accredited training and outlines the units of competency linked to each award.

Please note the minimum entry requirements for any course are:

- Financial member of a Queensland SLSC for the current season
- Hold the appropriate Working With Children Check (Blue Card) (18+ years only)
- Have a Unique Student Identifier (USI) number listed in Surfguard

SLSQ AWARDS & QUALIFICATIONS CHART				
CLUB FACILITATED COURSES				
SLSA AWARD	MINIMUM AGE*	SLSA AWARD / ENTRY REQUIREMENTS**	UNIT OF COMPETENCY / QUALIFICATION ISSUED	
# SURF RESCUE (Updated Annually)	13 years	200m pool swim (in less than 5 mins)	PUASAR012 PUAOPE013 PUASAR013 HLTAID009	Apply surf awareness and self-rescue skills Operate communications systems and equipment Participate in an aquatic rescue operation Provide cardiopulmonary resuscitation
# RADIO OPERATORS (Updated annually)	13 years	Nil	PUAOPE013	Operate communications systems and equipment
QLD OBSERVERS (Updated annually)	13 Years	Nil	Nil	

MARINE STINGER MANAGEMENT	15 years	Nil	Nil
# BRONZE MEDALLION and CERTIFICATE II IN PUBLIC SAFETY (AQUATIC RESCUE) (Updated annually)	15 Years	400m pool swim (in less than 9 mins)	PUA20119: Certificate II in Public Safety (Aquatic Rescue)
			<div>PUASAR012</div> <div>Apply surf awareness and self-rescue skills</div> <div>PUACOM001</div> <div>Communicate in the workplace</div> <div>PUAWHS001</div> <div>Follow defined work health and safety policies and procedures</div> <div>PUAOPE013</div> <div>Operate communications systems and equipment</div> <div>PUASAR013</div> <div>Participate in an aquatic rescue operation</div> <div>HLTAID002</div> <div>Provide basic emergency life support</div> <div>PUATEA004</div> <div>Work effectively in a public safety organisation</div> <div>PUATEA001</div> <div>Work in a team</div>
# INFLATABLE RESCUE BOAT (IRB) CREW (Updated annually)	15 Years	Bronze Medallion/ Cert II	<div>PUASAR015</div> <div>Crew a small powercraft in a rescue operation</div>
# SILVER MEDALLION INFLATABLE RESCUE BOAT (IRB) DRIVER (Updated annually)	17 Years	<ul style="list-style-type: none"> Bronze Medallion/ Cert II IRB Crew Marine Licence 	<div>PUASAR014</div> <div>Operate and maintain a small powercraft and motor for rescue operations</div> <div>PUAEQU001</div> <div>Prepare maintain and test response equipment</div>
SSV OPERATOR INDUCTION ***	17 Years	Current open or provisional Australian licence	Nil
QLD 4WD INDUCTION ***	17 Years	Current open or provisional Australian licence	Nil

QLD TRACTOR INDUCTION ***	17 Years	Current open or provisional Australian licence	Nil	
SLSQ Education FACILITATED AWARDS*				
SLSA AWARD	MINIMUM AGE*	SLSA AWARD / ENTRY REQUIREMENTS **	UNIT OF COMPETENCY / QUALIFICATION ISSUED	
# RESUSCITATION (Updated annually)	13 Years	Be actively patrolling or enrolled in a course to patrol (Observers, SRC, Bronze)	HLTAID009	Provide cardiopulmonary resuscitation
# FIRST AID (Valid for 3 years, CPR updated annually)	14 Years	Be actively patrolling or enrolled in a course to patrol (Observers, SRC, Bronze)	HLTAID009 HLTAID011	Provide cardiopulmonary resuscitation Provide First Aid
# ADVANCED RESUSCITATION TECHNIQUES (Updated annually)	15 Years	Hold First Aid (HLTAID011) and be actively patrolling	HLTAID009 HLTAID015	Provide cardiopulmonary resuscitation Provide advance resuscitation and oxygen therapy
# SILVER MEDALLION ADVANCED FIRST AID (Surf award not issued by SLSQ)	18 years	Have previously held First Aid [AID]/HLTAID003	HLTAID001 HLTAID002 HLTAID003 HLTAID006	Provide cardiopulmonary resuscitation Provide basic emergency life support Provide first aid Provide advanced first aid
BRANCH FACILITATED COURSES				
SLSA AWARD	MINIMUM AGE*	SLSA AWARD / ENTRY REQUIREMENTS **	UNIT OF COMPETENCY / QUALIFICATION ISSUED	
# SILVER MEDALLION BEACH MANAGEMENT ****	18 Years	Be proficient in one of the following: Bronze Medallion/ Cert II, Radio Operator Certificate, ART or First Aid	PUAOPE027	Undertake beach safety management activities
GOLD MEDALLION	17 Years	• Bronze Medallion/	Nil	

(Advanced Lifesaving) (Updated annually)		Cert II <ul style="list-style-type: none">• First Aid• Advanced Resuscitation Techniques• Silver Medallion Beach Management		
STATE FACILITATED COURSES				
SLSA AWARD	MINIMUM AGE*	SLSA AWARD / ENTRY REQUIREMENTS **	UNIT OF COMPETENCY / QUALIFICATION ISSUED	
# RESCUE WATER CRAFT OPERATOR (Updated annually)	18 years	<ul style="list-style-type: none">• Bronze Medallion/ Cert II• First Aid• Advanced Resuscitation Techniques• Silver Medallion Beach Management• Vehicle licence with tow capacity	PUASAR016 PUAEQU001	Operate and maintain a personal water craft for rescue operations Prepare maintain and test response equipment
# SILVER MEDALLION AQUATIC RESCUE <i>This course is only offered in Qld to some of our Lifeguards and selected op support personnel that deal with these types of S&Rs. It is not currently a course offered to our general volunteer members.</i>	18 years	TBC	TBC	TBC

# TRAINING OFFICER CLUSTER TAESS00014	16 years	Must have held Bronze Medallion for at least 12 months Minimum 3 years patrolling experience	TAEDEL301 BSBCMM401	Provide work skill instruction Make a presentation
# ASSESSOR CLUSTER	18 years	Must have held Bronze Medallion for at least 12 months Minimum 3 years patrolling experience	TAEASS401 TAEASS402 TAEASS403 TAEASS502	Plan assessment activities and processes Assess competence Participate in assessment validation Design and develop assessment tools
# FACILITATOR COURSE	18 years	Must have held Bronze Medallion for at least 24 months Minimum 3 years patrolling experience	TTAEDES401 TAEDES402 TAEDEL401 TAEDEL402 TAEELN411	Design and develop learning programs Use training packages and accredited courses to meet client needs Plan, organise and deliver group-based learning Plan, organise and facilitate learning in the workplace Address adult language, literacy and numeracy skills
<ul style="list-style-type: none"> • *Refers to the minimum age required on the date of the final assessment, • **Must be current/proficient at time of assessment and updated as required, • ***Only remains current if the member's driver licence is current in Surfguard, • ****Must maintain currency in at least one of the entry requirement awards to remain current, • #Accredited Courses 				

BRONZE MEDALLION/CERTIFICATE II IN PUBLIC SAFETY (AQUATIC RESCUE)

COURSE SUMMARY

The aim of this course is to provide participants with the skills and knowledge of basic patrolling and surf awareness in order to be able to participate in lifesaving operations. This is the core award to be a surf lifesaver in Australia.

QUALIFICATION

PUA20119 – Certificate II in Public Safety (Aquatic Rescue)

UNIT/S OF COMPETENCY

- PUASAR012 Apply surf awareness and self-rescue skills
- PUACOM001 Communicate in the workplace
- PUAWHS001 Follow defined work health and safety policies and procedures
- PUAOPE013 Operate communications systems and equipment
- PUASAR013 Participate in an aquatic rescue operation
- HLTAID002 Provide basic emergency life support
- PUATEA004 Work effectively in a public safety organisation
- PUATEA001 Work in a team

ENTRY REQUIREMENTS

Candidates must meet ALL of the following conditions:

- be at least 15 years of age on the date of final assessment
- complete an unaided swim, with an overarm stroke (goggles/masks permitted) of 400 metres in nine (9) minutes or less, in a swimming pool of not less than 25 metres. This will be observed prior to the candidate undertaking any water training or assessment activities. Pool swim can be observed by a qualified Training Officer Bronze Medallion, Assessor Bronze Medallion or ASCTA/AUSTSWIM Swim Coach (or the like). Evidence of the pool swim (and the qualification of the person observing the pool swim if outside of SLSQ) must be provided to the Trainer on the appropriate form/s prior to commencement of any water training activities for this qualification.

LEARNING RESOURCES

- 35th Edition Revised Public Safety and Aquatic Rescue Training Manual (or equivalent)
- Delivery and Assessment Guide for SRC and Bronze Medallion
- Bronze Medallion Course Overview
- Bronze Medallion Lifesaving Techniques Video Clips and Signals Chart
- Other resources may include Learner Guides, Assessment Portfolios

Clubs and Chief Training Officers have access to all the necessary resources via the [SLSA Members Area – Library](#).

LEARNING OUTCOMES

- Safety and Wellbeing
- Contribute to the management of work health and safety (WHS)
- Follow workplace procedures for hazard identification and risk control
- Surf Awareness and Skills
- Describe surfing and environmental conditions and hazards
- Recognise appropriate beach types, conditions and areas in the surf zone for bathing:
- Demonstrate surf skills
- The Human Body
- Resuscitation
- Defibrillation and basic oxygen techniques
- First Aid
- Communication
- Radio Operations
- Rescue Techniques
- Carries and Support
- Beach Management

WHO CAN TRAIN?

- Training Officer Bronze Medallion; OR
- Facilitator Bronze Medallion (currently endorsed as per state requirements)

WHO CAN ASSESS?

- Assessor Bronze Medallion; OR
- Facilitator Bronze Medallion (currently endorsed as per state requirements)

ASSESSMENT

- Assessment is through demonstration, presentation and application of all elements of competency in the workplace.
- Assessments must be completed in a similar environment to where patrol activities will be undertaken. Participants will be required to complete activities that may include role-plays, oral and written questioning, practical demonstrations and performing scenarios.
- Also includes Learning Theory and Assessment Theory questions (these can be completed online (preferred) or via hard copy).

SKILLS MAINTENANCE / PROFICIENCY REQUIREMENTS

- For this award (Bronze Medallion) to remain current, candidates must perform an annual skills maintenance activity at a Queensland Club between 1 July and 31 December of each year.
- Please note that if you gain your award after 1 July then you are not required to attend a proficiency until the following year.
- Members should contact their club and/or Branch for proficiency dates in their region.
- Please note that it is recommended that Queensland members do not attend a proficiency outside of the state. Those that do, will require written pre-approval from their Branch Director of Lifesaving. Upon returning to Queensland, members will be required to complete any additional Queensland requirements before patrolling in Queensland.

ONLINE LEARNING OPTIONS

Members can complete both of their learning and assessment theory sections in conjunction with the practical training via the SLSA Members Area:

1. SLSA MEMBERS AREA ACCOUNT

Members need to ensure they have a SLSA Members Area account

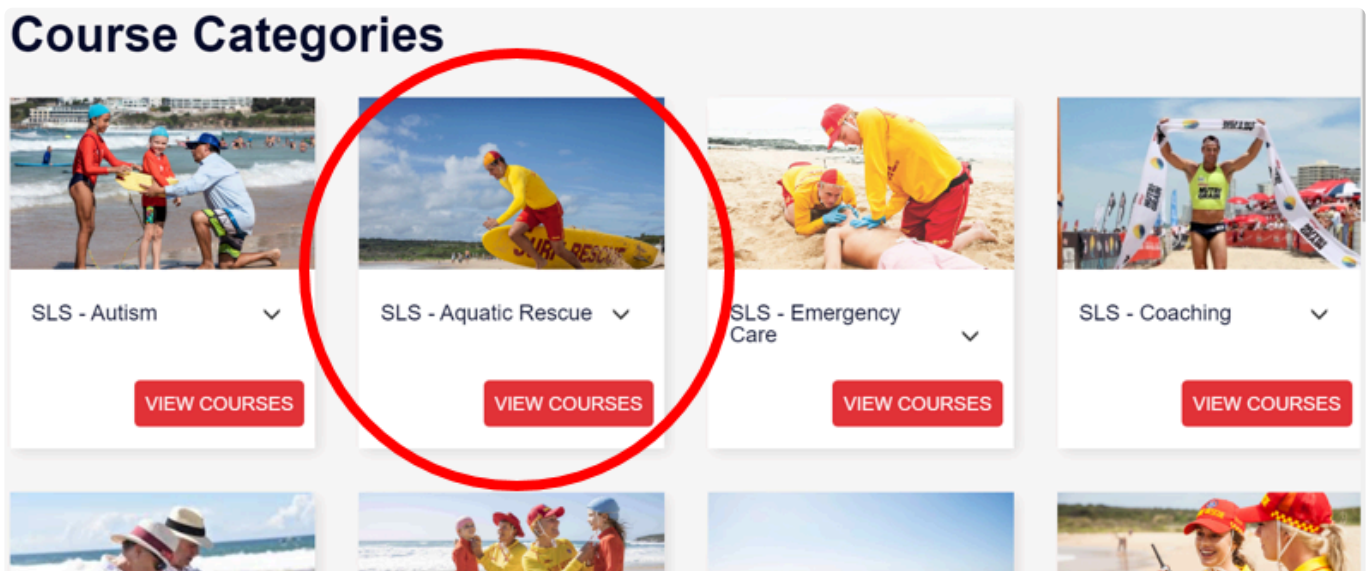
<https://portal.sls.com.au>

2. FIND ON-LINE COURSE

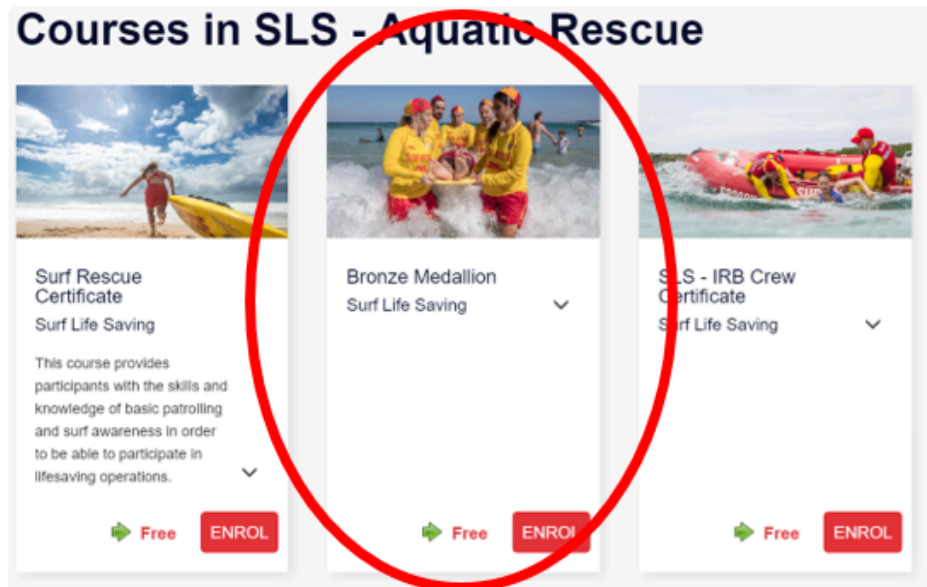
- Select “eLearning” on the sub menu; and
- Ensure your State is set to “QLD” and then select “Login into E-Learning”.

3. ENROL IN COURSE

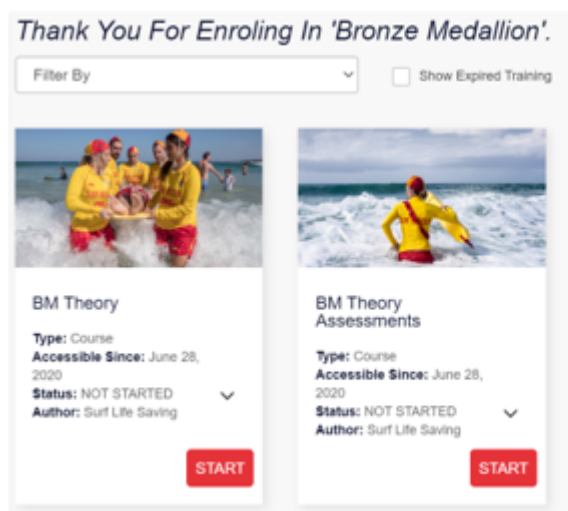
- Select “Training Library” from the menu on the left;
- From the Course Categories, under **SLS – Aquatic Rescue**, select “View Courses”



- Under Bronze Medallion, select “Enrol”



- Now both the online Learning modules and online Theory Assessment modules are ready to be completed



4. COMPLETE COURSE

The online learning modules will compliment the face to face training you will receive from your Trainer.

As you complete each of the online learning (BM Theory) modules, you will receive badges and medals. Once you have completed the course you will download a Certificate of Completion.

You **MUST** print this and take with you and hand to your Trainer.

Your Certificate of Completion will look like this:

Your Certificate of Completion will look like this:



5. COMPLETE ASSESSMENT PORTFOLIO

Your club/trainer should provide you with an Assessment Portfolio – this will include the following items

Refer to Training Course Report for all requirements and versions – [Click Here](#)

- Candidate details (including your signature)
- Induction Checklist (to be signed by the trainer)
- Incident Report Form (your trainer will give you a scenario and you must complete the form)
- Assessment Tasks 2-12 (these will be completed by your trainer and/or assessor throughout the course and on assessment day)
- Risk Assessment Form (Assessment Task 13)

SURF RESCUE CERTIFICATE

COURSE SUMMARY

The aim of this course is to provide participants with the skills and knowledge of basic patrolling and surf awareness in order to be able to participate in lifesaving operations. This course is the minimum water safety qualification for Junior Activity supervision.

UNIT/S OF COMPETENCY

- PUASAR012 Apply surf awareness and self-rescue skills
- PUAOPE013 Operate communications systems and equipment
- PUASAR013 Participate in an aquatic rescue operation
- HLTAID009 Provide cardiopulmonary resuscitation

ENTRY REQUIREMENTS

Candidates must meet ALL of the following conditions:

- be at least 13 years of age on the date of final assessment
- complete an unaided swim, with an overarm stroke (goggles/masks permitted) of 200 metres in five (5) minutes or less, in a swimming pool of not less than 25 metres. This will be observed prior to the candidate undertaking any water training or assessment activities. Pool swim can be observed by a qualified Training Officer Bronze Medallion, Assessor Bronze Medallion or ASCTA/AUSTSWIM Swim Coach (or the like). Evidence of the pool swim (and the qualification of the person observing the pool swim if outside of SLSQ) must be provided to the Trainer on the appropriate form/s prior to commencement of any water training activities for this qualification.

WHO CAN TRAIN?

- Training Officer Bronze Medallion, OR
- Training Officer Surf Rescue, OR
- Facilitator Bronze Medallion, OR
- Facilitator Surf Rescue Certificate (currently endorsed as per state requirements)

LEARNING RESOURCES

- 35th Edition Revised Public Safety and Aquatic Rescue Training Manual
- Surf Rescue PowerPoint
- Surf Rescue Certificate Assessment Portfolio

LEARNING OUTCOMES

- Safety and Wellbeing
- Contribute to the management of work health and safety (WHS)
- Follow workplace procedures for hazard identification and risk control
- Surf Awareness and Skills
- Demonstrate surf skills
- The Human Body

- Resuscitation
- First Aid
- Identify basic patient management techniques
- Communications
- Communicate in the workplace:
- Rescue Techniques
- Beach Management

WHO CAN ASSESS?

- Assessor Surf Rescue
- Assessor Bronze Medallion, OR
- Facilitator Bronze Medallion (currently endorsed as per state requirements)

ASSESSMENT

- Assessment is through demonstration, presentation and application of all elements of competency in the workplace. Participants will be required to complete activities that may include role-plays, oral and written questioning, practical demonstrations and performing scenarios.

COMPLETE ASSESSMENT PORTFOLIO

Your club/trainer should provide you with an Assessment Portfolio – this will include the following items
Refer to Training Course Report for all requirements and versions – [Click Here](#)

- Candidate details (including your signature)
- Induction Checklist (to be signed by the trainer)
- Incident Report Form (your trainer will give you a scenario and you must complete the form)
- Risk Assessment Form
- Assessment Tasks 2-7 (these will be completed by your trainer and/or assessor throughout the course and on assessment day)

SKILLS MAINTENANCE/ PROFICIENCY REQUIREMENTS

- For this award to remain current candidates must perform an annual skills maintenance activity at a Queensland Club between 01 July and 31 December of each year.
- Please note that if you gain your award after 01 July then you are not required to attend a proficiency until the following year
- Members to contact clubs and/or Branch relative to proficient dates in their region
- Please note that QLD members are not permitted to attend proficiency outside the state

RADIO OPERATORS CERTIFICATE

COURSE SUMMARY

The aim of this course is to provide participants with the skills and knowledge to operate communications systems and equipment in surf lifesaving operations.

UNIT/S OF COMPETENCY

PUAOPE013 – Operate Communications System and Equipment

PRE-REQUISITES

Candidates must be at least 13 years of age on the date of final assessment

WHO CAN TRAIN?

- Training Officer Bronze Medallion, OR
- Facilitator Bronze Medallion

LEARNING RESOURCES

- 35th Edition Revised Edition Public Safety and Aquatic Rescue Manual
- Radio Operators Certificate Learner Guide
- Radio Operators Certificate Delivery and Assessment Guide
- Radio Operators Certificate PowerPoint Presentation

LEARNING OUTCOMES

- Use communication systems and equipment
- Transmit and receive communications
- Maintain communications equipment

WHO CAN ASSESS?

- Assessor Bronze Medallion, OR
- Facilitator Bronze Medallion (currently endorsed as per state requirements)

ASSESSMENT

- Assessment is through demonstration, presentation and application of all elements of competency in the workplace.
- Participants will be required to complete activities that may include role-plays, oral and written questioning, practical demonstrations and performing scenarios.

SKILLS MAINTENANCE/PROFICIENCY REQUIREMENTS

- For this award to remain current candidates must perform an annual skills maintenance activity at a Queensland Club between 01 July and 31 December of each year.
- Please note that if you gain your award after 01 July then you are not required to attend a

proficiency until the following year

- Members to contact clubs and/or Branch relative to proficient dates in their region
- Please note that QLD members are not permitted to attend proficiency outside the state

IRB CREWMAN CERTIFICATE

COURSE SUMMARY

The aim of this course is to provide participants with the skills and knowledge to effectively crew an Inflatable Rescue Boat (IRB) in surf rescue operations.

UNIT/S OF COMPETENCY

- PUASAR015 Crew small powercraft in a rescue operation.
This unit is part of the PUA31312 Certificate III in Public Safety (Aquatic Search and Rescue).

PRE-REQUISITES

Candidates must meet ALL of the following conditions:

- be at least 15 years of age on the date of final assessment
- be currently proficient in Bronze Medallion/Cert II

WHO CAN TRAIN?

- Training Officer IRB, OR
- Facilitator IRB (currently endorsed as per state requirements)

NATIONAL LEARNING RESOURCES

- Powercraft Training Manual 8th Edition
- IRB Crewperson Certificate Learner Guide
- IRB Crewperson Certificate Delivery and Assessment Guide
- IRB Crewperson Certificate PowerPoint

LEARNING OUTCOMES

- Understand the roles and responsibilities of an IRB Crewperson
- Crew an IRB
- Maintain an IRB

WHO CAN ASSESS?

- Assessor IRB, OR
- Facilitator IRB (currently endorsed as per state requirements)

ASSESSMENT

Refer to Training Course Report for all requirements and versions – [Click Here](#)

- Assessment is through demonstration, presentation and application of all elements of competency in the workplace. Participants will be required to complete activities that may include role-plays, oral and written questioning, practical demonstrations and performing scenarios.

SKILLS MAINTENANCE/PROFICIENCY REQUIREMENTS

- For this award to remain current candidates must perform an annual skills maintenance activity at a Queensland Club between 01 July and 31 December of each year.
- Please note that if you gain your award after 01 July then you are not required to attend a proficiency until the following year
- Members to contact clubs and/or Branch relative to proficient dates in their region
- Please note that QLD members are not permitted to attend proficiency outside the state

SILVER MEDALLION IRB DRIVERS

COURSE SUMMARY

The aim of this course is to provide participants with the skills and knowledge to effectively drive and manage an Inflatable Rescue Boat (IRB) in surf rescue operations.

UNIT/S OF COMPETENCY

- PUAEQU001 Prepare, maintain and test response equipment
 - PUASAR014 Operate and maintain a small powercraft and motor for rescue operations
- These units are also part of the nationally recognised qualification PUA31312 Certificate III in Public Safety (Aquatic Search and Rescue)*

PRE-REQUISITES

Candidates must meet ALL of the following conditions:

- be at least 16 years of age to commence training
- be at least 17 years of age on the date of final assessment
- hold and be currently proficient in Bronze Medallion and IRB Crewperson Certificate
- hold a current QLD marine license.

WHO CAN TRAIN?

- Training Officer IRB, OR
- Facilitator IRB (currently endorsed as per state requirements)

NATIONAL LEARNING RESOURCES

- Powercraft Training Manual 8th Edition
- Silver Medallion IRB Driver Learner Guide
- Silver Medallion IRB Driver Delivery and Assessment Guide
- Silver Medallion IRB Driver PowerPoint

LEARNING OUTCOMES

- Understand the roles and responsibilities of an IRB Driver, including:
- Drive an IRB
- Perform rescues in an IRB as a Driver
- Prepare and maintain an IRB motor

WHO CAN ASSESS?

- Assessor Silver Medallion IRB Driver, OR
- Facilitator Silver Medallion IRB Driver (currently endorsed as per state requirements)

ASSESSMENT

Refer to Training Course Report for all requirements and versions – [Click Here](#)

- Assessment is through demonstration, presentation and application of all elements of competency in the workplace. Participants will be required to complete activities that may include role-plays, oral and written questioning, practical demonstrations and performing scenarios.

SKILLS MAINTENANCE/PROFICIENCY REQUIREMENTS

- For this award to remain current candidates must perform an annual skills maintenance activity at a Queensland Club between 01 July and 31 December of each year.
- Please note that if you gain your award after 01 July then you are not required to attend a proficiency until the following year
- Members to contact clubs and/or Branch relative to proficient dates in their region
- Please note that QLD members are not permitted to attend proficiency outside the state

QLD 4WD INDUCTION

COURSE SUMMARY

This course has been developed to educate Surf Life Saving Members on the safe operations of operating a 4WD vehicle in the beach environment. All members that operate a 4WD vehicle must obtain this award prior.

All clubs : Please seek advise from your Lifesaving Services Coordinator in relation to required permission from your local council to hold vehicle inductions (Note: we are aware that some Councils do require permission).

COURSE OUTCOMES

- Risk factors and safety considerations
- Fundamentals of 4WD vehicles – systems, preparation & maintenance
- Sand driving techniques, strategies and extraction or recovery methods
- Trailer towing in sand, reversing and boat launching
- Practical competencies in 4WD use.

UNIT/S OF COMPETENCY

This award is currently not aligned to any nationally recognised units of competency.

PRE-REQUISITES

All candidates presented for this course must

- Must be minimum 17 years of age at date of assessment
- Must hold a current state driver's license relevant to vehicle transmission
- The license must not be expired, suspended or cancelled.
- The license can be provisional or open – NOT LEARNER
- Provisional license holders should be aware of any towing restrictions

FOOTWEAR

- It is advisable but not compulsory for candidates to be wearing firm footwear when undertaking training and assessment in this induction, but it is likely that in most circumstances of operation, operators will not be using footwear due to the sandy conditions and this is acceptable under normal operations.

EQUIPMENT FOR ASSESSMENT

- 4WD vehicle equipped for use as a mobile patrol vehicle
- Loaded Trailer as in normal operations
- Warning / visibility Cones
- Max Trax extraction Ladders
- Snatch Strap and shackles
- Sun Safe Clothing and suitable Footwear

- COURSE RESOURCES*
- Surf Life Saving Queensland – 4WD PowerPoint Presentation
- Surf Life Saving Queensland – 4WD Code of Conduct
- Surf Life Saving Queensland – 4WD Vehicle Induction Workbook

WHO CAN TRAIN/ASSESS?

In Surf Life Saving Queensland, the following people can conduct a 4WD Induction course:

1. Hold the QLD 4WD Induction Training Officer award OR
2. Hold the Training Officer award and the 4WD induction award.

ASSESSMENT

- Assessment is through demonstration, presentation and application of all elements of competency in the workplace.

SKILLS MAINTENANCE/PROFICIENCY REQUIREMENTS

- No annual Skills Maintenance check is required for this award.
- The 4WD Operator Induction Award will remain current as long as the pre-requisites mentioned above remain current.

QLD TRACTOR INDUCTION

COURSE SUMMARY

This course has been developed to educate Surf Life Saving Members on the safe operations of operating a tractor in the beach environment. All members that operate a tractor must obtain this award prior.

All clubs : Please seek advise from your Lifesaving Services Coordinator in relation to required permission from your local council to hold vehicle inductions (Note: we are aware that some Councils do require permission).

UNIT/S OF COMPETENCY

This award is currently not aligned to any nationally recognised units of competency.

PRE-REQUISITES

- For vehicles under 4.5 tonnes an open licence is required relevant to the transmission type for the vehicle.
- Vehicles over 4.5 tonnes require a specific grade of licence.
- All candidates will need to comply with the Qld Transport licencing requirements for the vehicle you are using.

Refer to 2WD & 4WD Induction Workbook

COURSE OUTCOMES

- Risk factors and Safety considerations.
- Fundamentals of Tractors – Systems – Preparation and Maintenance.
- Sand Driving techniques, Strategies and extraction methods.
- Trailer towing, reversing, boat launching.

FOOTWEAR

- It is advisable for candidates to wear firm footwear when undertaking training and assessment in this induction. It is likely that in most circumstances of operation, operators will not be using footwear due to the sandy conditions and this is acceptable under normal operations.

EQUIPMENT FOR ASSESSMENT

- Tractor
- Loaded Trailer as in normal operations
- Warning / visibility Cones / Training area signs
- Snatch Strap and/or Chain
- PATROL shirt or VISY vest and suitable Footwear if necessary

WHO CAN TRAIN/ASSESS?

In Surf Life Saving Queensland, the following people can conduct a QLD Tractor Induction course:

1. QLD Training Officer Tractor Induction
2. Endorsed Delegate – QLD Tractor Induction.

COURSE RESOURCES

- Surf Life Saving Queensland – Tractor Course Presenters Manual
- Surf Life Saving Queensland – Tractor Induction Learner Guide

ASSESSMENT REQUIREMENTS

- Assessment is through demonstration, presentation and application of all elements of competency in the workplace.

PROCESS FOR SKILLS MAINTENANCE

- No annual Skills Maintenance check is required for this award.
- The Tractor Operator Induction Award will remain current as long as the pre-requisites mentioned above remain current.

QLD SSV OPERATOR INDUCTION

COURSE SUMMARY

This course has been developed to educate Surf Life Saving Members on the safe operations of operating an All Terrain vehicle in the beach environment. All members that operate an ATV vehicle must obtain this award prior.

All clubs : Please seek advise from your Lifesaving Services Coordinator in relation to required permission from your local council to hold vehicle inductions (Note: we are aware that some Councils do require permission)..

UNIT/S OF COMPETENCY

This award is currently not aligned to any nationally recognised units of competency.

NOTE: When raising course paperwork please ensure you raise:

- QLD SSV OPERATOR INDUCTION

DO NOT raise the award as any of the following:

- SSV Operator
- SSV Operator Induction
- ATV Operator Certificate
- ATV Operator Induction

PRE-REQUISITES

- Must be minimum 17 years of age at date of assessment
- Must hold a current state driver's license
- The license must not be expired, suspended or cancelled.
- The license can be provisional or open – NOT LEARNER
- Provisional license holders should be aware of any towing restrictions

COURSE OUTCOMES

- Familiarisation with the SSV used at your location
- Familiarisation of your local SSV manufacturer's guidelines
- Knowledge of SLSQ SSV Standard Operating Procedure (As per SLSQ Patrol Operations Manual – Section LS 0018
- Demonstration by each candidate that they can operate the SSV according to SLSQ standards and requirements
- This should be completed with each candidate demonstrating tasks as listed on the observation checklist – SLSA SSV Operator Induction Checklist v1 Nov 2017 (Found on SLS Members Area Library)

FOOTWEAR

- It is advisable for candidates to be wearing firm footwear when undertaking training and assessment in this induction. It is likely that in most circumstances of operation, operators will not be using footwear due to the sandy conditions and this is acceptable under normal operations.

EQUIPMENT FOR ASSESSMENT

- All Terrain Vehicle
- Loaded Trailer as in normal operations
- Warning / visibility Cones / Training area signs
- Snatch Strap and/or Chain
- PATROL shirt or VISY vest and suitable Footwear if necessary

WHO CAN TRAIN/ASSESS

- Hold the Endorsed Delegate – QLD SSV Operator award
- Endorsed Delegate – QLD SSV Operator members must be re-endorsed annually, using the [SLSQ Endorsed Delegate SSV Tractor Form](#) located on the SLSQ App

COURSE RESOURCES

- SLSQ Patrol Operations Manual – Section LS 0018 – Vehicle Operation
- SLSA SSV Operator Induction Checklist v1 Nov 2017 (Found on SLS Members Area Library)

PRACTICAL DEMONSTRATION

It is up to the Endorsed Delegate – QLD SSV Operator Trainer to develop practical tasks that allow each candidate to demonstrate the practical components listed on the Observation Checklist.

NOTE: The Endorsed Delegate – QLD SSV Operator Trainer MUST only sign the Individual Observation Checklist stating a person is Competent to operate an SSV AFTER physically witnessing each candidate operate the SSV safely according to SLSQ Standards and the tasks stated on the Individual Observation Checklist.

OBSERVERS COURSE

COURSE SUMMARY

The aim of the Observers course is to develop your knowledge of surf awareness and skills which will enable you to be able to read the surf, identify potential risks and hazards in the surf and identify persons in difficulty in the surf.

UNIT/S OF COMPETENCY

- This award is currently not aligned to any nationally recognised units of competency.

PREREQUISITES

- Financial Club Member
- Minimum of 13 years of age on the date of final assessment

COURSE OUTCOMES

By the end of this course, you will be should be able to:

- Describe surfing and environmental conditions and hazards
- Communicate using signals

LEARNING RESOURCES

- Signal Flags
- Access to Public Safety and Aquatic Rescue 35th Edition Training Manual
- SLSQ Patrol Operations Manual (available on SLSQ APP or hard copy at your club)
- Observers Assessment Portfolio and PowerPoint

WHO CAN TRAIN & ASSESS

- Trainer Bronze Medallion or Assessor Bronze Medallion

ASSESSMENTS

- Assessment is through completion of Assessment Task 1 – Written Questions or Online
- Assessment is through completion of Assessment Task 2 – Practical demonstration of signals

SKILLS MAINTENANCE/PROFICIENCY REQUIREMENTS

- For this award to remain current candidates must perform an annual skills maintenance activity at a Queensland Club between 01 July and 31 December of each year.
- Please note that if you gain your award after 01 July then you are not required to attend a proficiency until the following year
- Members to contact clubs and/or Branch relative to proficient dates in their region
- Please note that QLD members are not permitted to attend proficiency outside the state

SILVER MEDALLION BEACH MANAGEMENT

This course can only be delivered and/or coordinated at a Branch level. CTO's may request a course by contacting the Member Education coordinator.

COURSE SUMMARY

This course is intended to prepare you for an entry-level beach management role within a lifesaving service. The course is aimed at first-time patrol captains and senior lifeguards.

UNITS OF COMPETENCY

- PUAOPE027 Undertake beach safety management activities

PREREQUISITES

To commence training for the Silver Medallion Beach Management course you must meet the following course prerequisites:

- be at least 17 years of age on the date of final assessment
- hold the Bronze Medallion award AND the Certificate II in Public Safety (Aquatic Rescue)
- be proficient in ONE of the following:
 - Bronze Medallion
 - First Aid
 - Radio Operator
 - Advanced Resuscitation Techniques

COURSE OUTCOMES

- act as a team leader as required
- undertake work activities and accept responsibilities
- set performance requirements and maintain team performance
- contribute to team outcomes and support team cohesion
- participate in a work team and communicate with management
- prepare for beach surveillance and rescue
- undertake preventive actions
- complete beach surveillance and rescue recovery requirements
- respond to casualties in distress.

WHO CAN TRAIN and ASSESS?

- Facilitator Silver Medallion Beach Management

ASSESSMENT

Refer to Training Course Report for all requirements and versions – [Click Here](#)

- Assessment is through demonstration, presentation and application of all elements of competency in the workplace. Participants will be required to complete activities that may include role-plays, oral and written questioning, practical demonstrations and performing scenarios.

SKILLS MAINTENANCE/PROFICIENCY REQUIREMENTS

- There is no annual skills maintenance requirement for this award. The award will remain current provided all the pre-requisites as above remain current.

GOLD MEDALLION (ADVANCED LIFE SAVING)

This course can only be delivered and/or coordinated at a Branch level. CTO's may request a course by contacting the Member Education coordinator.

COURSE SUMMARY

The aim of this course is to provide participants with advanced skills and knowledge to manage emergency situations in autonomous situations.

UNITS OF COMPETENCY

This award is currently not aligned to any nationally recognised units of competency.

PREREQUISITES

To participate in assessment for the Gold Medallion award you must meet the following course prerequisites:

- Participants must be a minimum of 17 years of age on the date of final assessment.
- Participants must meet the following SLSA requirements:
 - Hold a current SLSA Bronze Medallion/Certificate II in Public Safety (Aquatic Rescue)
 - Hold a current Advanced Resuscitation Techniques Certificate
 - Hold a current First Aid Certificate
 - Hold a current Silver Medallion Beach Management
- Complete an 800 metre swim in 14 minutes or less in a swimming pool no less than 25 metres

COURSE OUTCOMES

- Perform Complex Patient Rescue and Support, Aided and Unaided by Equipment
 - Select appropriate rescue equipment
 - Access and manage the patient's levels of distress
 - Support and return patients to shore
 - Perform a one-person drag technique and patient lay
- Perform Surf Skill and Fitness Test
 - Complete a 400 metre swim, 800 metre run, 400 metre board paddle and 800 metre run in 25 minutes
 - Complete tube rescue of patient 100 metres out at sea and return (flippers optional)
 - Complete board rescue of patient 200 metres out at sea and return
- Work Autonomously
 - Plan and undertake work activities
 - Accept responsibilities
 - Set performance requirements
 - Maintain team performance

WHO CAN TRAIN and ASSESS?

- Contact your Branch or education@lifesaving.com.au for further details

ASSESSMENT

- Assessment is through demonstration, presentation and application of all elements of competency as per the course outcomes. Participants will be required to complete activities that may include role-plays, oral and written questioning, practical demonstrations and performing scenarios.

SKILLS MAINTENANCE/PROFICIENCY REQUIREMENTS

- For this award to remain current candidates must perform an annual skills maintenance activity at a Queensland Club between 01 July and 31 December of each year.
- Please note that if you gain your award after 01 July then you are not required to attend a proficiency until the following year
- Members to contact clubs and/or Branch relative to proficient dates in their region
- Please note that QLD members are not permitted to attend proficiency outside the state

MARINE STINGER AWARD (Northern Clubs only)

Information on the Marine Stringer Award is currently being updated and will available once the details have been approved.

EMERGENCY CARE TRAINING

SECTION: TOM05 – EMERGENCY CARE TRAINING



EMERGENCY CARE TRAINING DELIVERY BY SLSQ

SLSQ's vision is to provide professional and efficient emergency care training to all active patrolling members.

In order to achieve this vision the Surf Life Saving Queensland Education, Surf Lifesaving Queensland's RTO, coordinates and facilitates all Emergency Care training to club members since 1 November 2014.

WHAT ARE THE BENEFITS TO CLUBS AND MEMBERS?

- Standardised training throughout the state
- No administration and paperwork at a club or branch level
- Faster turnaround of certificates
- No cost to clubs or members
- Ensured compliance as a Registered Training Organisation
- Established pathways for members to become professional facilitators
- **Mentoring program for club members who wish to become professional facilitators**

WHAT COURSES ARE AVAILABLE?

WHAT COURSES ARE AVAILABLE?

SLSA Award	Unit of Competency (UOC)	UOC Name
Resuscitation	HLTAID009	Provide cardiopulmonary resuscitation
First Aid	HLTAID011	Provide First Aid
Advanced Resuscitation Techniques	HLTAID015	Provide advanced resuscitation and oxygen therapy

BOOKING A COURSE

HOW TO BOOK A COURSE FOR YOUR CLUB



Emergency Care Training Enrolment Flowchart

21 days prior



7 days prior



Prior to course



ECT course
delivery

Club to complete ECT booking Jot form. Please find the links for ECT booking Jot forms below.

Club to email completed ECT Enrolment form to emergencycaretraining@lifesaving.com.au
Maximum of 16 candidates unless otherwise approved

Surfguard records show the candidate:

- ✓ Registered for current season
- ✓ Candidate has a USI
- ✓ 14+ years - for First Aid/ CPR
- ✓ 15+ years - for ART
- ✓ 18+ years - holds a blue card/exemption

Recent patrolling history

OR

Currently enrolled in either:

- ✓ SRC
- ✓ Bronze Medallion
- ✓ Observers

Yes

No

ALAQ emails CTO confirmation of eligibility for QFES funding for each candidate

If candidate is not eligible for QFES funding

#Note:

A change in candidates before a course may not allow a thorough check of the QFES eligibility criteria. If there is any dispute, the member's Club will be invoiced:

- Candidates who attend without RSVPing will be subject to the above checks on receipt of course paperwork
- Awards will not be processed until payment of invoice is received
- The processing of awards may be held up if course paperwork is not completed in full

Club will be invoiced \$50 for candidate to attend

KEY

ALAQ: Australian Lifesaving Academy Queensland

ECT: Emergency Care Training

QFES: Queensland Fire & Emergency Services Funding

ECT booking Jot form – [Click Here](#)

7 Days in advance complete and submit

SLSQ ECT Enrolment Form – [Click Here](#)

Note. Clubs **MUST** check that all listed candidates have a valid blue card, are financial members, have completed patrol hours this season and have a USI listed in Surfguard prior to emailing the form. If a member has not completed patrol hours, they must be currently enrolled in an SRC, BM or Observers course. As per the Emergency Care Training Enrolment Flowchart (above), clubs will be charged \$50 per candidate if they do not meet these requirements.

***If you need to make any changes to the course i.e start time, dates etc, please send those through via email, don't submit another JotForm.

HOW TO BOOK A COURSE FOR AN INDIVIDUAL

Registered Members of clubs can book a course through the SLSQ Education Booking site <https://lifesaving.com.au/courses> or contact your CTO

COURSE INFORMATION: PROVIDE CARDIOPULMONARY RESUSCITATION

COURSE SUMMARY

The Cardiopulmonary Resuscitation (CPR) course enables participants to acquire the skills and knowledge to perform CPR in line with the Australian Resuscitation Council (ARC) Guidelines. The course applies to all individuals or workers who may be required to provide CPR in a range of situations, including community and workplace settings

UNIT/S OF COMPETENCY

- HLTAID009 – Provide cardiopulmonary resuscitation

SLSA AWARD

- Resuscitation

ENTRY REQUIREMENTS

- Minimum Age 13 (Must hold a Proficient Surf Rescue Certificate)
- Financial member (who holds appropriate Blue Card if over 18 years of age)
- Must hold a proficient Surf Rescue Certificate (or higher) OR be enrolled to complete Surf Rescue Certificate (or higher award)

LEARNING RESOURCES

- SLSQ Education CPR Assessment Portfolio

LEARNING OUTCOMES

Recognise an emergency situation

- Identify, assess and minimise immediate hazards to health and safety of self and others
- Assess the casualty and recognise the need for CPR
- Seek assistance from emergency response services
- Perform CPR procedures

Perform CPR procedures

- Perform CPR
- Display respectful behaviour towards casualty
- Operate automated external defibrillator (AED) according to manufacturer's instructions

Communicate details of the incident

- Accurately convey incident details to emergency response services
- Report details of incident to workplace supervisor as appropriate
- Maintain confidentiality of records and information in line with statutory and/or organisational

policies

WHO CAN TRAIN

- SLSQ Education Endorsed Emergency Care Trainer or Facilitator

WHO CAN ASSESS

- SLSQ Education Endorsed Emergency Care Facilitator

ASSESSMENT

- Assessment is through demonstration, presentation and application of all elements of competency in the workplace.
- Participants will be required to complete activities that may include role-plays, oral and written questioning, practical demonstrations and performing scenarios.

SKILLS MAINTENANCE/ PROFICIENCY REQUIREMENTS

- For this award (Resuscitation [AID]) to remain current, candidates must perform an annual skills maintenance activity at a Queensland Club between 1 July and 31 December of each year.
- Please note that if you gain your award after 1 July then you are not required to attend a proficiency until the following year.
- Members should contact their club and/or Branch for proficiency dates in their region.
- Please note that it is recommended that Queensland members do not attend a proficiency outside of the state. Those that do, will require written pre-approval from their Branch Director of Lifesaving. Upon returning to Queensland, members will be required to complete any additional Queensland requirements before patrolling in Queensland.
- Members who wish to renew the Unit of Competency must do so every 12 months through a Registered Training Organisation including SLSQ Education- Courses & Training (the Unit of Competency cannot be renewed at club Skills Maintenance days).

COURSE INFORMATION: PROVIDE FIRST AID

COURSE SUMMARY

Provide First Aid aims to develop the knowledge and skills for a person to manage emergency first aid situations and deliver competent emergency care until the arrival of professional medical support. The course includes CPR.

UNIT/S OF COMPETENCY

- HLTAID009 – Provide cardiopulmonary resuscitation
- HLTAID011 – Provide First Aid

SLSA AWARD

- First Aid
- Resuscitation

ENTRY REQUIREMENTS

- Minimum age 14
- Financial member (who holds appropriate Blue Card if over 18 years of age)
- Be an active patrolling member OR be enrolled in course to patrol (Observers/SRC/Bronze)^

LEARNING RESOURCES

- SLSQ Education Provide First Aid Assessment Portfolio
- SLSQ Education First Aid Manual

LEARNING OUTCOMES

Respond in an emergency situation

- Recognise an emergency situation
- Identify, assess and manage immediate hazards to health and safety of self and others
- Assess the casualty and recognise the need for first aid response
- Assess the situation and seek assistance from emergency response services where required

Apply appropriate first aid procedures

- Perform cardiopulmonary resuscitation (CPR)
- Provide first aid in accordance with established first aid principles
- Display respectful behaviour towards casualty
- Obtain consent from casualty where possible
- Use available resources and equipment to make the casualty as comfortable as possible
- Operate first aid equipment according to manufacturer's instructions
- Monitor the casualty's condition and respond in accordance with first aid principles

Communicate details of the incident

- Accurately convey incident details to emergency response services
- Report details of incident to workplace supervisor as appropriate
- Maintain confidentiality of records and information in line with statutory and/or organisational policies

Evaluate own performance

- Recognise the possible psychological impacts on self and other rescuers involved in critical incidents
- Participate in debriefing to address individual needs

WHO CAN TRAIN

- SLSQ Education Endorsed Emergency Care Trainer or Facilitator

WHO CAN ASSESS

- SLSQ Education Endorsed Emergency Care Trainer or Facilitator

ASSESSMENT

- Assessment is through demonstration, presentation and application of all elements of competency in the workplace.
- Participants will be required to complete activities that may include role-plays, oral and written questioning, practical demonstrations and performing scenarios.

SKILLS MAINTENANCE/ PROFICIENCY REQUIREMENTS

- This award is current for three (3) years and must be renewed through a Registered Training Organisation (RTO) including the SLSQ Education – Courses & Training.
- For this award (Resuscitation [AID]) to remain current, candidates must perform an annual skills maintenance activity at a Queensland Club between 1 July and 31 December of each year. See Skills Maintenance/Proficiency Requirements in the “Course Information: Cardiopulmonary Resuscitation” section for more details.
- Please note that if you gain your award after 1 July then you are not required to attend a proficiency until the following year.
- Members should contact their club and/or Branch for proficiency dates in their region.
- Please note that it is recommended that Queensland members do not attend a proficiency outside of the state. Those that do, will require written pre-approval from their Branch Director of Lifesaving. Upon returning to Queensland, members will be required to complete any additional Queensland requirements before patrolling in Queensland.
- Members who wish to renew the Unit of Competency must do so every 12 months through a Registered Training Organisation including SLSQ Education- Courses & Training. (the Unit of Competency cannot be renewed at club Skills Maintenance days).

^For members to be eligible for QFES funding (ie free course). If members do not meet this Entry

Requirement, a fee will be payable in order to complete the course.

COURSE INFORMATION: ADVANCED RESUSCITATION TECHNIQUES CERTIFICATE

COURSE SUMMARY

Advanced Resuscitation aims to provide participants with the necessary skills, knowledge and applications to use advanced resuscitation techniques. It is specifically designed for individuals wishing to safely administer oxygen by facemask or mechanical resuscitator to a breathing or non- breathing casualty.

UNIT/S OF COMPETENCY

- HLTAID009 – Provide cardiopulmonary resuscitation
- HLTAID015 – Provide advanced resuscitation and oxygen therapy

SLSA AWARD

- Advanced Resuscitation Techniques

ENTRY REQUIREMENTS

- Minimum Age 15
- Financial member (who holds appropriate Blue Card if over 18 years of age)
- Hold First Aid (HLTAID011) and be actively patrolling ^

LEARNING RESOURCES

- SLSQ Education Advanced Resuscitation Techniques Assessment Portfolio

LEARNING OUTCOMES

Respond to an emergency situation

- Recognise an emergency situation
- Identify, assess and manage immediate hazards to health and safety of self and others
- Assess the casualty and recognise the need for advanced resuscitation response
- Assess the situation and seek assistance from emergency response services where required

Perform advanced resuscitation

- Perform cardiopulmonary resuscitation (CPR)
- Provide supplemental oxygen
- Display respectful behaviour towards casualty
- Obtain consent from casualty where possible
- Use available resources and equipment to make the casualty as comfortable as possible
- Monitor casualty condition and rectify issues preventing adequate treatment

Communicate details of the incident

- Accurately convey incident details to emergency response services
- Report details of incident in line with organisational policies
- Maintain confidentiality of records and information in line with statutory and/or organisational policies

Evaluate the incident

- Recognise the possible psychological impacts on self and other rescuers involved in critical incidents
- Participate in debriefing to address individual needs
- Check, maintain and clean equipment ready for future use

WHO CAN TRAIN

- SLSQ Education Endorsed Emergency Care Trainer or Facilitator

WHO CAN ASSESS

- SLSQ Education Endorsed Emergency Care Trainer or Facilitator

ASSESSMENT

- Assessment is through demonstration, presentation and application of all elements of competency in the workplace.
- Participants will be required to complete activities that may include role-plays, oral and written questioning, practical demonstrations and performing scenarios.

SKILLS MAINTENANCE/ PROFICIENCY REQUIREMENTS

- For this award (Advanced Resuscitation Techniques [AID]) to remain current, candidates must perform an annual skills maintenance activity at a Queensland Club between 1 July and 31 December of each year.
- For this award (Resuscitation [AID]) to remain current, candidates must perform an annual skills maintenance activity at a Queensland Club between 1 July and 31 December of each year.
- Please note that if you gain your award after 1 July then you are not required to attend a proficiency until the following year.
- Members should contact their club and/or Branch for proficiency dates in their region.
- Please note that it is recommended that Queensland members do not attend a proficiency outside of the state. Those that do, will require written pre-approval from their Branch Director of Lifesaving. Upon returning to Queensland, members will be required to complete any additional Queensland requirements before patrolling in Queensland.
- Members who wish to renew the Unit of Competency must do so every 12 months through a Registered Training Organisation including SLSQ Education- Courses & Training (the Unit of Competency cannot be renewed at club Skills Maintenance days).

[^]For members to be eligible for QFES funding (ie free course). If members do not meet this Entry

Requirement, a fee will be payable in order to complete the course.

COURSE INFORMATION: SILVER MEDALLION ADVANCED FIRST AID [AID]

***Please note that whilst SLSQ Education have this course and the associated units of competency on scope, it is currently not being delivered.

When training of the Silver Medallion Advanced First Aid [AID] award re-commences, this section will be updated again.

Please check back at a later date. ***

BECOMING AN EMERGENCY CARE TRAINER/FACILITATOR

- [Probationary ECT Trainer and Assessor Observation Form](#)
- [EOI Volunteer Emergency Care Trainer/ Facilitator Form](#)

How to become an ECT Facilitator

REQUIREMENTS

- Hold a current Certificate IV – TAE40116 (or equivalent)
 - Be proficient in the award(s) you wish to train
- Have a minimum of 3 years training experience
- Complete an ECT Facilitator Expression of Interest Form.
- Attend a face to face ECT Induction and partake in a personal development meeting



- Observe at least one course prior to delivering a course
(NOTE: *if you wish to be a trainer in FA and ART you must complete at least one observation for each award*)
- Deliver at least one course under the supervision of an ECT Facilitator
(NOTE: *if you wish to be a facilitator in FA and ART you must train at least one course for each award Your observing Facilitator **MUST** complete a probationary trainer form for each course and submit with the course paperwork*)



ASSESSMENT

- When ready for assessment, notify the Regional Education and Membership Development Coordinator (EMDC) who will assign a current facilitator to observe you train a course and complete final endorsement



SLSQ Processing

- After receiving the completed paperwork from the assessing facilitator, SLSQ will review and process the award.



Skills Maintenance

- To maintain currency, you must attend an annual Trainers, Assessors & Facilitators ECT Proficiency

How to become an ECT Trainer and Assessor

REQUIREMENTS

- Hold the Training Officer skill set TAESS00014 and Assessor skill set TAESS00011
 - Be proficient in the award you wish to train
 - Have a minimum of 3 years training experience
 - Complete an ECT Facilitator Expression of Interest Form
- Attend a face to face ECT Induction and partake in a personal development meeting



- Regional Education and Membership Development Coordinator to assign a Direct Supervisor who will act as a mentor and point of contact for ECT related questions (NOTE: you will need to ensure they complete a direct supervisor form for every course that you teach)

- Observe at least one course prior to delivering a course

(NOTE: if you wish to be a trainer in FA and ART you must complete at least one observation for each award)

- Deliver at least one course under the supervision of an ECT Facilitator

(NOTE: if you wish to be a trainer and assessor in FA and ART you must train at least one course for each award)

Your observing Facilitator MUST complete a probationary trainer form for each course and submit with the course paperwork)



ASSESSMENT

- When ready for assessment, notify the Regional Education and Membership Development Coordinator (EMDC) who will assign a current facilitator to observe you train a course and complete final endorsement



SLSQ Processing

- After receiving the completed paperwork from the assessing facilitator, SLSQ will review and process the award.



Skills Maintenance

- To maintain currency, you must attend an annual Trainers, Assessors & Facilitators ECT Proficiency

IRB TRAINING

SECTION: TOM06 – IRB TRAINING



IRB TRAINING DELIVERY BY CLUBS

In 2010/2011 due to a large number of injuries being experienced during IRB training, SLSQ determined that there should be a change to the IRB Training and Assessment process. This included the addition of a Training and Assessment Coordinator (TACO) for IRB Courses. This system is aimed to ensure that the standard of IRB training across the state is uniform.

This system was updated after the May 2019/2020 State Lifesaving Committee Meeting. IRB Facilitators will now replace IRB TACOs. Only those TAFs that are approved through this process will be listed in SurfGuard as IRB Facilitators.

Anyone else wishing to train and assess the same group, must hold a TAE40116 – Certificate IV in Training and Assessment (or equivalent*). These members must be endorsed by their Branch.

The Flying Minute reads:

That IRB TACO name is to be replaced by IRB Regional Facilitator and IRB Facilitator and the process to apply to be an IRB Facilitator be as per the IRB Facilitator Process Flowchart. That IRB Facilitators be assigned to courses as required at the discretion of the Regional Facilitator and the SLSQ Member Education Team. IRB Facilitators will be approved by SLSQ through this system now and anyone else that previously held the IRB Facilitator award will need to apply or will be made non-proficient next season. Those who hold a current Cert IV in TAE can still train and assess IRB courses without the Facilitator award. The changes to this process will be reviewed in 12months time by the IRB Panel with the results brought back to the Lifesaving Committee in May 2021 for consideration.

WHAT ARE THE BENEFITS TO CLUBS AND MEMBERS?

- Consistent Training and Assessment
- Standardised Training Plans

WHAT COURSES ARE AVAILABLE

SLSA Award	Unit of Competency	
IRB Crewman Certificate	PUASAR015	Crew a small powercraft in a rescue operation
Silver Medallion IRB Drivers	PUASAR014 PUAEQU001	Operate and maintain a small powercraft & motor for rescue operations Prepare maintain & test response equipment

HOW TO BOOK A COURSE FOR YOUR CLUB

Please see the SLSQ IRB Training and Assessing Step by Step Process [CLICK HERE](#)

HOW TO BOOK A COURSE FOR AN INDIVIDUAL

Individual members are to contact their club Chief Training Officer to book into a course.

JUNIOR EDUCATION

SECTION: TOM07 – JUNIOR EDUCATION



JUNIOR DEVELOPMENT PROGRAM (Nippers)

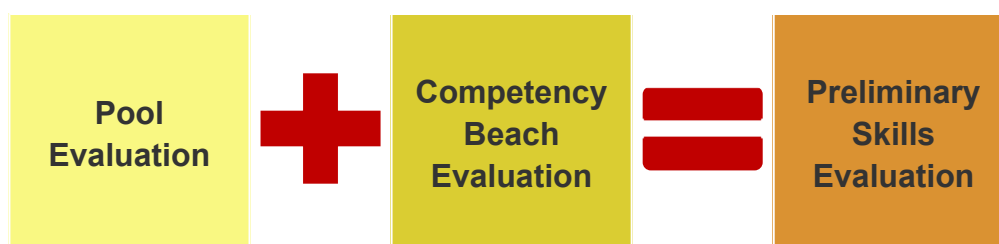
This program is designed to ensure children have fun at the beach while participating in lessons that will provide them with a pathway to become a fully rounded participant in both lifesaving and sport activities. The program includes a wide range of subjects and skills relative to the aquatic environment and prepares Junior Activities members for their transition to becoming a senior member and aims to promote the spirit of camaraderie and citizenship within the community.

JUNIOR ACTIVITIES PRELIMINARY EVALUATION

For Nippers to be eligible to participate in nipper activities – they need to show competence in the minimum requirements set by Surf Life Saving Queensland. The Preliminary Skills Evaluation is split into two (2) areas

SUMMARY OF PRELIMINARY EVALUATIONS	
Pool Evaluation	<ul style="list-style-type: none"> • Must be conducted in a safe constructed pool environment (minimum 25m) • Must be assessed by an SLSA Assessor, Junior Activities Accreditation Officer (JAAO), Pool Coach*, SLSA Surf Coach * • Pool Swim Record Sheet Template
Competency Beach Evaluation (Run-Swim-Run)	<ul style="list-style-type: none"> • Must have successfully completed the pool evaluation • Must be conducted in a safe beach environment • Recommended Water Safety ratio is 1 : 5 • Must be assessed by an SLSA Assessor or Junior Activity Accreditation Officer (JAAO) • Junior Run Swim Run & Comp Evaluation Record Sheet

(*) Must provide proof of their accreditation to the club/Branch



JUNIOR ACTIVITIES COMPETITION SKILL EVALUATION

From the age of 7 (U8) juniors may begin to compete in inter-club competition. To ensure all junior members who wish to compete have the ability, strength, and fitness standard to complete the course, they must be able to complete the junior competition evaluation for their age group.

The junior competition evaluation is based on the swim competition distances as set out in the current SLSA Australian Surf Sports Manual for that age group and is a standard in the form of an open water swim. Individual branches may have a higher standard for their competition evaluation. Contact the relevant branch office for confirmation.

SUMMARY OF COMPETITION EVALUATION	
Competition Skills Evaluation	<ul style="list-style-type: none"> Members must have successfully completed their Preliminary evaluation Must be conducted in a safe beach environment Recommended Water Safety ratio is 1 : 5 Must be assessed by an SLSA Assessor or Junior Activity Accreditation Officer (JAAO) Junior Run Swim Run & Comp Evaluation Record Sheet



(^) Non-Championship Events

USEFUL LINKS

- [SLSQ App – Junior Activities](#)
- [SLSQ Preliminary Evaluation Processing Procedure](#)
- [SLSQ Junior Competition Evaluation Processing Procedure](#)
- [Flowchart for Processing Junior Preliminary Skills Evaluation](#)
- [Junior Preliminary Skills Evaluation Table – Distances](#)

NOTE:

- All Water Based activities must be carried out in accordance with [SLSA Policy 1.01 Water Safety and Procedures](#)
- Any child that does not meet the required beach evaluation level, and have it recorded on SurfGuard, will require a higher level of supervision when involved in water-based activities at the discretion of the club. It is a requirement that these children must be supervised with a 1:1 ratio until the child can successfully complete the run-swim-run.

JUNIOR ACTIVITIES PRELIMINARY SKILLS EVALUATION TABLE

The distances below are standard; however some branches may set distances above the standard. Please ensure that you liaise with your respective branch to meet their standard.

	Preliminary Evaluations			
	Pool Evaluation	Competency Beach Evaluation (Run-Swim-Run)	Competition Evaluation	Age Award
Water Safety	1:5	1:5	1:5	1:5
Under 6	Kick on wall with face in water 30 second float	Nil (shallow water activities only)	NA (No Competition)	Surf Play 1
Under 7	Torpedo (push off wall) with face in the water 30 second float	Nil (shallow water activities only)	NA (No Competition)	Surf Play 2
Under 8	25 metre swim (freestyle) 1 minute survival float	25m-25m-25m Run-Wade-Run	25m-25m-25m Run-Wade-Run	Surf Aware 1
Under 9	50 metre swim (freestyle) 1 minute survival float	50m-50m-50m Run-Swim-Run	Minimum 150m open water swim (competition course distance as per competition manual)	Surf Aware 2
Under 10	50 metre swim (freestyle) 1.5 minute survival float	50m-50m-50m Run-Swim-Run	Minimum 150m open water swim (competition course distance as per competition manual)	Surf Safe 1
Under 11	100 metre swim (freestyle) 2 minute survival float	50m-100m-50m Run-Swim-Run	Minimum 288m open water swim (competition course distance as per competition manual)	Surf Safe 2
Under 12	100 metre swim (freestyle) 2 minute survival float	50m-100m-50m Run-Swim-Run	Minimum 288m open water swim (competition course distance as per competition manual)	Surf Smart 1

Under 13	150 metre swim (freestyle) 3 minute survival float	100m-100m-100m Run-Swim-Run	Minimum 288m open water swim (competition course distance as per competition manual)	Surf Smart 2
Under 14	200 metre swim (freestyle, in less than 5 minutes) 3 minute survival float	100m-100m-100m Run-Swim-Run	Minimum 288m open water swim (competition course distance as per competition manual)	Surf Rescue Certificate (MUST be assessed by SRC/Bronze Assessor)
Assessor	Bronze Accredited Swim Coach; OR SLSA Level 1 Surf Coach; OR AUSTSWIM Instructor; OR Junior Activities Accreditation Officer; OR Assessor (SRC/Bronze).	Assessor (SRC/Bronze) Junior Activities Accreditation Officer		
Notes	<i>Every junior member must successfully complete the pool evaluation prior to undertaking competency beach evaluation. This is a standard water proficiency requirement.</i>	<i>Every junior member must successfully complete the beach evaluation prior to undertaking the competition evaluation. Any child that does not meet the required evaluation level will require a higher level of supervision when involved in water based activities.</i>	<i>The competition evaluation must be achieved before being eligible to compete in inter-club competition. This is a standard open water proficiency requirement. Distances may be adjusted by the Chief Assessor dependent on risk assessment.</i>	<i>If a child wishes to compete in a Branch and/or State Championship event, their respective age award must be completed prior to close of nominations.</i>

JUNIOR AGE AWARDS

As part of Junior Development and Junior Activities Programs, children have the opportunity to gain a junior age award each season; each member should be encouraged to attain their respective award.

Clubs should be using the [Junior Activities Record Sheet Template](#) to record the lessons/education sessions throughout the season. Clubs should ensure that this is being done as the Branches may require this to be submitted as part of the Junior Award Processing.

Members must have completed the Preliminary Pool Evaluation and Competency Beach Evaluation (run Swim Run) as a pre requisite for the Junior Age Award.

Below are the age awards for each age group:

Age Group	Age Award	Link for Resources
Under 6	Surf Play One	Under 6 Age Award Resources
Under 7	Surf Play Two	Under 7 Age Award Resources
Under 8	Surf Aware One	Under 8 Age Award Resources
Under 9	Surf Aware Two	Under 9 Age Award Resources
Under 10	Surf Safe One	Under 10 Age Award Resources
Under 11	Surf Safe Two	Under 11 Age Award Resources
Under 12	Surf Smart One	Under 12 Age Award Resources
Under 13	Surf Smart Two	Under 13 Age Award Resources
Under 14	Surf Rescue Certificate	Please speak to your Senior Club for these resources



NOTE: Members wishing to compete in Surf Life Saving Queensland State Youth Championship events must complete their respective Junior Activities Age Award prior to the close of entries of their respective Branch Championships. With the exception of Branch Championship Events held prior to 31 December where members must complete them before the close of entries of the Surf Life Saving Queensland State Youth Championships.



JUNIOR ACTIVITIES ACCREDITATION OFFICER (JAAO)*

The role of a Junior Activities Accreditation Officer has been introduced to allow another level of volunteers who can sign off on Junior Proficiencies and Age Awards. The role is to assist in easing the load on existing Assessors, as well as providing a pathway to the role of Assessor.

Please note that clubs can still utilise Bronze/SRC Assessors to assess Junior Activities Preliminary Skills and Competition Evaluations and Awards if there are enough within the club to do so.

The JAAO will be able to sign off on the following junior proficiencies and awards:

- Age level Pool Evaluation (pool swim)
- Age level Beach Evaluation (run-swim-run)
- Competition Skills Evaluation
- Age Award as per the SLSA Junior Development Age Guides (only up to U13)

For members interested in obtaining this award and assisting with Junior Activities, the following entry requirements must be in place:

- Be a financial member
- Be a minimum of 18 years of age
- Hold a Working With Children Check /Blue Card
- Complete CYRMS
- Complete Child Safe Awareness Course
- Hold Qld Observers or Bronze Medallion- Cert II in Public Safety (Aquatic Rescue) or SLSA Surf Rescue Certificate (CPR Endorsed)
- Be proposed by the club JAC and Chief Training Officer (CTO) for endorsement and recorded at the Club Management Committee (or equivalent) each year
- Be entered onto Surfguard and a proficiency raised each season
- Sign and Submit the [SLSQ Junior Activities Accreditation Officer Code of Conduct](#)

NIPPER ADULT ASSISTANT (NAA)

The role of Nipper Adult Assistant provides an opportunity for individuals to take on a beach and aquatic supervision role without completing a fitness orientated award (SRC or Bronze). NAA's are qualified to provide water supervision and 'shallow water' activities (such as wading) at a depth deemed appropriate for the U6-U8 age groups.

The course requires face-to-face training with an endorsed trainer and assessor, and assessment will include a theory paper including multiple choice and short written response questions, as well as a third party report/observation of a safety briefing.

For members interested in obtaining this award and assisting with Junior Activities, the following entry requirements must be in place:

- Be a financial member
- Be a minimum of 18 years of age
- Hold a Working with Children Check /Blue Card
- Complete CYRMS
- Attend your club's Family Participation Program
- Hold an SLSQ Observers Award
- Complete Age Managers Award Online Theory "Inclusive Beaches – An Introduction"

For further information please contact your club or Membership Services

JUNIOR ACTIVITIES AGE MANAGER

The Age Manager has one of the most important jobs in Surf Life Saving – Age Managers are responsible for the caring and nurturing of our future surf lifesavers. The role of an Age Manager is to

both develop our Junior Activities members into surf lifesavers and to provide a supportive environment in which they can learn and grow. Since 31 December 2010 all persons responsible for a Junior Activities age group must hold an Age Managers Accreditation.

ENTRY REQUIREMENTS

- Be a financial member
- Be a minimum age of 15 years old, however it is strongly recommended that those under the age of 18 be accompanied by a mentor who is 18 years or over when conducting Junior Activities sessions.
- Be a minimum of 18 years old, if an Age Manager of an U6 or U7 age group
- Hold a valid Working with Children Check/Blue Card or Exemption Notice if over 18 years of age
- Complete CYRMS
- Complete Child Safe Awareness Course
- Hold a Bronze or SRC, or Observers Certificate^
- Highly desirable to hold a Resuscitation [AID] award

^Age Managers who do not hold a Bronze or SRC award will need to complete the Observers award. For more details on this award. See Section TOM0003 for more details.

The course will cover the following topics:

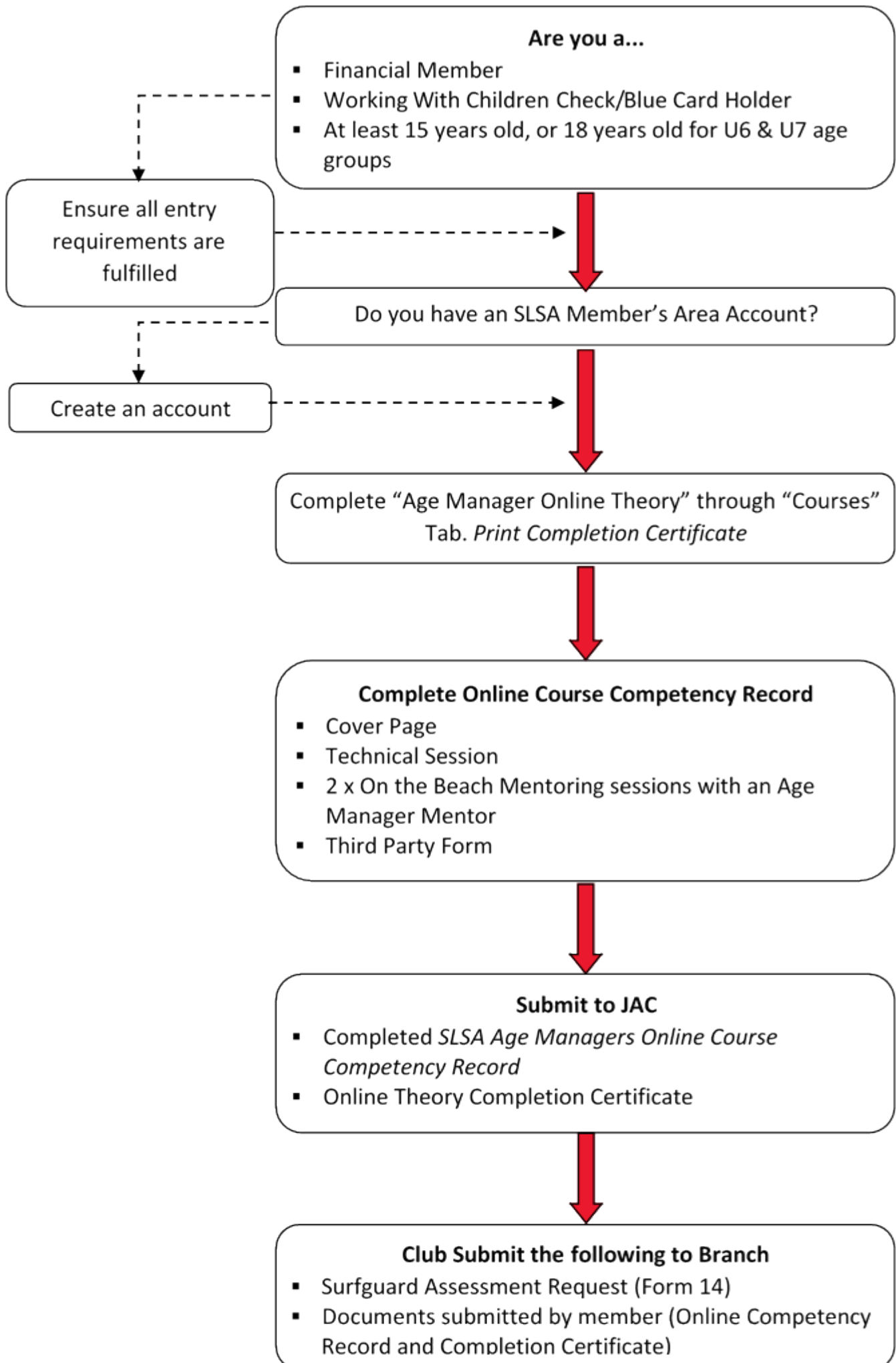
- Introduction into Surf Life Saving
- Role of the Age Manager
- Creating a Safe Environment
- How Children Learn and Grow
- Junior Development Program
- SLSA Junior Development Resource Kit
- Programming a Nipper Season

There are two delivery methods for this course:

- Face to Face (check your Branch training calendar)
- Online via the SLSA Members Area
 - www.members.sls.com.au
 - Select E-Learning/Select SLS Age Managers
 - Find the Third Party Assessment on the SLSQ App [HERE](#)

[CLICK HERE FOR AGE MANAGER QUICK REFERENCE GUIDES AND DOCUMENTS](#)

AGE MANAGER ONLINE ACCREDITATION PROCESS



HOW TO BE A TRAINER

SECTION: TOM08 – HOW TO BE A TRAINER



To be a Trainer, Assessor or Facilitator, candidates are recommended by their club, endorsed by the branch and awarded by the RTO. This process is in line with the 2015 RTO Standards:

- employ skilled trainers and assessors (Clauses 1.13 – 1.16)
- provide supervision of trainers where needed (Clauses 1.17 – 1.20)

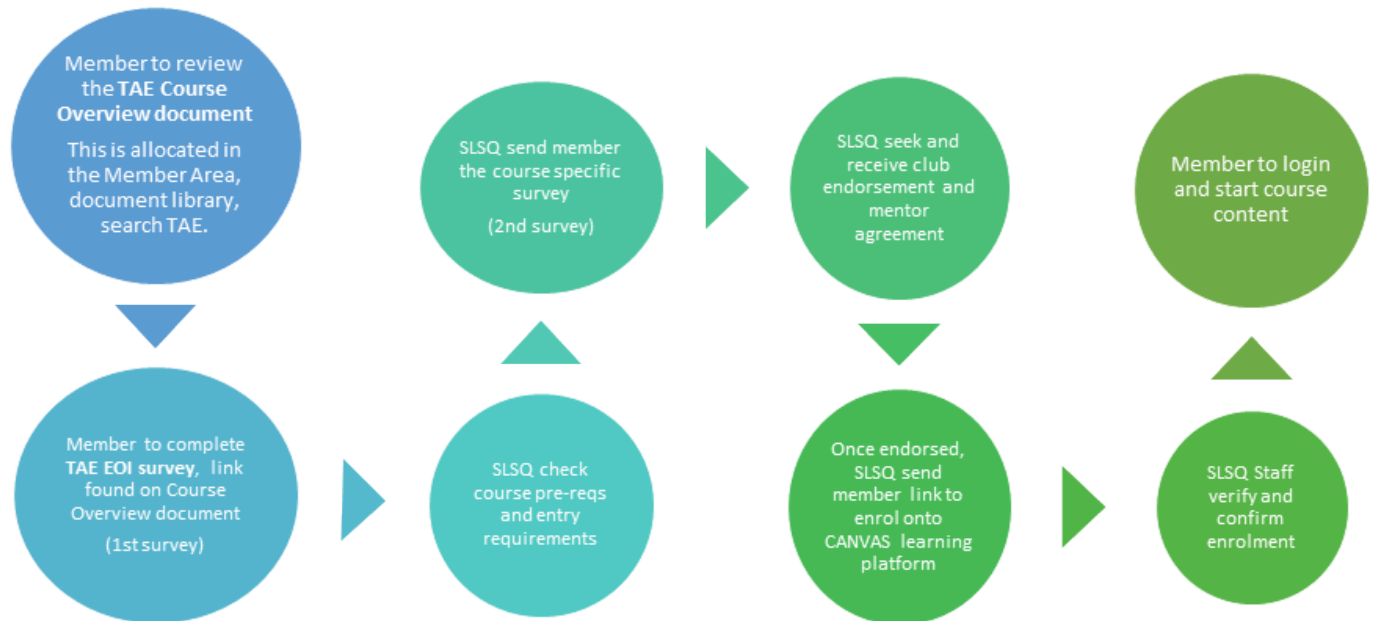
Candidates must hold the appropriate TAE units of competency under Clause 1.14; and

- vocational competencies at least to the level being delivered and assessed;
- current industry skills directly relevant to the training and assessment being provided; and
- current knowledge and skills in vocational training and learning that conforms their training and assessment (Clause 1.13).
- TAESS00014 Enterprise Trainer-Presenter Skill Set
For course overview [CLICK HERE](#)
For Participant Handbook [CLICK HERE](#)

PATHWAYS – TRAINER SKILLS SET

1
Training Officer
TAESS00014 – Enterprise Trainer – Presenting Skill Set
<ul style="list-style-type: none"> • TAEDEL301 – Provide work skill instruction • BSBCMM401 – Make a presentation

ENROLMENT PROCESS



PROBATIONARY TRAINING OFFICERS

Trainers teach the required skills and knowledge of our courses but do not make any assessment decisions. All Trainers must hold:

- TAED301/A – Provide work skill instruction; AND
- BSBCMM401/A – Make a presentation; OR
- TAE40116 – Certificate IV in Training and Assessment (or equivalent*)

AND

- Demonstrate current competency and continual development in training as well as VET knowledge and skills
- Hold the vocational competencies, they wish to deliver;
- Hold the SLSQ award they wish to deliver for a minimum of 12 months and must remain proficient in that award; and
- Hold the relevant Unit/s of Competency or Qualification for the award that you are training.

Once a member holds the above entry requirements and is ready to become a Probationary Trainer, they should check that they have been raised on a Form 14 Assessment Request in Surfguard for the award “Probationary TAF” (if this is their first Probationary Trainer award). This will ensure that they have access to all of the TAF resources on the SLSA Members Area.

Probationary Bronze Medallion Training Officers will need to satisfactorily complete a course under the supervision of a qualified Trainer from that award. Usually, a first time Probationary Trainer will assist with one course as a probationary before running a formal course themselves.

Probationary IRB Trainers will need to satisfactorily complete both an IRBC and IRBD course (in any order) under the supervision of a qualified Trainer from that award.

After the Probationary Training Officer paperwork has been processed by SLSQ, the candidate will become a Training Officer.

If the Trainer does not hold a full Certificate IV they will require direct supervision from someone with TAE40116 – Certificate IV in Training and Assessment (or equivalent*).

Ongoing endorsement is dependent on the Trainer meeting all the following criteria:

- remaining proficient in the SLSA award and hold the current unit/s or qualification aligned to that award;
- remaining proficient in contemporary training and assessment practices and holding the relevant units of competency or qualification required in the Standards for RTOs; and
- attendance and active participation in the annual SLSQ TAF proficiency.

*Equivalent – TAE40110 Certificate IV in Training and Assessment including the additional units TAEASS502/A/B Design and develop assessment tools and TAELLN401/411 Address adult language, literacy and numeracy skills.

Probationary TAF Requirements

Relevant form for use – [Probationary Trainer Observation/Supervision Form](#)

IRB - [New IRB Trainer/Assessor Induction Checklist Form](#)

VET Accreditation required to train

Training Officer course run by SLSQ; OR Credit Transfer - (i) current Certificate IV OR
(ii) TAEDEL301/A & BSBCMM401/A



Other Requirements

Train a minimum of two (2) squads of a minimum of two (2) people in the award of your choice (noting you must hold the related UOC and award whilst maintaining proficiency for at least twelve (12) months to be able to train it).

*A *minimum* of two (2) probationary courses for each new award must be completed and will usually consist of one (1) x observation and one (1) x delivery



Paperwork

Ensure your name is listed in the comments section of the Surfguard assessment request.

Ensure your name is listed on the Training Course Request as a Probationary Training Officer.

Your qualified supervising trainer will have to confirm your competency as a Training Officer and complete the SLSQ Probationary Trainers Observation/Supervision Form(one form per course).

* IRB Only - IRB Facilitator must complete a New Trainer/Assessor Induction Form



Processing

Once you have successfully trained the course (and your CTO or another Direct Supervisor has deemed you competent), the completed probationary forms should be given to your club administrator OR branch administrator.

They will generate your Training Officer award request in Surfguard and this must be printed and signed by the supervising trainer and the CTO. Course numbers that you were a probationary trainer for must be listed in the comments section of the request.

The Form 14 and probationary observation/supervision forms then need to be sent to Education email education@lifesaving.com.au for processing.



Skills Maintenance

To maintain currency, you must attend an annual Trainers, Assessors & Facilitators (TAF) Proficiency and Skills maintenance in relevant awards.

Tips

- You can be a Training Officer in any award that you hold. You must follow the above process for each different award you wish to train.
- Don't forget to include evidence of the courses you assisted to train (ie course numbers and Probationary Trainer Observation/Supervision Form/s)

IRB COURSE AWARD AND TAF AWARD PAPERWORK

Paperwork required for SLSQ to process IRB TAF Awards:

Assessment: F14 Raised by club (Surfguard)	SLSQ Probationary Assessor Observation Form (SLSQ APP)	New IRB Trainer/Assessor Induction form (SLSQ APP)
<ul style="list-style-type: none"> • Signed by mentor(s) and counter signed by CTO • Course numbers of where probationary took place referenced in comments box 	<ul style="list-style-type: none"> • Refer Probationary TAF Requirements for minimum requirements. 	<ul style="list-style-type: none"> • 1 per probationary TAF, only one is required when submitting form 14

Paperwork to be submitted within each IRB course:

Training Course Report - IRB (SLSQ APP)	IRB Facilitator Report on IRB Operations vFebruary 2020 (SLSQ APP)	SLSQ Probationary Assessor Observation Form (SLSQ APP)
<ul style="list-style-type: none"> • TAFs recorded in probationary table 	<ul style="list-style-type: none"> • 1 per course 	<ul style="list-style-type: none"> • Scanned and recorded by club

ENDORSED DELEGATES

QLD SSV / Tractor

- [Endorsed Delegate SSV Tractor](#)
- [Probationary SSV-Tractor Endorsed Delegate-Trainer Observation Form](#)

Annual re-endorsement is required.

FLOWCHART

Endorsed Delegate QLD SSV and QLD Tractor Flowchart v2 Oct 2021**REQUIREMENTS**

- Hold a current open driver's licence
- Hold the induction for which they seek endorsement

If member holds previous SSV Operator Induction, Raise 14 for new QLD SSV Award and forward to branch to process before Raising Form 14 Endorsed Delegate QLD SSV Operator

- Be proposed by the club CTO



- Have undertaken at least two courses under probation (at least one observing and one delivering a full induction) Note: this process must be completed for both SSV and tractor separately and relevant probationary forms completed



- Club to raise a Form 14 for the requested Endorsed Delegate award (Endorsed Delegate – QLD SSV Operator / Endorsed Delegate – QLD Tractor Induction) submitted to branch along with minimum 2 probationary forms and the completed Endorsed Delegate Record. A permanent record of all paperwork must be stored at your club.

**Annual Re-endorsement**

Be re-endorsed annually if they wish to continue in this role:

- Check Drivers Licence and Expiry date
- Complete Endorsed Delegate SSV Tractor Form
- Raise Form 14 - Proficiency Form
- Branch to process

HOW TO BE AN ASSESSOR

SECTION: TOM09 – HOW TO BE AN ASSESSOR



To be a Trainer, Assessor or Facilitator, candidates are recommended by their club, endorsed by the branch and awarded by the RTO. This process is in line with the 2015 RTO Standards:

- employ skilled trainers and assessors (Clauses 1.13 – 1.16)
- provide supervision of trainers where needed (Clauses 1.17 – 1.20)

Candidates must hold the appropriate TAE units of competency under Clause 1.14; and


- vocational competencies at least to the level being delivered and assessed;
- current industry skills directly relevant to the training and assessment being provided; and
- current knowledge and skills in vocational training and learning that conforms their training and assessment (Clause 1.13).

- TAESS00011 Assessor Skill Set

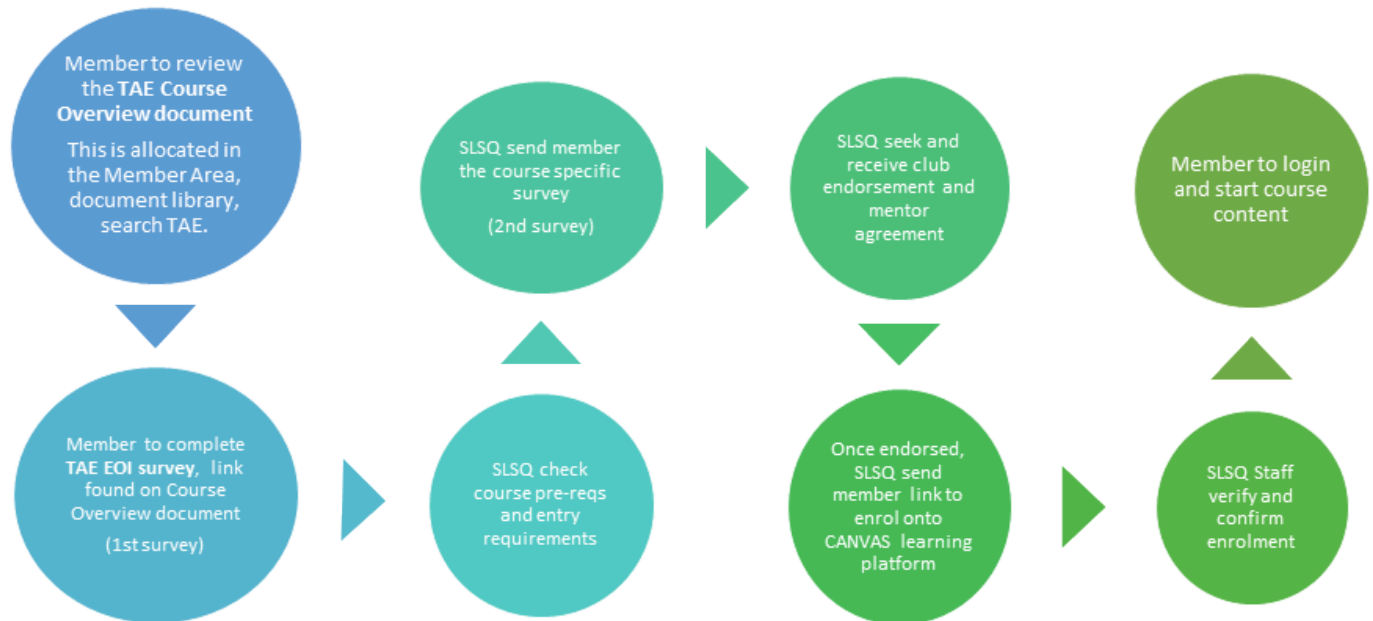
For course overview [CLICK HERE](#)

For Participant Handbook [CLICK HERE](#)

PATHWAYS – ASSESSOR SKILL SET

1	2
Training Officer	Assessor
2 Units	*4 Units *
TAESS00014 – Enterprise Trainer – Presenting Skill Set	TAESS00011 Assessor Skill Set
<ul style="list-style-type: none"> • TAEDEL301 – Provide work skill instruction • BSBCMM401 – Make a presentation 	<ul style="list-style-type: none"> • TAEASS401 – Plan assessment activities and processes • TAEASS402 – Assess competence • TAEASS403 – Participate in assessment validation • TAEASS502 – Design and develop assessment tools

ENROLMENT PROCESS



PROBATIONARY ASSESSORS

Assessor's roles are to provide quality assurance. Assessors who are also Trainers cannot train and assess the same candidates for any one course.

All Assessors must hold

- TAEASS401 Plan assessment activities and processes; AND
- TAEASS402 Assess competence; AND
- TAEASS403 Participate in assessment validation; AND
- TAEASS502 Design and develop assessment tools; OR
- TAE40116 – Certificate IV in Training and Assessment (or equivalent*)

Or the superseded units

- TAEASS401A – Plan assessment activities and processes, TAEASS402A – Assess competence, and TAEASS403A – Participate in assessment validation, OR
- TAEASS401B – Plan assessment activities and processes, TAEASS402B – Assess competence, and TAEASS403B – Participate in assessment validation
- TAEASS502A/B – Design and develop assessment tools

Once a member holds the above entry requirements and is ready to become a Probationary Assessor, they should check that they have been raised on a Form 14 Assessment Request in Surfguard for the award "Probationary TAF" (if this is their first Probationary Assessor award). This will ensure that they have access to all of the TAF resources on the SLSA Members Area.

Probationary Bronze Medallion Assessors will need to satisfactorily complete a course under the

supervision of a qualified Assessor from that award. Usually, a first time Probationary Assessor will assist with one course as a probationary before running a formal course themselves.

Probationary IRB Assessors will need to satisfactorily complete both an IRBC and IRBD course (in any order) under the supervision of a qualified Assessor from that award.

After the Probationary Assessor paperwork has been processed by SLSQ, the candidate will become an Assessor.

If the Assessor does not hold a full Certificate IV they will require direct supervision from someone with TAE40116 – Certificate IV in Training and Assessment (or equivalent*).

Ongoing endorsement is dependent on the Assessor meeting all the following criteria:

- remaining proficient in the SLSA award and hold the current unit/s or qualification aligned to that award;
- remaining proficient in contemporary training and assessment practices and holding the relevant units of competency or qualification required in the Standards for RTOs; and
- attendance and active participation in the annual SLSQ TAF proficiency.

*Equivalent – TAE40110 Certificate IV in Training and Assessment including the additional units TAEASS502/A/B Design and develop assessment tools and TAELLN401/411 Address adult language, literacy and numeracy skills.

Probationary TAF Requirements

Relevant form for use – [Probationary Assessor Observation/Supervision Form](#)

IRB – [New IRB Trainer/Assessor Induction Checklist Form](#)

VET Accreditation required to assess

Assessors course run by SLSQ; OR Credit Transfer - (i) current Certificate IV OR
(ii) TAEASS401/A/B, TAEASS402/A/B, TAEASS403/A/B & TAEASS502/A/B



Other Requirements

Assess a minimum of two (2) squads with a minimum of two (2) people in the award of your choice (noting you must hold the related UOC and award whilst maintaining proficiency for at least twelve (12) months to be able to assess it).

*A **minimum** of two (2) probationary courses for each new award must be completed and will usually consist of one (1) x observation and one (1) x delivery



Paperwork

Ensure your name is listed in the comments section of the Surfguard assessment request.

Ensure your name is listed on the Training Course Request as a Probationary Assessor.

Have the SLSQ Probationary Assessor Observation/Supervision Form completed by the Chief Assessor for each course you assess.



Processing

Once you have successfully trained the course (and your CTO or another Direct Supervisor has deemed you competent), the completed probationary forms should be given to your club administrator OR branch administrator.

They will generate your Training Officer award request in Surfguard and this must be printed and signed by the supervising trainer and the CTO. Course numbers that you were a probationary trainer for must be listed in the comments section of the request.

The Form 14 and probationary observation/supervision forms then need to be sent to Education email: education@lifesaving.com.au for processing.



Skills Maintenance

To maintain currency, you must attend an annual Trainers, Assessors & Facilitators (TAF) Proficiency and Skills maintenance in relevant awards.

Tips

- You can be an Assessor in any award that you hold. You must follow the above process for each different award you wish to assess.
- Don't forget to include evidence of the courses you assisted to assess (ie course numbers and Probationary Assessor Observation/Supervision Form/s

IRB COURSE AWARD AND TAF AWARD PAPERWORK

Paperwork required for SLSQ to process IRB TAF Awards:

Assessment: F14 Raised by club (Surfguard)	SLSQ Probationary Assessor Observation Form (SLSQ APP)	New IRB Trainer/Assessor Induction form (SLSQ APP)
<ul style="list-style-type: none"> • Signed by mentor(s) and counter signed by CTO • Course numbers of where probationary took place referenced in comments box 	<ul style="list-style-type: none"> • Refer Probationary TAF Requirements for minimum requirements. 	<ul style="list-style-type: none"> • 1 per probationary TAF, only one is required when submitting form 14

Paperwork to be submitted within each IRB course:

Training Course Report - IRB (SLSQ APP)	IRB Facilitator Report on IRB Operations vFebruary 2020 (SLSQ APP)	SLSQ Probationary Assessor Observation Form (SLSQ APP)
<ul style="list-style-type: none"> • TAFs recorded in probationary table 	<ul style="list-style-type: none"> • 1 per course 	<ul style="list-style-type: none"> • Scanned and recorded by club

HOW TO BE A FACILITATOR

SECTION: TOM10 – HOW TO BE A FACILITATOR



To be a Facilitator, candidates are recommended by their club, endorsed by their branch and awarded by the RTO. This process is in line with the 2015 RTO Standards:

- employ skilled trainers and assessors (Clauses 1.13 – 1.16)
- provide supervision of trainers where needed (Clauses 1.17 – 1.20)

Candidates must hold the appropriate TAE units of competency under Clause 1.14; and

- vocational competencies at least to the level being delivered and assessed;
- current industry skills directly relevant to the training and assessment being provided; and
- current knowledge and skills in vocational training and learning that conforms their training and assessment (Clause 1.13).

PATHWAYS – FACILITATOR

- Facilitator Course
- TAEASS502 Design and develop assessment tools
- TAELLN411 Address adult, language, literacy and numeracy skills

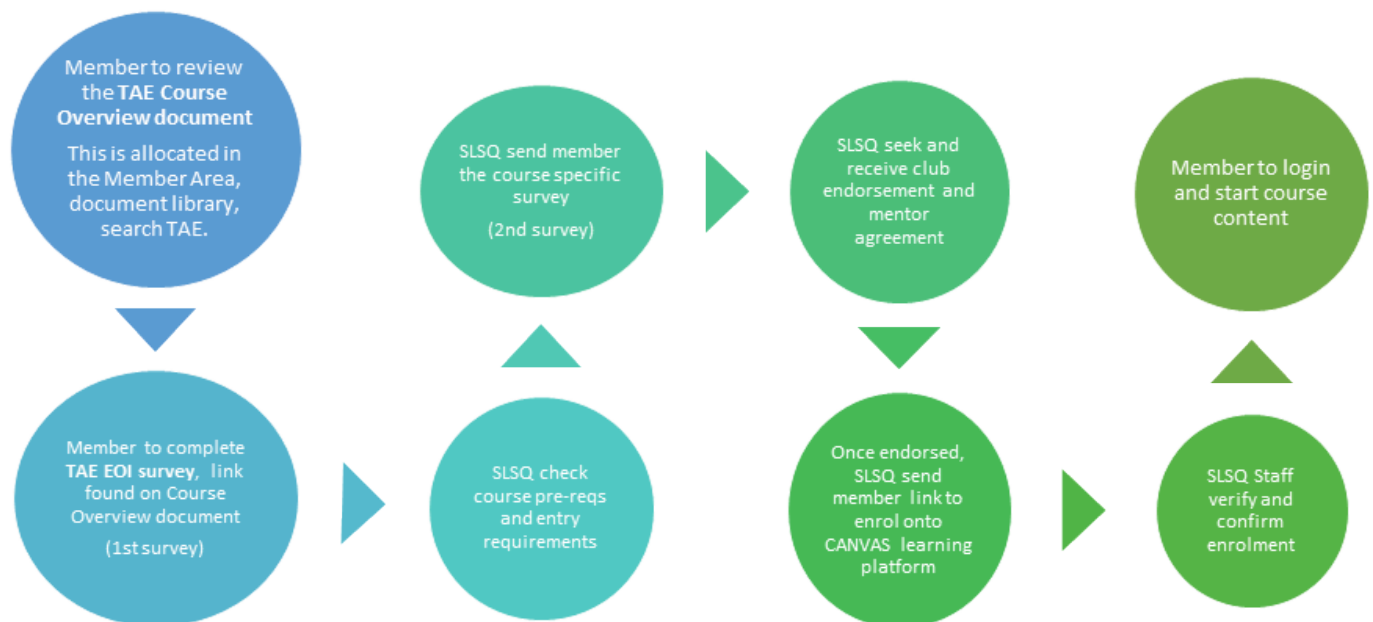
For course overview [CLICK HERE](#)

For Participant Handbook [CLICK HERE](#)

1	2	3
Training Officer	Assessor	Facilitator
2 Units	4 Units	5 Unit
TAESS00014 – Enterprise Trainer – Presenting Skill Set	TAESS00011 Assessor Skill Set	TAE40116 Full Certificate IV in Training & Assessment
<ul style="list-style-type: none"> • TAEDEL301 – Provide work skill instruction • BSBCMM401 – Make a presentation 	<ul style="list-style-type: none"> • TAEASS401 – Plan assessment activities and processes • TAEASS402 – Assess competence • TAEASS403 – Participate in 	<ul style="list-style-type: none"> • TAEDES401 Design and develop learning programs • TAEDES402 Use training packages and accredited courses to meet client needs • TAEDEL401 Plan, organise and deliver group-based learning



ENROLMENT PROCESS



PROBATIONARY FACILITATORS

A Facilitator holds the highest qualification and as a result can train and assess candidates in a course. All Facilitators must meet the following minimum criteria:

- TAE40116 – Certificate IV in Training and Assessment (or equivalent*)

*Equivalent – TAE40110 Certificate IV in Training and Assessment including the additional units TAEASS502/A/B Design and develop assessment tools and TAELLN401/411 Address adult language, literacy and numeracy skills.

To be endorsed as a Facilitator, the Facilitator must be currently training and currently assessing in the chosen award (ie must have trained at least one course AND assessed at least one course in the past two years).

Ongoing endorsement is dependent on the Facilitator meeting all the following criteria:

- demonstrating current competency and continual development in assessment, as well as VET

knowledge and skills.

- remaining currently proficient in the SLSA award (minimum 24 months) and the holding the current unit/s or qualification aligned to that award
- hold the full Certificate IV in Training and Assessment (note this is a change from previous seasons and holders of only the 5 units from the Training Officer and Assessors clusters are no longer eligible)
- remaining proficient in contemporary training and assessment practices and holding the relevant units of competency or qualification required in the Standards for RTOs
- attendance and active participation in the annual SLSQ TAF proficiency

Probationary TAF Requirements

Relevant form for use – [SLSQ Probationary Facilitator Observation Form](#)

IRB – [New IRB Trainer/Assessor Induction Checklist Form](#)

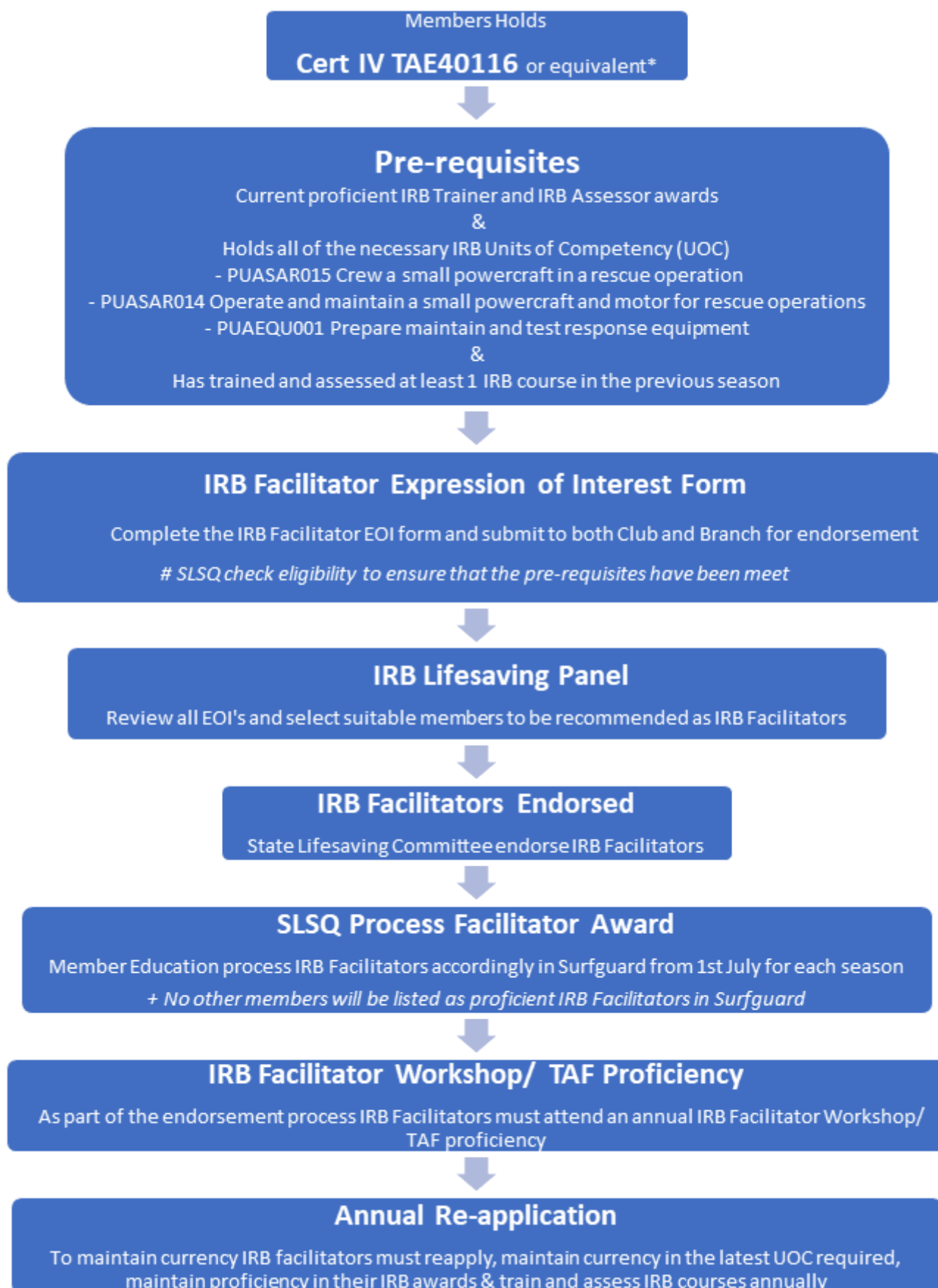
Facilitator Award: New and Renewal

Process for New/renewal Bronze and Silver Medallion Beach Management Facilitator Awards:



Process for New/renewal IRB Facilitator Award:

[IRB Facilitator Expression of Interest Form](#)



CREDIT TRANSFER PROCESS

SECTION: TOM11 – CREDIT TRANSFER PROCESS



As a requirement of Standard 3.5 Provide credit for prior studies – SLSQ Education accepts and provides credit to learners for units of competency and/or modules (unless licensing or regulatory requirements prevent this) where these are evidenced by:

- AQF certification documentation issued by any other RTO or AQF authorised issuing organisation, or
- Authenticated VET transcripts issued by the Registrar.

To apply for Credit Transfer you will need to provide the following:

- A copy of your Statement of Attainment and/or Certificate of Qualification
- Completed [SLSQ Education Credit Transfer Application Form](#)

Once you have completed the SLSQ Education Credit Transfer Application Form, send it with a copy of your certificate to education@lifesaving.com.au. There is no charge for a Credit Transfer. There is also no need to have your Certificate/s verified by your CTO or other qualified person prior to submission.

The credit transfer is assessed on three (3) major factors:

1. How current the Qualification/Statement of Attainment is
2. Mapping to the current training and
3. If the training was undertaken with a Registered Training Organisation

All applications for Credit Transfer will need to be verified with the issuing RTO to ensure its validity. Once verified, the relevant Units of Competency/Qualification will be added to your awards list in Surfguard and a confirmation email will be sent to you, your club and your branch.

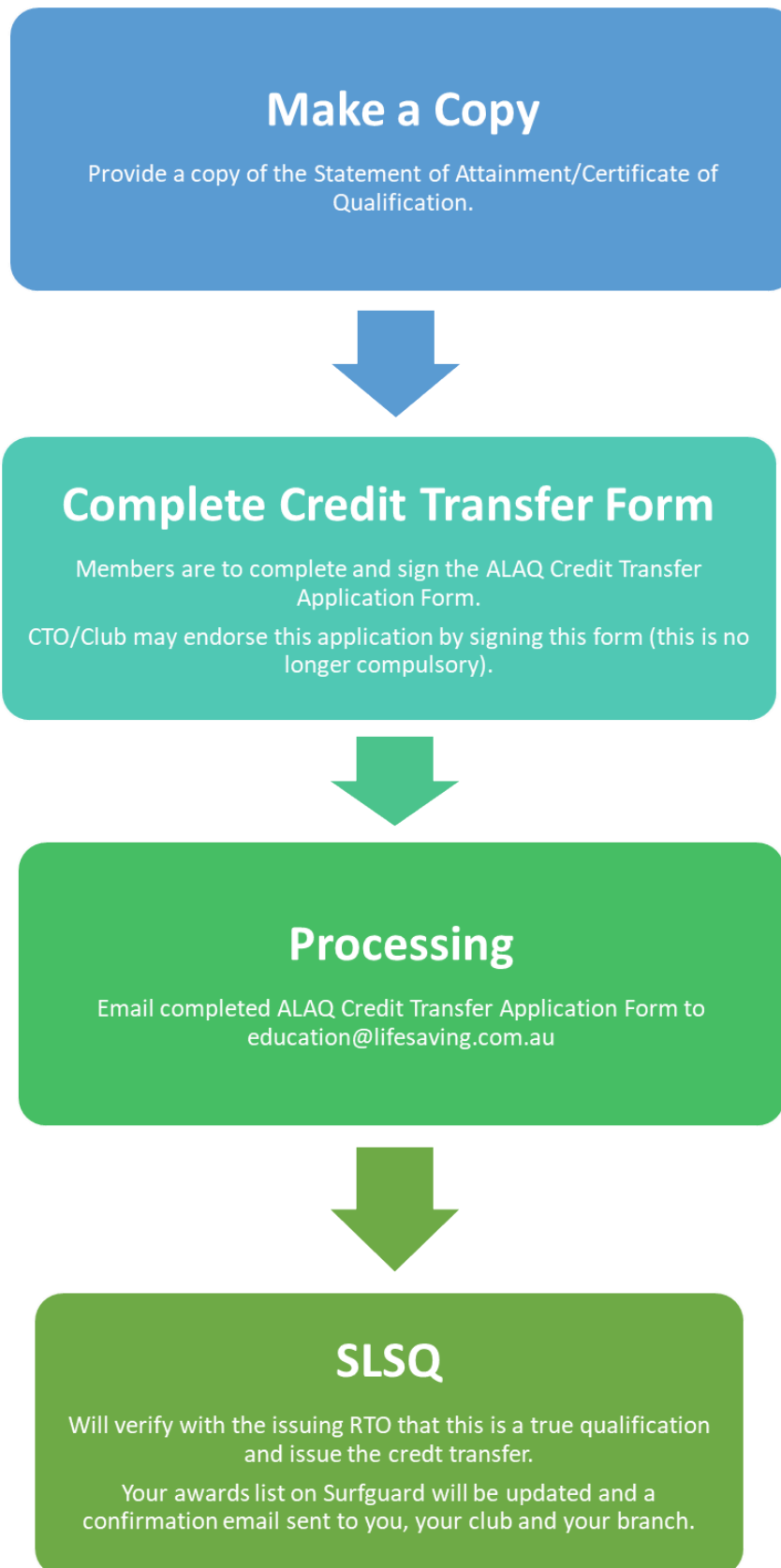
In some cases, licensing or regulatory requirements may prevent a unit or module being awarded through a credit process.

CREDIT TRANSFER vs RPL

Note that providing credit for previous studies is not recognition of prior learning (RPL) process. RPL is a form of assessment of the competence of a person, while providing credit is recognising the equivalence of studies previously undertaken and completed successfully.

RPL is an assessment-only process that assesses the competency of an individual—competency which

may have been acquired through formal, non-formal and/or informal learning. This assessment seeks to determine the extent to which an individual meets the requirements specified in training packages or VET accredited courses.



RPL: CERTIFICATE II UPGRADE

SECTION: TOM12 – RPL: CERTIFICATE II UPGRADE



Since the inception of the Certificate II in Public Safety (Aquatic Rescue) there has been three (3) versions of the certificate available to members:

- PUA21004
- PUA21010
- PUA21012

From 1 July 2020, the fourth version of the Certificate II in Public Safety (Aquatic Rescue) – PUA20119 – will be released for use by all clubs.

Only members with the PUA21010*, PUA21012^ and PUA20119 can be made proficient. The SLSQ Lifesaving Committee has determined any member who holds only a PUA21004 or has not gained a Certificate II at all must complete the course and be reassessed.

*PUA21010 – will remain an accepted “current” qualification until 30 June 2021.

^PUA21012 – there is currently no requirement for patrolling members to upgrade to PUA20119. Only those members who are TAFs will be required to upgrade.

TAF’s and Probationary TAF’s are to contact the regional Education and Membership Development Coordinator to discuss requirements to upgrade to PUA20119.

To upgrade members to the “current” Certificate II, you will need to follow these guidelines:

WHAT IS RECOGNITION OF PRIOR LEARNING (RPL)?

RPL is the acknowledgment of skills and knowledge obtained through learning achieved outside the formal education and training system. It can include both work and life experience including paid and volunteer work and skills attained through leisure pursuits such as musical, mechanical or linguistic abilities.

RPL recognises any prior knowledge and experience and measures it against the qualification in which students are enrolled. The individual may not need to complete all of a training program if he or she already possesses some of the competencies taught in the program.

WHY YOU SHOULD APPLY FOR RPL?

If you apply for RPL and your application is successful you could:

- reduce or eliminate the need for any training in skills and knowledge you already have
- save time by not needing to attend any or a reduced number of classes and completing unnecessary work
- complete your qualification in a shorter time
- advance to a higher level qualification in a shorter time if desired.

PUA21004 TO CURRENT

MEMBERS WHO DO NOT HOLD A CERTIFICATE II BUT HAVE A BRONZE and MEMBERS WHO HOLD ONLY PUA21004

Members must be enrolled into a new award course at their club and complete the current Certificate II/ Bronze Medallion course (as outlined in the SLSA SRC/Bronze Medallion Delivery and Assessment Guide).

1. Member must complete both the learning and assessment theory papers (online preferred or hard copy);
2. Member must complete a pool swim signed off by either a Pool Coach or SLSA Assessor/ Endorsed Delegate;
3. Club should enrol the members in a Bronze Medallion Course (they MUST complete the entire assessment; however, attendance can be based on gap analysis);
4. Clubs are to generate a PROFICIENCY Form 14 request for the Bronze Medallion award (not a New Award request) only. In the notes section you are to write "Certificate II new award for member who has a Bronze but no Certificate II/Certification II PUA 21004";
5. The paperwork for this is EXACTLY the same as if it was a new award. As such the following must be completed:
 - Training Course Report
 - Online Student Enrolment Form (with a USI listed)
 - Practical Assessment Summary Sheets
 - Form 14 (from Surfguard)
 - Attendance Sheet (from Surfguard)
 - Enrolment Form (from Surfguard)
 - The candidate is to hand in a completed Assessment Portfolio including all learning and assessment theory questions completed (preferably online with Online Completion Certificates attached) and complete Assessments Tasks 2-12 signed off by the relevant personnel (as outlined in the Assessment Portfolio), following their final Assessment.

PUA21010

MEMBERS WHO HOLD A CERTIFICATE II PUA21010

Eligibility

- Be a current registered member of an affiliated club
- Hold a current Working with Children Blue Card
- Hold a PUA21010 Certificate II in Public Safety (Aquatic Rescue)
- Have completed the previous season's skills maintenance

For the RPL to be processed

1. Members must complete the SLSA Bronze Medallion/Certificate II Learning and Theory Assessment (this can be done online via the Members Portal or hard copy book via your club);
2. Members are to complete their annual Skills Maintenance;
3. Members must have a Unique Student Identifier (USI) and complete an online Student Enrolment Form;
4. Copy of the completed learning and assessment theory papers are to be submitted to the Branch;
5. Club Trainer/Assessor is to complete the necessary assessment documents
6. Members are to be added to the normal proficiency paperwork for the Club
7. The Branch will complete the SLSQ PUA21010 to PUA20119 RPL Toolkit on behalf of the member once the document is available and send to SLSQ (all items as listed above are attached to this).

Note : If the members have not completed proficiency two seasons in a row please contact the Branch and they will look at their history and advise you which option to do.

It is not compulsory for members with a PUA21010 to upgrade to the current PUA20119. This is a voluntary option that will be available in the coming seasons.

STUDENT NUMBERS / QCE POINTS

SECTION: TOM13 – STUDENT NUMBERS / QCE POINTS



- [13.1. UNIQUE STUDENT IDENTIFIER \(USI\) NUMBER](#)
- [13.2. LEARNER UNIQUE IDENTIFIER](#)

UNIQUE STUDENT IDENTIFIER (USI) NUMBER

From 1 July 2018, all Surf Life Saving Club Members have the exciting opportunity to have all courses aligned to Nationally Recognised Training (Certificate level qualification or units of competency) banked against their USI Transcript.

The USI Transcript allows a student to see all the competencies or qualifications they have achieved through any RTO they have been assessed through – all in one place. This will ultimately make it easier for Club Members to apply for recognition for units they have previously achieved either through other RTOs (bringing it into use at SLSQ) and for taking what they have achieved through SLSQ, elsewhere.

For this to occur, all Surf Life Saving club members who undertake accredited courses which are aligned to Nationally Recognised Training (qualifications or units of competency) with SLSQ after 1st July 2018 will need to provide their Unique Student Identifier (USI) number before their certificates can be issued.

CREATING A USI

- Individuals who have not yet created a USI will need to do so by visiting: <https://www.usi.gov.au/students/create-usi>
- To create your USI you will need to have some form of identification as part of the verification process. Please have any of the following documents available
 - Drivers Licence/18+ Card;
 - Medicare Card;
 - Birth Certificate; or
 - Passport.

Note: As part of setting up your account, don't forget to give permission to SLSQ to view your details and transcript (Organisation – Code 2804, Organisation Name – Surf Life Saving Queensland Education).

ONCE YOU HAVE A USI

- Provide a copy of the USI to your club so it can be added to your membership database (please note a USI is specific to the individual not the RTO – as such you only need one).
- When you attend a course for an accredited award you will be provided with a Student Enrolment Form – your USI must be included on this (your accreditation cannot be processed without this).
- The following are the awards that a USI can be accredited towards:

<ul style="list-style-type: none"> • Resuscitation • First Aid • Advanced Resuscitation Techniques • Pain Management (Methoxyflurane) 	<ul style="list-style-type: none"> • Bronze Medallion • IRB Crew Certificate • Silver Medallion IRB Driver • Silver Medallion Beach Management • Rescue Water Craft Operator 	<ul style="list-style-type: none"> • Training Officer Skill Set • Assessor Skill Set • Certificate IV in Training and Assessment
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LEARNER UNIQUE IDENTIFIER (LUI)

IT IS THE STUDENTS RESPONSIBILITY TO PROVIDE THEIR LUI NUMBER AT TIME OF ENROLMENT INTO COURSE.

Queensland law requires young people to be earning or learning until they turn 18, or until they achieve a Queensland Certificate of Education (QCE) or a vocational qualification at Level III or higher.

Young people are registered by their main learning provider i.e. School or TAFE. In most cases this happens at school, once the student enters Grade 10.

When a student is registered, a learning account is created, and the student is assigned a Learner Unique Identifier (LUI). The learning account records enrolments and results of any completed studies in the various types of learning that may lead to a QCE.

Most students are awarded a QCE at the end of Year 12. Students who do not meet the QCE requirements at the end of Year 12 can continue to work towards their certificate — their learning account remains open, regardless of their age (however credits expire after nine years). Once a person becomes eligible for a QCE, the QCAA will award it in the July or December.

All SLSQ courses which have a nationally recognised component (either units of competency or a full Certificate level qualification) will require that candidates fill in their LUI (Learner Unique Identifier) number on the Student Enrolment Form, should they wish to “bank” these points towards their QCE.

Clubs/CTOs/TAFs are asked to remind their school age members who are completing a new accredited award to provide their LUI number in the Online Student Enrolment Form (prior to assessment) to ensure that their points are “banked” in their account and are not missed. It may be difficult to have these points added to a LUI account after the fact/as the student is graduating from Grade 12.

If members believe that any of their awards are missing/points have not been added to their account, they should email agray@lifesaving.com.au with the details.

KEY POINTS TO NOTE:

- LUI numbers are only issued to Queensland school students
- LUI numbers are issued once a student enters Grade 10 (not when a student turns 15)
- A member who completes their Bronze Medallion/Certificate II once they turn 15 but prior to entering Grade 10 is not eligible to receive any points towards their QCE.
- Clubs/CTOs/TAFs are asked to remind their school age members who are completing a new accredited award to provide their LUI number of their Student Enrolment Forms (prior to assessment).
- Members who check their LUI accounts should be looking for Qualification names rather than SLSA Surf awards (ie Certificate II in Public Safety rather than Bronze Medallion).

Things to look for –

- PUA21012/PUA20119 Certificate II in Public Safety (Aquatic Rescue) – should show as complete and up to 4 QCE points (depending what other vocational education the student has completed eg. Hospitality, childcare etc.) where a club member successfully achieved the Bronze Medallion in the calendar year that they were either Grade 10, 11 or 12.

DIRECT SUPERVISION

SECTION: TOM14 – DIRECT SUPERVISION



Under The Standards for RTOs 2015, Clauses 1.17 to 1.20, there is a requirement for any Trainer who does not hold the TAE40110*/TAE40116 Certificate IV in Training and Assessment prior to the commencement of delivery of a course to be supervised by a person who does.

The Direct Supervision Arrangement must be completed only if the Trainers do not hold the TAE40110*/TAE40116. **NB Trainers working under supervision must not determine assessment outcomes.**

A Direct Supervisor must hold TAE40110*/TAE40116 Certificate IV in Training and Assessment and must meet the required RTO Standards. For courses delivered in Queensland, the Direct Supervisor must be a current TAE holder and have completed the required SLSQ TAF Proficiency.

Regardless of the Trainer's skills and knowledge, a new Direct Supervision Arrangement must be made every time a new course commences. The amount of direct supervision will reduce as the experience of the trainer increases.

All activities to be recorded on the SLSQ Training Direct Supervisor Record form which can be located on the [SLS Members Area Library](#) or [CLICK HERE](#) to download the form.

Examples of Direct Supervision:

- providing input to the preparation for training, including planning sessions;
- discussing strategies to support specific learners;
- assisting the trainer to locate appropriate resources;
- observing some training sessions and providing feedback;
- debriefing the trainer after training sessions; and
- providing regular support, guidance and monitoring.

Note: Direct supervision does not mean the Cert IV holder needs to be at the training session but they do need to liaise with the Training Officer about the course as part of the Direct Supervision

Delivery and Review:

- Discuss teaching program during delivery and determine effectiveness of the teaching, learning and assessing strategies in place;
- Develop a revised delivery plan, if required;
- Review teaching program at end of delivery and determine effectiveness of teaching, learning and

assessment strategies;

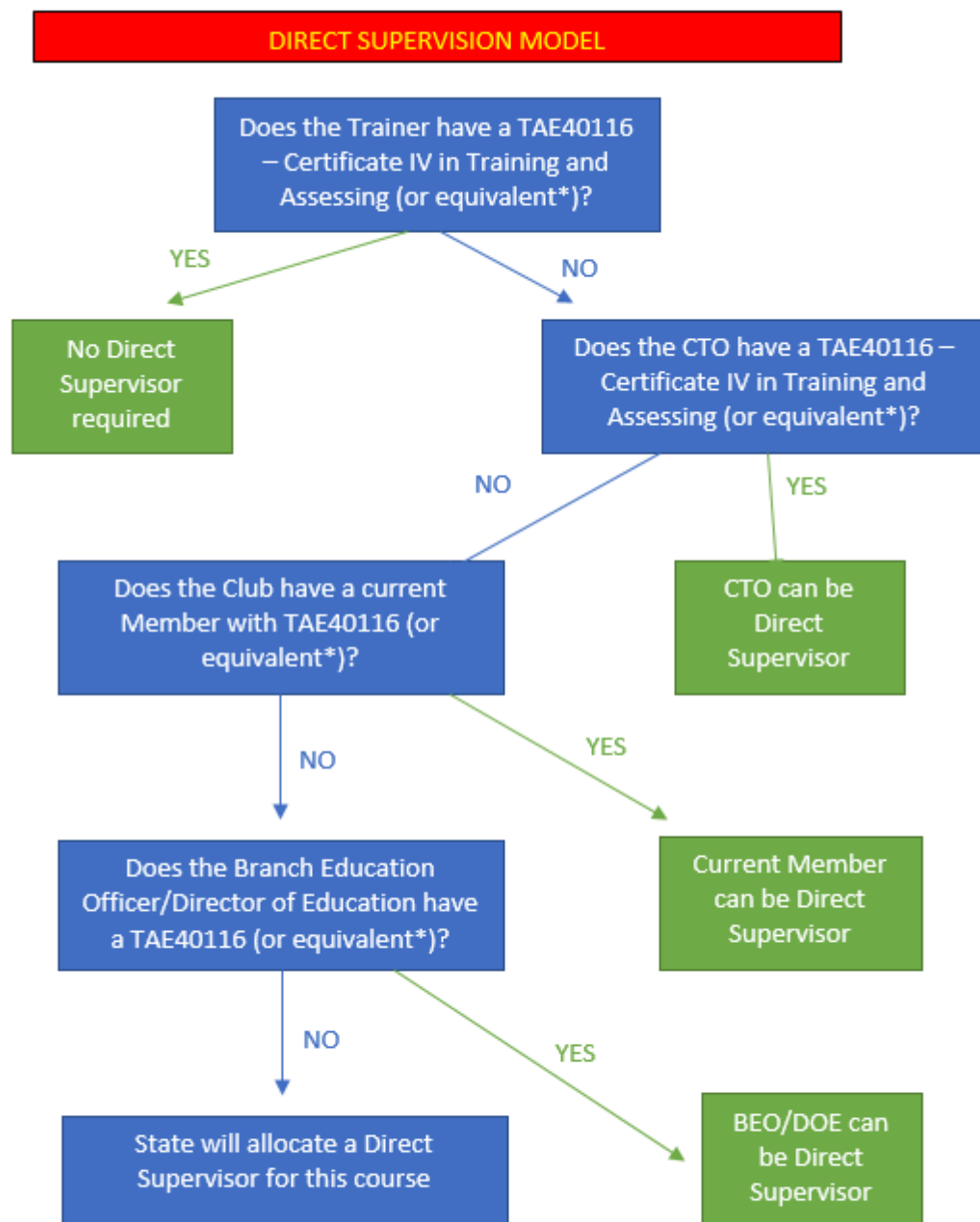
- Review student feedback and unit evaluations; and
- Discuss with supervisor future changes to delivery strategies from these evaluations.

For each course you must ensure the following:

- The Direct Supervisor is listed in the Comments section on the Assessment Request in Surfguard e.g. DS : John Smith;
- The Direct Supervisor is listed on the Training Course Report; and
- The Direct Supervisor must complete the Direct Supervisor Form and submit with the course paperwork.

*Those members wishing to act as a Direct Supervisor, who hold the TAE40110 Certificate IV in Training and Assessment qualification, must also hold the following units of competency:

- TAEASS502/A/B – Design and develop assessment tools; AND
- TAELLN401A/TAELLN411 – Address adult language, literacy and numeracy skills



**Equivalent – TAE40110 Certificate IV in Training & Assessment including the additional units TAEASS502/A/B Design and develop assessment tools and TAELLN401/411 Address adult language, literacy and numeracy skills.*

PATROL GAP CALCULATOR / TRAINING NEEDS ANALYSIS

SECTION: TOM15 – PATROL GAP CALCULATOR – TRAINING NEEDS ANALYSIS



TRAINING NEEDS ANALYSIS

Each season Clubs should put together a Training Needs Analysis so that they can plan their training calendar and ensure that the Patrols are staffed as per the Club's Patrol Service Contract.

As per the Patrol Service Contract – as a minimum standard, patrols must have the following awards covered:

- Three (3) Bronze Medallion/Certificate II in Public Safety (Aquatic Rescue) holders;
- One (1) Silver Medallion Beach Management holder;
- One (1) Silver Medallion IRB Driver holder;
- One (1) IRB Crew Certificate holder;
- One (1) Advanced Resuscitation Techniques [AID] holder; and
- One (1) First Aid [AID] Certificate holder.

Training Needs Analysis can be carried out using the Patrol Gap Calculator. Other training should also be conducted to ensure patrolling members hold the relevant vehicle/s and marine stinger (northern clubs only) awards.

PATROL GAP CALCULATOR (PGC)

The Patrol Gap Calculator (PGC) is a club-specific membership and training needs analysis.

This tool was developed to assist clubs in assessing their human resources. This is a useful tool for Club Captains and Chief Training Officers, in determining any gaps in awards based on their current patrol roster.

In summary the PGC:

- Allows Club Captains to accurately set up patrol groups based on state and club requirements;
- Identifies gaps in current patrol roster;
- Club Captains and Patrol Captains alike will also be able to identify patrol team gaps easily and target members within these groups to upskill;
- Allows training to be gap/needs-based training – more efficient training planning can be undertaken with clubs only having to run courses based on the needs identified. Reduces waste in

terms of human resources;

- Allows for future planning in terms of patrol team expansion.

To use the PGC:

- Ensure that the patrol groups are up to date in Surfguard
- Ensure all members details are up to date including:
 - Membership/Registration
 - Membership Category
 - Blue Cards
 - Awards/Proficiency
 - Drivers Licence and Marine Licence Expiry Dates
- You will also need access to the template documents which can be found via SLSQ Membership Services

PGC IS CURRENTLY BEING UPDATED.

A NEW PROCESS COMING SOON.

NON COMPLIANCE

SECTION: TOM16 – NON-COMPLIANCE



Please note that this section is not ready yet. The SLSQ Education Panel will be determining the rules/notes for non-compliance issues

NON-COMPLIANCE ISSUES RAISED BY WBC:

- Trainers and Assessors signing off when not eligible to do so
- Missing signatures on paperwork
- Paperwork timeframes not adhered to
- IRB Step by Step Process not followed

HOW TO RUN A COURSE

SECTION: TOM17 – HOW TO RUN A COURSE



This Section is aimed at providing example information to assist Clubs, Chief Training Officers and Trainers in how to organise and run a course.

PRE-COURSE CHECKLIST

- Plan course dates (preferably prior to season and in conjunction with CTO and club Trainers)
- Advertise course details within club membership (and through usual means)
- Book training location for all proposed course dates
- Organise Trainer assistance
- Raise Assessment Request on Surfguard (21 days prior to Proposed Start Date)
- Book date for ECT course by completing the relevant JotForm for:
 - General club First Aid or Advanced Resuscitation Techniques course; or
 - First Aid course (in conjunction with Bronze Medallion course); or
 - CPR course (in conjunction with Surf Rescue Certificate course).
 ECT booking Jot form: [Click Here](#)

- Print required course resources/collect from Branch
- Purchase manuals (if required)
- Send information/confirmation email to course candidates
- Update Assessment Request in Surfguard (if required)
- Steps for members to enrol in an Accredited Course – [Click Here](#)
- Bronze and SRC Information Checklist for Students – [Click Here](#)

EXAMPLE EMAIL FOR BRONZE MEDALLION COURSE

Dear

Thank you for enrolling in SLSC's upcoming Bronze Medallion course.

Upon completion of this course you will gain the SLSA Bronze Medallion and Certificate II in Public Safety (Aquatic Rescue) and associated eight (8) units of competency. Once you have gained these awards, you will be able to assist with patrol operations, water safety duties and compete in surf sports activities.

The details for the course are as follows:

PROPOSED START DATE – PROPOSED ASSESSMENT DATE –

..... COURSE DAYS/DATES –
SESSION TIMES – LOCATION/S -
.....

Your Trainer/s will be They can be contacted by
.....

The course entry requirements are as follows:

- You must be a financial member of a Queensland Surf Life Saving Club;
- You must hold (or have applied for) a Queensland Working With Children Check (Blue Card) – if you are over 18 years of age;
- You must hold a Unique Student Identifier (USI) number (and have this number added to Surfguard);
- You must be a minimum 15 years of age by the date of Assessment; and
- You must be able to complete a 400m pool swim (in less than 9 minutes). Please see attached a Pool Swim sign-off form (for if you choose to complete your pool swim prior to the commencement of the course).

For each of the course sessions, you need to bring:

- Appropriate swimwear (and wetsuit)
- Rash shirt
- Goggles (if needed)
- Sunscreen/Hat
- Towel
- Water bottle
- Snacks/lunch
- Club cap
- Money for pool entry (first session only)
- Etc

If you have any questions about the course, please get in contact with your Head Trainer.

We look forward to seeing you at the first session.

EXAMPLE EMAIL FOR SURF RESCUE CERTIFICATE COURSE

Dear

Thank you for enrolling in SLSC's upcoming Surf Rescue Certificate (SRC) course.

Upon completion of this course you will gain the SLSC Surf Rescue Certificate and associated four (4) units of competency. Once you have gained these awards, you will be able to assist with patrol operations, water safety duties and compete in surf sports activities (under 15s only).

The details for the course are as follows:

PROPOSED START DATE – PROPOSED ASSESSMENT DATE –
..... COURSE DAYS/DATES –
SESSION TIMES – LOCATION/S -
.....

Your Trainer/s will be They can be contacted by
.....

The course entry requirements are as follows:

- You must be a financial member of a Queensland Surf Life Saving Club;
- You must hold (or have applied for) a Queensland Working With Children Check (Blue Card) – if you are over 18 years of age;
- You must hold a Unique Student Identifier (USI) number (and have this number added to Surfguard);
- You must be a minimum 13 years of age by the date of Assessment; and
- You must be able to complete a 200m pool swim (in less than 5 minutes). Please see attached a Pool Swim sign-off form (for if you choose to complete your pool swim prior to the commencement of the course).

For each of the course sessions, you need to bring:

- Appropriate swimwear (and wetsuit)
- Rash shirt
- Goggles (if needed)
- Sunscreen/Hat
- Towel
- Water bottle
- Snacks/lunch
- Club cap
- Money for pool entry (first session only)
- Etc

If you have any questions about the course, please get in contact with your Head Trainer.

We look forward to seeing you at the first session.

EXAMPLE EMAIL FOR IRB COURSE

Dear

Thank you for enrolling in SLSC's upcoming IRB Crew/Driver course.

Upon completion of this course you will gain the SLSA IRB Crew/IRB Driver Certificate and associated units of competency. Once you have gained this award, you will be able to assist with patrol operations and water safety duties.

The details for the course are as follows:

PROPOSED START DATE – PROPOSED ASSESSMENT DATE –
..... COURSE DAYS/DATES –
SESSION TIMES – LOCATION/S -
.....

Your Trainer/s will be They can be contacted by
.....

The course entry requirements are as follows:

- You must be a financial member of a Queensland Surf Life Saving Club;
- You must hold (or have applied for) a Queensland Working With Children Check (Blue Card) – if you are over 18 years of age;
- You must hold a Unique Student Identifier (USI) number (and have this number added to Surfguard);

IRB CREW

- You must be a minimum 15 years of age by the date of Assessment; and
- You must hold a proficient Bronze Medallion (and associated Certificate II in Public Safety).

IRB DRIVER

- You must be a minimum 17 years of age by the date of Assessment;
- You must hold a proficient Bronze Medallion (and associated Certificate II in Public Safety);
- You must hold a proficient IRB Crew Certificate (and associated unit/s of competency); and
- Registered Marine Licence (details must be added to Surfguard prior to commencement of course).

For each of the course sessions, you need to bring:

- Appropriate swimwear (and wetsuit)
- Rash shirt
- Sunscreen/Hat
- Towel
- Water bottle
- Snacks/lunch
- Club cap
- Etc

If you have any questions about the course, please get in contact with your Head Trainer.

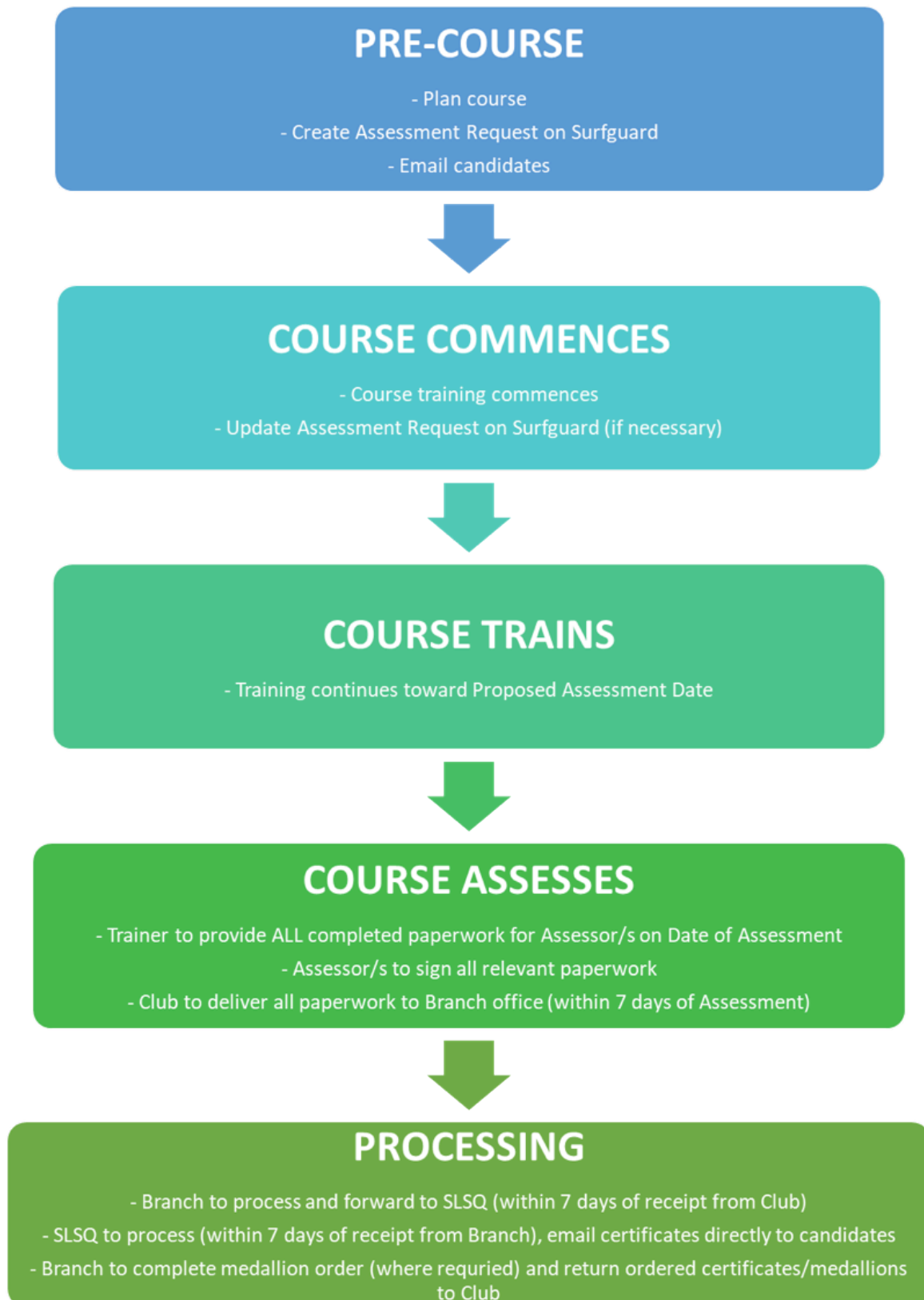
We look forward to seeing you at the first session.

PRE-ASSESSMENT CHECKLIST

- Assessment Request in Surfguard is updated accordingly (including Assessment Time)
- All course paperwork has been printed (Hint: use Training Course Report Checklist) and

completed

- Assessors sourced
- Qualified water safety personnel sourced (if required)
- Candidates have completed all training and are prepared for Assessment
- All gear and equipment gathered and checked for defects



AWARD PROCESSING PROCEDURE

SECTION: TOM18 – AWARD PROCESSING PROCEDURE



STEP	DETAILS – NEW AWARDS
1	<p>Club creates “New Assessment Request” on Surfguard (minimum 14 days prior to Course Start Date)</p> <ol style="list-style-type: none"> 1. Complete all fields as required. 2. Under “Assessment Details” complete the boxes as follows: <ol style="list-style-type: none"> a. Assessment Type – generally will only be Award or Proficiency. b. Time (24hr) – the time the Assessment will commence. c. Activity Start Date – the date the course is commencing; and d. Proposed Assessment Date – the date the course is due to be assessed. 3. Under “Award Details” complete the boxes as follows: <ol style="list-style-type: none"> a. Award Type – generally will only be SLSA Education or Other; b. Award – which award your course is for c. Delivery Mode/Funding Source – leave as is d. QUALIFICATIONS & UNITS OF COMPETENCY – ensure ALL units of competencies are removed (highlight any and move into box on left) and untick Allocate/Update Equivalent Award box. 4. Club to add the following information into the “Comments” box: <ol style="list-style-type: none"> a. Direct Supervisor Name (ie the full Cert IV holder if Training Officer/s do NOT hold Cert IV); b. Any Probationary Trainer/Assessor/Facilitator Names; c. Any related Course Numbers (ie related Radio Operator Award with Bronze Medallion course); and d. Any other related Course information (ie IRBD UOC Upgrade etc) 5. Press SAVE and record the Assessment ID onto Training Course Report.
NB	<p>Prior to completing Step 2 below the following items need to be checked:</p> <ol style="list-style-type: none"> 1. All candidates have an SLS Members Area Account SLS Members Area 2. Club to allocate online resources to candidates (where applicable) 3. Club to ensure all members over 18 yrs have applied or hold a valid Working With Children Blue Card. Members cannot commence training until this has occurred. <i>Members cannot complete assessment until they hold a valid Working With Children Blue Card.</i>
2	<p>Club enters course candidate names (a minimum 3 days prior to the course Start Date and once online resources have been allocated):</p> <ol style="list-style-type: none"> 1. To enter candidate names, click “UPDATE” under the “Action” column.

	<ol style="list-style-type: none"> 2. Check Training Officer and Assessor names listed to ensure that they are accurate. 3. Search for candidate names in the “Candidates” section: <ul style="list-style-type: none"> • Move required candidates across to the “Selected” box; • If a candidate’s name doesn’t show up in the “Available” list, Club should conduct an “Assessment Candidates Qualification Check” on candidate (HINT: Open the ACQC in a new tab/window on browser to keep the Assessment Request open at the same time). 4. Once all candidates selected, click “Update” at bottom of page. 5. Print enrolment form and attendance sheet from Surfguard for Trainers 6. DO NOT CLICK “SUBMIT” UNDER THE “ACTION” COLUMN – this is a step for Branch.
3	Club to collate ALL course resources. Refer to the relevant Training Course Reports/ documentation included in Section 4 of the TOM. Resources o be printed from the SLS Members Area Library, SLS Members Area
4	Assessors to be Appointed (refer to Branch requirements) <ol style="list-style-type: none"> 1. This step is either coordinated at a Club or Branch level depending upon award/Branch requirements. 2. Assessor should be appointed at least 2 days prior to the Assessment Date and entered into Surfguard.
5	Assessment conducted and Form 14 completed <ol style="list-style-type: none"> 1. Form 14 to be printed from Surfguard (if not already done) and completed on the day of Assessment by: <ul style="list-style-type: none"> • Chief Assessor to list all attending Assessors on Course Training Report; • Chief Assessor to mark if candidates were C/NYC/DNA/DNC; and • Chief Assessor to PRINT full name, sign and date at the bottom of the Form 14 (in the “Board of Assessors Endorsement” section). The date indicated must be the date the assessment occurred. 2. Assessors to ensure all course paperwork is completed accurately.
6	Club delivers course paperwork to Branch (within 7 days of the Assessment Date) <ol style="list-style-type: none"> 1. Club to ensure all paperwork is completed correctly according to the Paperwork Checklist contained on page 2 of the relevant Training Course Report. 2. Once paperwork completed in full, Club to “Submit” Assessment Request (Submit Button under the “Action” column).
7	<u>BEFORE</u> Branch presses the “APPROVE” button under the “Action” column, Branch should: <ul style="list-style-type: none"> • Review the details the Club has entered and check the following: • All fields completed as required; • Under “Assessment Details” the “Date” boxes are completed as following: <ul style="list-style-type: none"> ◦ Time (24hr) – the time the Assessment will commence; ◦ Activity Start Date – the date the course is commencing; and ◦ Proposed Assessment Date – the date the course is due to be assessed. • Under “Units of Competency” ensure no Units of Competency/Qualifications are selected; • Under “Trainers” – at least one Trainer has been selected; • Under “Enrolment Source Details” – nothing is entered here; • The following information has been added to the “Comments” box:

	<ul style="list-style-type: none"> ◦ Direct Supervisor Name (ie the full Cert IV holder if Training Officer/s do NOT hold Cert IV); ◦ Any Probationary Trainer/Assessor/Facilitator Names; ◦ Any related Course Numbers (ie related Radio Operator Award with Bronze Medallion course); and ◦ Any other related Course information (ie IRBD UOC Upgrade etc) ◦ Any Trainer/Assessor/Facilitator name that appears in this box needs to be manually checked to ensure that they are qualified; and ◦ Under “Candidates” – names are listed. <ul style="list-style-type: none"> • If some details are not correct – Branch to contact Club to discuss incorrect/non-complete details and determine if Assessment Request needs to be amended/rejected/deleted. If the Assessment Request is rejected/deleted, please make note of why in the “Comments” box before completing action. • Branch then must also click “APPROVE” button (within 10 days of Course Commencement Date).
8	<p>Branch processes course in Surfguard (within 7 days of receipt of Course Paperwork)*</p> <ol style="list-style-type: none"> 1. BEFORE Branch processes results in Surfguard, Branch needs to check that all paperwork required is submitted and correct according to Paperwork Checklist. Branch should also ensure receipt/date stamp is affixed. 2. If all paperwork is correct, Branch clicks on “PROCESS RESULTS” and should check the following information listed in Surfguard against the Course Training Report and other paperwork and amend as required: <ul style="list-style-type: none"> • Assessment Date; • Trainers and Assessors listed in Surfguard match what is listed on the Training Course Report and Form 14; and • All details in “Comments” box are still accurate. 3. Branch to complete Candidate Results according to Form 14. <p>Legend of abbreviations:</p> <ul style="list-style-type: none"> • C = Competent – select this if all paperwork is accurate and the Assessor has deemed the individual “Competent” • NYC = Not Yet Competent – select this if the candidate completed all assessment tasks, however did not meet the benchmark requirements • DNC = Did Not Complete – select this if the candidate did not complete all training required OR did not complete all assessment activities • DNA = Did Not Attend – select this if the candidate did not attend any training (ie registered for the course but did not start the training) • RNG = Recognition Not Given – not used by SLSQ <p><i>NOTE: Branch to enter Pool Swim Times and Run Swim Run Times in Surfguard for SRC and Bronze Medallion Courses.</i></p> <ol style="list-style-type: none"> 4. Branch clicks on the “Process Results” button at the bottom of the screen when all details are accurate and completed. 5. Branch then clicks on the “APPROVE CANDIDATES” button under the “Action” column and subsequently clicks on the “Approve Candidates” button at the bottom of the screen. <p>*Branch to commence above process within 7 days of receipt of Course Paperwork. The process should be completed within the 7 day period where possible. This timeframe may be altered if the paperwork received by Branch is not complete and requires further attention.</p>

9A	AWARD ALLOCATION (NON-ACCREDITED AWARDS) <ol style="list-style-type: none"> 1. Branch clicks on the “ALLOCATE AWARD” button under the “Action” column and subsequently clicks on the “Allocate” button at the bottom of the screen. 2. Branch to print certificates for distribution (only if ordered by Club).
9B	AWARD ALLOCATION (NATIONALLY ACCREDITED AWARDS ONLY) (within 7 days of receipt of Course Paperwork)* (all courses where a new qualification or unit/s of competency to be issued) Once course is processed, deliver paperwork for nationally accredited courses to SLSQ (in Brisbane) for award allocation. Branches/Services DO NOT need to send any paperwork to SLSQ (in Brisbane) for non-accredited awards. SLSQ RESPONSIBILITIES: BEFORE SLSQ allocates the award in Surfguard, SLSQ needs to check that all paperwork required is submitted and correct according to Course Training Report. SLSQ should also ensure: <ul style="list-style-type: none"> • Receipt/date stamp is affixed; • All paperwork is present in accordance with Paperwork Checklist; • All assessment/s linking with course are identified on Training Course Report and in Surfguard; • Training dates on paperwork are eligible and align with the details on Surfguard; • Candidates have signed/Trainer ticked attendance against each date on the Attendance Sheet; • All workbooks are marked in their entirety; • All paperwork is signed by candidates and/or Trainer/Assessor; • Direct Supervisor has been identified (if required) and Trainers/Assessors are proficient/hold the required awards; and • Probationary Trainers/Assessors have been noted on paperwork and on Surfguard.
10	Finalisation of file Once awards have been allocated, State is to email candidates’ certificates directly to candidates. An email will be forwarded to Branches so organisation of engraving of medallions (where applicable) can occur. The final step is to “ARCHIVE” the award, once all other steps have been completed.

STEP	DETAILS – INDEPTH PROFICIENCY or AWARD UPDATING (Missing UOC or superseded qualification)
1	Club creates “Proficiency” Request on Surfguard (minimum 14 days prior to Course Start Date) <ol style="list-style-type: none"> 1. Complete all fields as required. 2. Under “Assessment Details” complete the boxes as follows: <ul style="list-style-type: none"> • Assessment Type – Proficiency. • Time (24hr) – the time the Assessment will commence. • Activity Start Date – the date the course is commencing; and • Proposed Assessment Date – the date the course is due to be assessed. 3. Under “Award Details” complete the boxes as follows: <ul style="list-style-type: none"> • Award Type –SLSA Education; • Award – which award your course is for • Delivery Mode/Funding Source – leave as is

	<p>4. Club to add the following information into the “Comments” box:</p> <ul style="list-style-type: none"> • Direct Supervisor Name (ie the full Cert IV holder if Training Officer/s do NOT hold Cert IV); • Any Probationary Trainer/Assessor/Facilitator Names; • Any related Course Numbers (ie related Radio Operator Award with Bronze Medallion course); and • Any other related Course information (ie IRBD UOC Upgrade etc) <p>5. Press SAVE and record the Assessment ID onto Training Course Report.</p>
2	<p>Club enters course candidate names (a minimum 3 days prior to the course Start Date and once online resources have been allocated):</p> <ol style="list-style-type: none"> 1. To enter candidate names, click “UPDATE” under the “Action” column. 2. Check Training Officer and Assessor names listed to ensure that they are accurate. 3. Search for candidate names in the “Candidates” section: <ul style="list-style-type: none"> • Move required candidates across to the “Selected” box; • If a candidate’s name doesn’t show up in the “Available” list, Club should conduct an “Assessment Candidates Qualification Check” on candidate (HINT: Open the ACQC in a new tab/window on browser to keep the Assessment Request open at the same time). 4. Once all candidates selected, click “Update” at bottom of page. 5. DO NOT CLICK “SUBMIT” UNDER THE “ACTION” COLUMN – this is a step for Branch.
3	<p>Club to collate ALL course resources. Refer to the relevant Training Course Reports/ documentation included in Section 4 of the TOM. Resources o be printed from the SLS Members Area Library, SLS Members Area</p>
4	<p>Assessors to be Appointed (refer to Branch requirements)</p> <ol style="list-style-type: none"> 1. This step is either coordinated at a Club or Branch level depending upon award/Branch requirements. 2. Assessor should be appointed at least 2 days prior to the Assessment Date and entered into Surfguard.
5	<p>Assessment conducted and Form 14 completed</p> <ol style="list-style-type: none"> 1. Form 14 to be printed from Surfguard (if not already done) and completed on the day of Assessment by: <ul style="list-style-type: none"> • Chief Assessor to list all attending Assessors on Course Training Report; • Chief Assessor to mark if candidates were C/NYC/DNA/DNC; and • Chief Assessor to PRINT full name, sign and date at the bottom of the Form 14 (in the “Board of Assessors Endorsement” section). The date indicated must be the date the assessment occurred. 2. Assessors to ensure all course paperwork is completed accurately.
6	<p>Club delivers course paperwork to Branch (within 7 days of the Assessment Date)</p> <ol style="list-style-type: none"> 1. Club to ensure all paperwork is completed correctly according to the Paperwork Checklist contained on page 2 of the relevant Training Course Report. 2. Once paperwork completed in full, Club to “Submit” Assessment Request (Submit Button under the “Action” column).
7	<p>BEFORE Branch presses the “APPROVE” button under the “Action” column, Branch should:</p> <ul style="list-style-type: none"> • Review the details the Club has entered and check the following:

	<ul style="list-style-type: none"> • All fields completed as required; • Under “Assessment Details” the “Date” boxes are completed as following: <ul style="list-style-type: none"> ◦ Time (24hr) – the time the Assessment will commence; ◦ Activity Start Date – the date the course is commencing; and ◦ Proposed Assessment Date – the date the course is due to be assessed. ◦ Under “Units of Competency” ensure no Units of Competency/Qualifications are selected; ◦ Under “Trainers” – at least one Trainer has been selected; ◦ Under “Enrolment Source Details” – nothing is entered here; ◦ The following information has been added to the “Comments” box: <ul style="list-style-type: none"> ◦ Direct Supervisor Name (ie the full Cert IV holder if Training Officer/s do NOT hold Cert IV); ◦ Any Probationary Trainer/Assessor/Facilitator Names; ◦ Any related Course Numbers (ie related Radio Operator Award with Bronze Medallion course); and ◦ Any other related Course information (ie IRBD UOC Upgrade etc) ◦ Any Trainer/Assessor/Facilitator name that appears in this box needs to be manually checked to ensure that they are qualified; and ◦ Under “Candidates” – names are listed. • If some details are not correct – Branch to contact Club to discuss incorrect/non-complete details and determine if Assessment Request needs to be amended/rejected/deleted. If the Assessment Request is rejected/deleted, please make note of why in the “Comments” box before completing action. • Branch then must also click “APPROVE” button .
8	<p>Branch processes course in Surfguard (within 7 days of receipt of Course Paperwork)*</p> <ol style="list-style-type: none"> 1. BEFORE Branch processes results in Surfguard, Branch needs to check that all paperwork required is submitted and correct according to Paperwork Checklist. Branch should also ensure receipt/date stamp is affixed. 2. If all paperwork is correct, Branch clicks on “PROCESS RESULTS” and should check the following information listed in Surfguard against the Course Training Report and other paperwork and amend as required: <ul style="list-style-type: none"> • Assessment Date; • Trainers and Assessors listed in Surfguard match what is listed on the Training Course Report and Form 14; and • All details in “Comments” box are still accurate. 3. Branch to complete Candidate Results according to Form 14. <p>Legend of abbreviations:</p> <ul style="list-style-type: none"> • C = Competent – select this if all paperwork is accurate and the Assessor has deemed the individual “Competent” • NYC = Not Yet Competent – select this if the candidate completed all assessment tasks, however did not meet the benchmark requirements • DNC = Did Not Complete – select this if the candidate did not complete all training required OR did not complete all assessment activities • DNA = Did Not Attend – select this if the candidate did not attend any training (ie registered for the course but did not start the training) • RNG = Recognition Not Given – not used by SLSQ

	<p>NOTE: Branch to enter Pool Swim Times and Run Swim Run Times in Surfguard for SRC and Bronze Medallion Courses. Branch clicks on the “Process Results” button at the bottom of the screen when all details are accurate and completed. Branch then clicks on the “APPROVE CANDIDATES” button under the “Action” column and subsequently clicks on the “Approve Candidates” button at the bottom of the screen. *Branch to commence above process within 7 days of receipt of Course Paperwork. The process should be completed within the 7 day period where possible. This timeframe may be altered if the paperwork received by Branch is not complete and requires further attention.</p>
9	<p>AWARD ALLOCATION (NATIONALLY ACCREDITED AWARDS ONLY) (within 7 days of receipt of Course Paperwork)* (all courses where a new qualification or unit/s of competency to be issued)</p> <p>Once course is processed, Branch to deliver paperwork for nationally accredited courses to SLSQ for award allocation. SLSQ RESPONSIBILITIES:</p> <p>BEFORE SLSQ allocates the award in Surfguard, SLSQ needs to check that all paperwork required is submitted and correct according to Course Training Report. SLSQ should also ensure:</p> <ul style="list-style-type: none"> • Receipt/date stamp is affixed; • Candidate has completed their <u>SLSQ Education Registration online</u>; • All paperwork is present in accordance with Paperwork Checklist; • All assessment/s linking with course are identified on Training Course Report and in Surfguard; • Training dates on paperwork are eligible and align with the details on Surfguard; • Candidates have signed/Trainer ticked attendance against each date on the Attendance Sheet; • All theory assessments are marked in their entirety or Certificate of Completion attached; • All paperwork is signed by candidates and/or Trainer/Assessor; • Direct Supervisor has been identified (if required) and Direct Supervision forms attached and Trainers/Assessors are proficient/hold the required awards; and • Probationary Trainers/Assessors have been noted on paperwork and on Surfguard with forms attached.
10	<p>Finalisation of file</p> <p>Once awards have been allocated, State is to email candidates' certificates directly to candidates. An email will be forwarded to Branches so organisation of engraving of medallions (where applicable) can occur. The final step is to “ARCHIVE” the award, once all other steps have been completed.</p>

Notes :

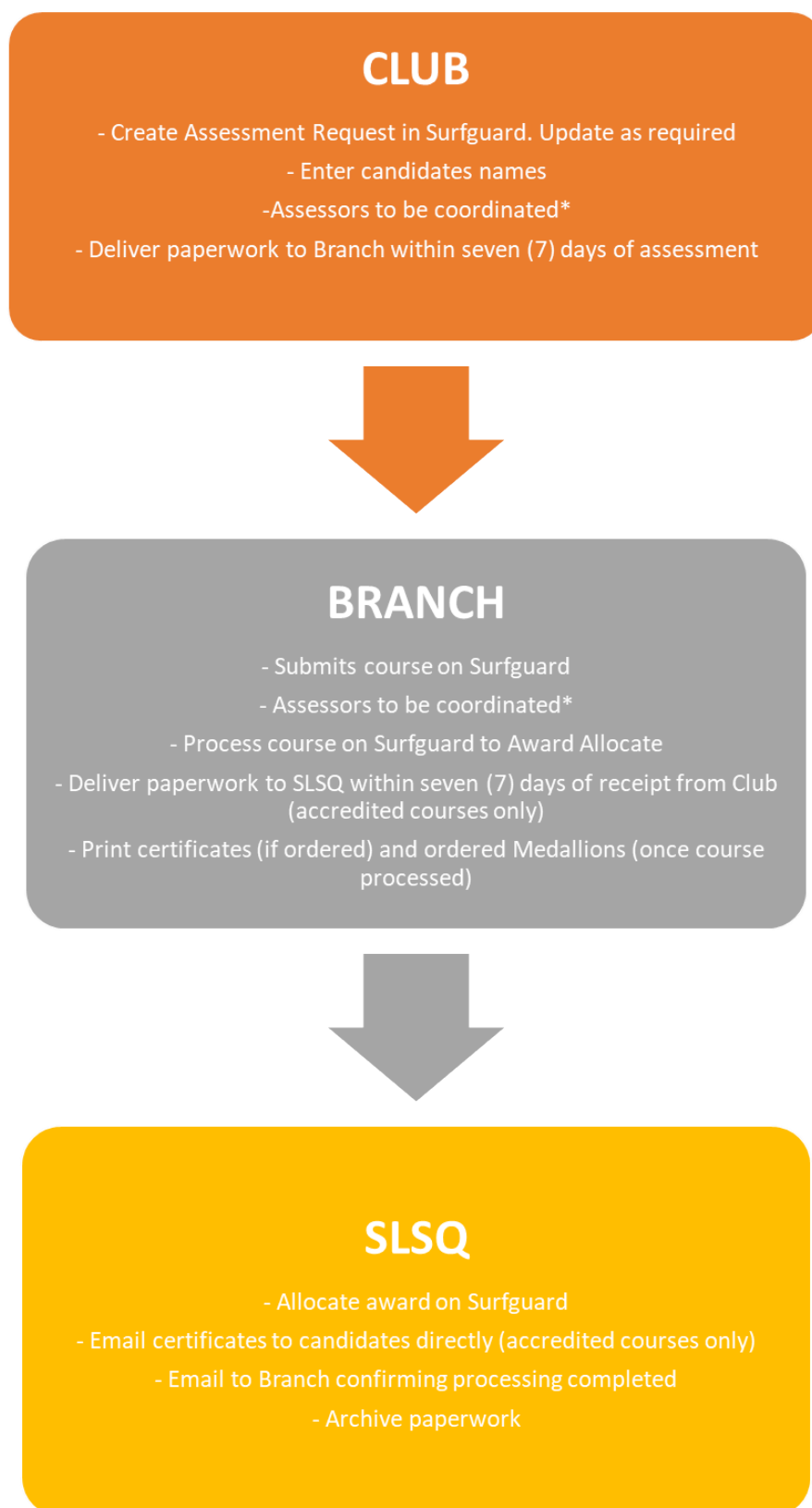
The terms, “Club”, “Branch” and “SLSQ” have been used in this document as generic terms and should be taken to include and be interchangeable with each of the following groups/services:

“Club” – All affiliated Surf Life Saving Clubs, each Operations Support Service, Australian Lifeguard Services/Lifeguard Supervisors, Brisbane Lifesaving Services and the like.

“Branch” – All affiliated Surf Life Saving Branches, Regions, Operations Support/Lifeguard Services Assistants, Lifesaving Development Officers and the like.

“SLSQ” – Surf Life Saving Queensland, Surf Rescue House (Brisbane), SLSQ Education Hub,

Education Development Coordinators and the like.



CERTIFICATES

SECTION: TOM19 – CERTIFICATES



When a member completes an award, it is an RTO requirement that they are provided with proof of their completion and this is done in the form of a Certificate.

Based on the award the member may be given and SLSA Certificate and also a Unit of Competency Certificate.

SURF LIFE SAVING CERTIFICATES

The following awards are processed as Surf Life Saving awards ONLY and do not have a Unit of Competency:

- QLD 4WD Induction
- QLD Tractor Induction
- SSV Operator Induction
- Gold Medallion (Advanced Lifesaving)
- QLD Observers Certificate
- Marine Stinger Management
- QLD Junior Activities Accreditation Officer
- Junior Activities Age Manager Award
- Trainer Awards (ie Training Officer Bronze Medallion)
- Assessor Awards (ie Assessor Bronze Medallion)

STATEMENT OF ATTAINMENT/CERTIFICATE OF QUALIFICATION

The following awards are some of the accredited awards – meaning when processed, members will receive two certificates – a Surf Life Saving award (as above) and Statement of Attainment (for units of competency) or Certificate of Qualification (for a full qualification):

- Bronze Medallion / Certificate II in Public Safety (Aquatic Rescue)
- Surf Rescue Certificate
- Radio Operator Certificate
- IRB Crewperson
- Silver Medallion IRB Driver
- Silver Medallion Beach Management
- Advanced Resuscitation Techniques
- First Aid

- Resuscitation

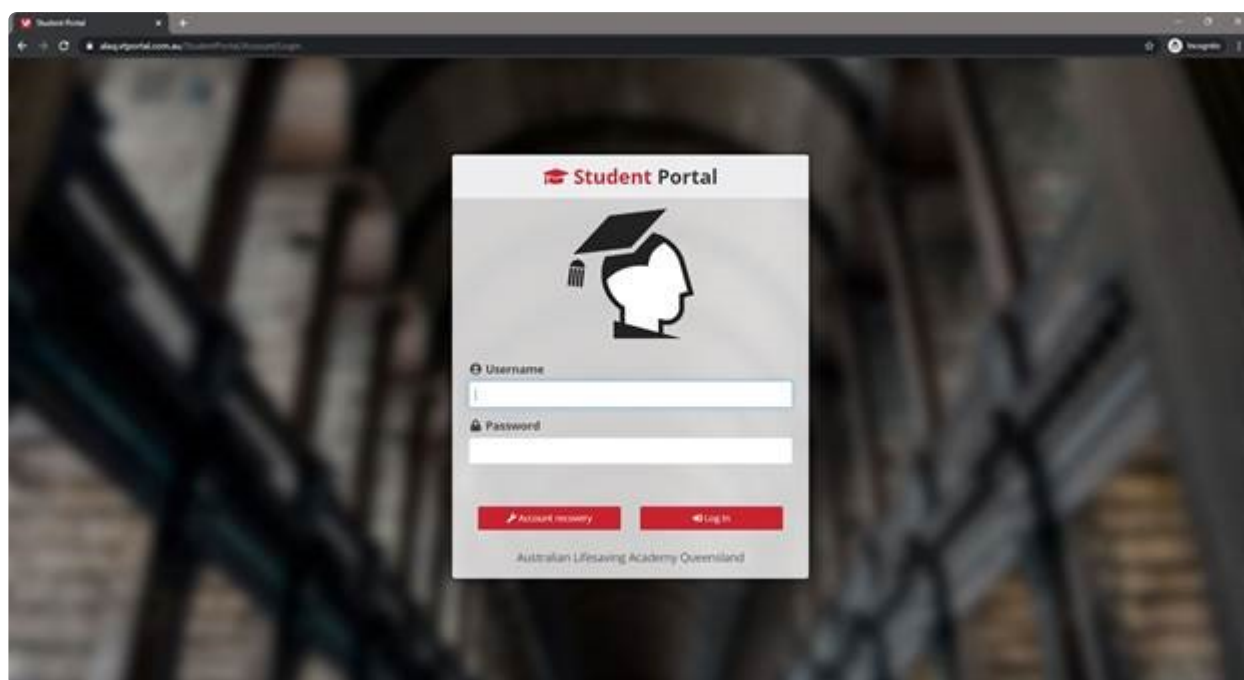
AWARD REPRINTS

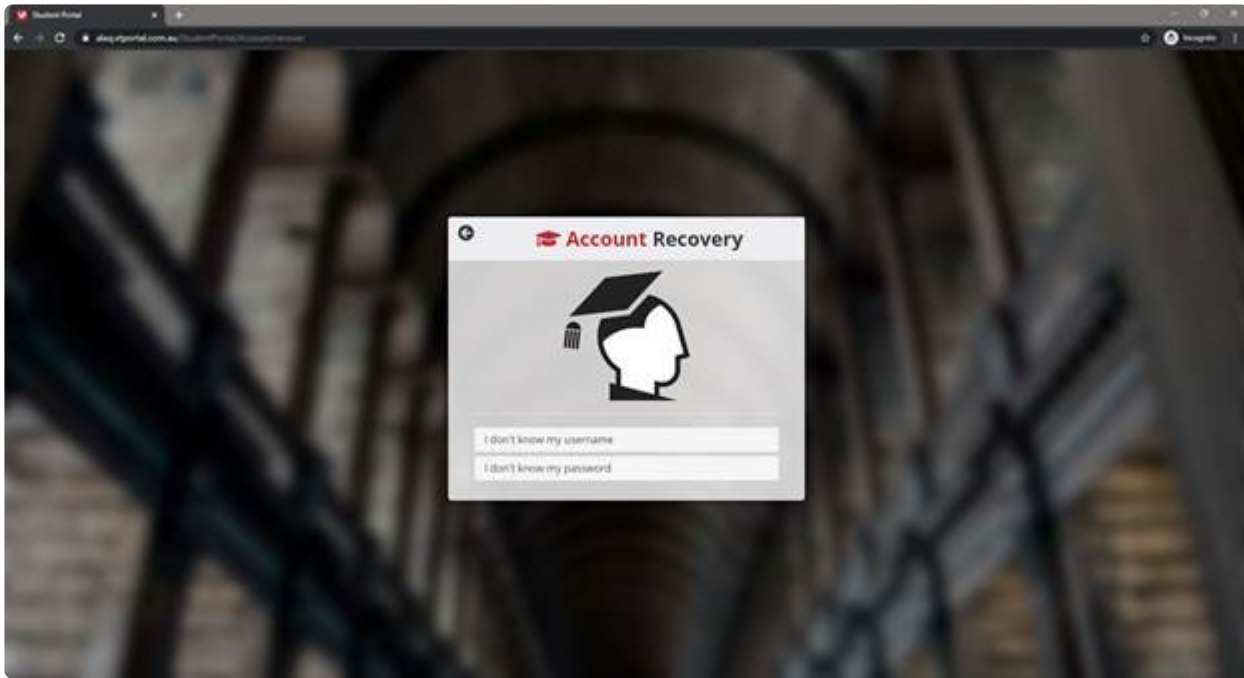
Surf Life Saving Awards: If a member needs a reprint of their Surf Life Saving Certificate (not the UOC), please contact your Branch Office. There may be a fee for this – please check with individual offices to determine pricing.

Units of Competency:

- (For awards issued prior to July 2018) – these must be ordered through the Surf Life Saving Queensland Education. Please contact education@lifesaving.com.au to arrange the necessary reprint. The cost for reprints for Units of Competency is \$22.00 (including GST).
- (For awards issued from 1st July 2020) – members can login to the SLSQ Education Student Portal ([CLICK HERE](#)) to download another copy of their certificate. Username/password details can be found by clicking Account recovery.

**** For members that are no longer actively patrol a fee may be charged for certificate reissues.**





MEMBERS AWARDS LIST

Members can access their list of full awards in two ways:

1. Surfguard
Contact your Club or Branch and they can download a list of awards from Surfguard for member information
2. Members Portal
Members can access their own awards via the SLSSA Members Portal.

Go to Membership/Awards



Home Memberships ▾ Patrols ▾ eLearning News and Events ▾ Document Library ▾ History

Renewals, Payments & Transfers

UPC

You & Your Family

Awards

Update Personal Details

Pending Requests

Member Store

View Full Roster ➤

EXPIRING AWARDS

Bronze Medallion
Expires : 31/12/2019

Facilitator Bronze Medallion
Expires : 31/12/2019

Facilitator Radio
Expires : 31/12/2019

View All Awards ➤

CERTIFICATE DISTRIBUTION

Due to the new data reporting requirements legislated under the standards for RTO's, SLSQ now uses a database called VETtrak for all Vocational Education and Training Courses (Nationally Recognised Training).

This database is for the sole purpose of education and meets the requirements under the legislation including being able to verify Unique Student Identifiers (USI's) and AVETMISS reporting.

The database operates on paid licences and is located in Brisbane with information stored on the secure SLSQ servers. This is unlike Surfguard which is web based and has no paid licences but is unable to meet our RTO requirements. This means that all processing of the VET qualifications and units of competency are done at Support Office Brisbane before being transferred into Surfguard to the Members Awards List.

There is a requirement that as an RTO, SLSQ is to process all courses within 30 days after completion of the courses. Completion means after marking and moderation and payments (if any) (usually not applicable to SLSQ members) have been met. It is therefore important that all completed documents are forwarded to Branches/Regional Offices (depending on current setup for moderation). Once the Branch/Regional Office has completed the moderation (with the course Assessors providing any rectification or additional information requested if missing) and then forwarded to SLSQ for processing in a timely manner.

SLSQ will then ensure we will process within the 30 days required under legislation. Courses will be processed in the order they arrive at Brisbane and then entered into Surfguard against the Members

Award List.

Clubs must allow 30 days between the completion of an assessment and a candidate commencing another course where the candidate is required to hold the lower award (eg cannot be scheduled to commence as a participant on an IRB Crew course within 30 days of the final date of the Bronze assessment).

In the past, Clubs were required (once they received the certificates) to distribute them to members. In a lot of cases, these were being held onto in the Club office – whether this was to present the awards at the annual club dinner or simply because members didn't regularly attend to collect these.

In an effort to ensure that SLSQ is complying with the above RTO requirements and to ease the burden on clubs/branches and the requirement for these awards to be distributed in a timely manner, certificates for nationally recognised awards (Qualifications and Units of Competency) will now be emailed directly to members once they are processed (which is possible through our secondary database, VETtrak). From there, members will be able to print copies of their own certificates or forward copies where needed.

Certificates for Surf Awards (ie Bronze Medallion, Surf Rescue Certificate, IRB awards etc) can be ordered through your Branch (by Clubs) for printing, for presentations ceremonies or as required. Otherwise, these certificates will no longer be printed. Individual members requesting printed certificates should contact their Branch via their Club.

CONTINUAL IMPROVEMENT REGISTER

SECTION: TOM20 – CONTINUAL IMPROVEMENT REGISTER



SLSQ Education Panel to determine the requirements of a Continual Improvement Registers

Watch this Space

STUDENT VISAS / INTERNATIONAL LIFESAVERS

SECTION: TOM21 – STUDENT VISAS / INTERNATIONAL LIFESAVERS



STUDENT VISAS

BACKGROUND

Surf Life Saving Queensland is not a registered CRICOS organisation and therefore we cannot train international visitors who hold certain visas, including study or student visas. It is a breach of the Education Services for Overseas Students Act 2000 (ESOS Act) for any provider to deliver courses to an overseas student on a student visa unless that course is registered on CRICOS. Clubs must ensure that they are checking that any new or renewing members they are signing up are not here on a student/study visa.

WHAT DOES THIS MEAN?

Members on student or study visas are unable to complete or gain accredited awards (such as a Bronze Medallion/Certificate II or First Aid [AID] etc) and therefore SLSQ is unable to issue any qualifications or statement of attainments to these members.

WHAT ARE THE IMPLICATIONS OF SUCH TRAINING?

- **For our RTO** – we (Surf Life Saving Queensland) can incur fines up to \$125,000 or even loss of our RTO registration.
- **For the member's visa** – failure to comply with the CRICOS requirements may lead to the student's visa being cancelled and the student being removed from the course they received their student visa for.

WHAT HAPPENS IF A MEMBER COMPLETES THIS TRAINING? WHAT CAN WE OFFER A MEMBER ON A STUDENT/STUDY VISA?

While these members are not eligible to complete an accredited award, they may still complete non-accredited awards. With the release of the PUA20119 Public Safety Training Package (in July 2020), the Surf Rescue Certificate now has 4x units of competencies attached and the (standalone) Radio Operators Certificate one unit of competency. As such neither of these awards are now unable to be issued to International Students at this point in time. SLSQ is investigating avenues to issue non-accredited Surf Rescue Certificates in the near future.

HOW DO I KNOW IF A MEMBER IS HERE ON A STUDENT/STUDY VISA?

The simplest way to find out is to ask! Whether this is done when the member joins or during your course induction (or both), it is your choice.

Another place to look is on the member's Student Enrolment Form (the question is under where they write their USI number). Avoiding or answering this question falsely may lead to issues for the student as their training may be cross-referenced on their academic record through the USI system.

WHAT IF I HAVE A MEMBER WHO IS HERE ON A VISA BUT I'M NOT SURE WHETHER IT IS A STUDENT/STUDY VISA?

We recommend that if you have a member here in Australia on any type of visa, that you request a copy of the visa and keep it with your course records. If you are unsure of the type of visa, please contact your Education team member to have it checked.

MEMBERS FROM INTERNATIONAL LIFE SAVING CLUBS

BACKGROUND

From time to time lifesavers from international life saving clubs move to Australia and join our clubs. Surf Life Saving Australia does not recognise any international awards relevant to participating as a member of an Australian Club.

WHAT DOES THIS MEAN?

This means that members who join but have international life saving qualifications will have to be trained and assessed for the SLSA Bronze Medallion/Certificate II.

TRAINING

To facilitate the training for members within this category – members must be trained in all requirements of the Surf Life Saving Awards.

As an option – Clubs/CTOs can look at the requirements of the International award that the member holds and carry out a Gap Analysis to determine the training options required.

Clubs should ensure they have copies of the members international qualifications for reference.

ASSESSMENT

Members must be assessed as per the requirements of Surf Life Saving Queensland.

All paperwork for this award is to be raised and completed as a new award.

CAN INTERNATIONAL AWARDS BE RPL'D?

No – SLSA members are required to be deemed competent in specific Units of Competency and the international awards do not match these.

SKILLS MAINTENANCE

SECTION: TOM22 – SKILLS MAINTENANCE



INTRODUCTION

The requirements in this section detail the minimum SLSQ requirements as ratified by the Lifesaving Committee. Additional requirements may be included by the State Lifesaving Officer.

Introduction

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; and
- Reinforce and maintain our service commitment to the bathing and beach going community.

Members must complete Skills Maintenance annually as awards are deemed proficient until 31 December, unless indicated otherwise in Surfguard.

As stated in SLSA Policy 5.4:

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

Therefore, any member who has not completed annual Skills Maintenance **cannot perform patrols or operate rescue craft or compete in surf lifesaving competitions. Note: A member cannot attend a Bronze Medallion Skills Maintenance unless they hold the Certificate II in Public Safety (Aquatic Rescue) PUA21010, PUA21012 or PUA20119.**

Members who complete their Skills Maintenance after 31 December are eligible to participate in patrol activities through club or ops support, but are not permitted to participate in any SLSA championship competition until 1 July, (see SLSA Policy 5.4 for further details on competitor proficiency/patrol requirements).

When Skills Maintenance is successfully completed or a member gains an award after 30 June in a particular year, the award is deemed proficient until 31 December in the following year.

Completion of the Skills Maintenance does not result in the renewal of units of competency. To maintain units of competency for awards the award must be redone in full (as per ARC guidelines, i.e. resuscitation every year and first aid every three years). Skills Maintenance does not fulfill this requirement.

Skills Maintenance checks may be conducted after 31 December subject to the requirements and approval of the Branch Director of Lifesaving.

Each component of a required Skills Maintenance check need only be demonstrated once in any one (12 months) season. For example, a member who has successfully completed the CPR Skills Maintenance component of their Advanced Resuscitation Techniques [AID] does not need to repeat the CPR Skills Maintenance for the Bronze Medallion.

A fitness test for a higher award such as the Gold Medallion is accepted as evidence that a member has passed the fitness component of the Bronze Medallion (run/swim/run) proficiency.

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 additional Skills Maintenance checks by their club, or authorised SLSQ official. A member who fails Skills Maintenance at any time during the season has their awards deemed 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 has been completed successfully.

AUTHORITY TO CONDUCT SKILLD MAINTENANCE

Skills Maintenance can be conducted and recorded as completed for the following awards: Surf Rescue Certificate, Bronze Medallion, Qld Observers, Radio, Resuscitation [AID], Advanced Resuscitation Techniques [AID] by

Assessor	for awards in which they are endorsed SLSQ assessors
Training Officer	for awards in which they are endorsed SLSQ training officers
Endorsed Person	for awards in which they have been endorsed

For **all other awards**, an assessor must conduct the Skills Maintenance. (e.g. IRB Crew and Driver awards can only be completed in the presence of a proficient IRB Assessor).

Endorsed person must:

- Be a minimum of 18 years of age
- Be proficient in the award for which they seek endorsement;
- Have completed the previous season's Skills Maintenance
- Have undertaken a Skills Maintenance induction conducted by the CTO, covering:
 - how to conduct the Skills Maintenance
 - Skills Maintenance documentation and administration procedures;
- Be proposed by the club CTO;
- Be listed on the **Skills Maintenance Endorsed Delegate Record** form that has been signed by the CTO and one other member of the club executive committee and this form is forward to the relevant branch to allocate the award. Be re-endorsed annually if they wish to continue in this role; and

Club to Notify Branch

Instructions:

1. The CTO is to list the proposed delegates full name and mark them for the appropriate awards they are to be endorsed for and include the date they completed the previous season's Skills Maintenance and conducting Skills Maintenance Requirements Induction completed.
2. A member of the club executive committee must then co-sign the form to endorse or reject the proposed delegates.

A copy of the completed form is to then be forwarded to your Branch office to raise the necessary award and allocate the award. The original form must be stored at the club for 18 months.

SKILLS MAINTENANCE RECORD KEEPING

Clubs are required to submit to the branch/regional office:

- A **Master Attendance Sheet**, all candidates *must* have signed the Master Attendance Sheet as proof of attending on the specific date; and
- Award proficiency assessment **Form 14**, signed by the club CTO with the names of all endorsed delegates/assessors from that date listed in the comments box.
- This season will see the continuation of use of the 'Assessing' app. Available on the App Store by searching "Assessing". This app allows Trainers, Assessors and Endorsed persons to access the Skills Maintenance and after completion will push the results direct to SurfGuard*. In these cases, **no form 14's are required**. Pool swims, if documented will still need to be retained as usual.

*Proficiencies can be removed after the fact if the member is not eligible or the club has not completed the correct process.

Please refer to the [Assessing App User Guide](#) or review the [Assessing App Video Guides](#) for instructions on how set up events and conduct skills maintenance.

Where the paper version is still used a scanned copy of all master attendance sheets and signed Form 14's **must** be submitted to branch/regional office within seven working days after completion of the proficiency.

The following documents must be kept by the club for a minimum of 18 months from the date of Skills Maintenance completed or until that proficiency date expires:

- Pool swim document (where required);
- Skills Maintenance record sheets; and
- Evidence of completion of theory paper (either hard copy or online completion certificate print out or eLearning completion report).

COMPLETING SKILLS MAINTENANCE OUTSIDE OF OWN CLUB

Queensland members undertaking Skills Maintenance outside of their own club but within their own branch must advise their Club Captain/CTO/administrator and nominate which club they will be doing Skills Maintenance with.

Club members wishing to do Skills Maintenance outside of their own branch or interstate will need prior approval from the Branch Director of Lifesaving and must also advise their Club Captain/CTO/

administrator and nominate which club they will be doing Skills Maintenance with.

Queensland members who **undertake Skills Maintenance outside of Queensland** will still be required to complete any additional Queensland requirements before patrolling in Queensland.

ANNUAL AND IN-DEPTH SKILLS MAINTENANCE

If a member has completed Skills Maintenance in an award within the previous two seasons an **annual Skills Maintenance** is able to be undertaken.

If a member has not completed Skills Maintenance requirements in any award for a period of **three or more consecutive years** they are required to complete an **in-depth Skills Maintenance**. **These members must also complete any update or introduction of new or changed units of competency or qualifications.**

- For a period of **three or four consecutive years**: they must complete an **in-depth Skills Maintenance**, a **full assessment**, or **be retrained** in order to complete their Skills Maintenance and be considered proficient in the award. A **gap analysis** must be conducted to determine what differences there are between the award 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 identifies 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 having obtained their Bronze Medallion when use of an automated external defibrillator was not included in the Bronze Medallion, the member would have to be trained and assessed in this knowledge and skill; and
- For a period of **five or more consecutive years**: they must undergo the **full course assessment**. As per recognition of prior learning (RPL) guidelines, members are only required to complete training deemed necessary by an assessor, they are not necessarily required to complete all course training. A gap analysis must still be conducted for each individual candidate as per above.

For members who are deployed overseas for SLS, they can apply to their state education manager to have their Skills Maintenance recorded as complete. These members will generally still be delivering SLSA awards while on assignment, and therefore maintaining the currency of the skills in these awards.

SKILLS MAINTENANCE GUIDE SUMMARY TABLE

The below table summarises the Skills Maintenance guides that have been made available to assist with the conducting of the Skills Maintenance.

Skills Maintenance Guide	Surf Rescue Certificate	Bronze Medallion	Qld Observers	Radio Operator Certificate	Resuscitation [AID] OR Resuscitation	Advanced Resuscitation Techniques [AID] OR Advanced Resuscitation Techniques	IRB Crew	IRB Driver	Gold Medallion
	Online Theory & Assessment	✓	✓	✓	✓	✓			
	Run Swim Run	✓	✓						✓
	Signals	✓	✓	✓					
	Radio	✓	✓		✓				
	Tube Rescue	✓	✓						✓
	Board Rescue	✓	✓						✓
	Resuscitation – Infant	✓	✓			✓			
	Resuscitation – Adult	✓	✓			✓			
	Advanced Resuscitation Team					✓			
Arterial Tourniquet		✓							✓
Spinal – Land (Walk up)		✓							✓
Spinal – Water		✓							
IRB Teams							✓	✓	

SKILLS MAINTENANCE THEORY REQUIREMENTS

2021/2022 Skills Maintenance Online Theory is to be completed by all patrolling members regardless of awards held. The knowledge required to complete the questions is contained in the online learning Skills Maintenance modules and the Skills Maintenance bulletin which must be read prior to completing the assessment.

Members are required to complete the annual skills maintenance online component. The online component is broken up into two sections; interactive online training and theory assessment questions. Where members don't have access to a device to complete this clubs are asked to make this facility/support available to them to complete the online theory prior to the completion of the practical skills demonstration. The following online components will be required for SLS awards this season:

- Watch a short video message
- Answer 2 theory questions

On-line Skills Maintenance Theory

Members wishing to complete the skill maintenance theory online can access the Skills Maintenance bulletin and questions via their SLSA Members Area account in the e-learning section. A member must achieve 100% and is required to either print the completion certificate or produce the email with the certificate attached and provide this evidence of completion to their CTO/administrator. Members should have been allocated the appropriate skills maintenance for either Bronze or SRC and have received an email from etrainu LMS, these can be found in [My Training](#). The skills maintenance for Observer can be found in the [Training Library](#) under SLSQ online theory assessments .

COVID-19 Considerations

Clubs are to abide by Government COVID regulations and the following are to be considered for all sessions:

- COVID contact tracing requirements
 - Either QR Code or COVID Attendance Sheet
- COVID Risk Assessments per session
- Stay up to date with hotspots info and restrictions
- Stay home if unwell
- Hand sanitiser available and use encouraged
- Social distancing encouraged where possible
- PPE utilised
- Simulated breathing for Resuscitation Skills Maintenance
 - Still need to see appropriate head tilt and pistol grip being demonstrated
- COVID contact tracing requirements
- Cleaning of equipment and venue pre and post use

REASONABLE ADJUSTMENT

Reasonable Adjustment for Skills Maintenance

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'.

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 consider 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; and
- 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.

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.

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 and in the comments box of the SurfGuard Assessment Request.

AQUATIC AWARD SKILLS MAINTENANCE REQUIREMENTS

Surf Rescue Certificate requires completion of:

- Theory (watch video message and answer 2 theory assessment questions);
- Pool swim; required only if member **did not** complete Skills Maintenance in the previous season or completing after 31st December:
 - appropriate pool swim must be completed prior to attempting the surf components of the Skills Maintenance;
 - conducted in a pool of no less than 25 metres;
 - time requirement of 200m in five minutes or less; and
 - swim fins or swimming aids are NOT permitted under any circumstances.
- Signals – demonstrate all signals correctly;
- Timed, 100m run/100m swim/100m run unaided in five minutes or less:
 - 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 swim buoys; and
 - reasonable adjustment may be made for ocean conditions on the day and make note on Form 14.
- Resuscitation:
 - a primary assessment (DRSAB—) on a live casualty including the demonstration of the lateral position (this may be completed on a manikin if COVID-19 social distancing requirements are in place)
 - a primary assessment (DRSABCD), CPR single 1 and 2 person for both adult AND infant on an approved manikin demonstrating compressions, use of AED and simulated breathing
 - Team CPR scenario including primary assessment (DRSABCD) – to include resuscitation methods using a resuscitation mask or face shield and AED
- Rescue; 1 conscious board **and** 1 conscious tube:
 - demonstrate a rescue, using a rescue tube and a rescue board on a conscious patient, according to SLSA operating procedures in the current Public Safety and Aquatic Rescue training. The rescue must include the following:
 - negotiating the surf zone;
 - securing the casualty;
 - returning to shore with the casualty;
 - calling for assistance;
 - two person carry or drag: and
 - swim fins should be used during the tube rescue if available.
- Radio – demonstrate knowledge of:
 - pre-operation checks
 - knowledge of local operating channels and uses
 - radio check with Surfcom/IRB:
 - rescue procedures and requests for assistance

Bronze Medallion: Note: must hold the Certificate II in Public Safety (Aquatic Rescue) PUA21010, PUA21012 or PUA20119 to complete the Skills Maintenance and requires completion of:

- Theory (watch video message and answer 2 theory assessment questions);
- Pool swim; required only if member **did not** complete Skills Maintenance in the previous season or completing after 31st December:
 - appropriate pool swim must be completed prior to attempting the surf components of the Skills Maintenance;

- conducted in a pool of no less than 25 metres;
- time requirement of 400m in 9 minutes or less; and
- swim fins or swimming aids are NOT permitted under any circumstances.
- Signals – demonstrate all signals correctly;
- Timed, 200m run/200m swim/200m run unaided in eight minutes or less:
 - 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 swim buoys; and
 - reasonable adjustment may be made for ocean conditions on the day.
- Resuscitation:
 - a primary assessment (DRSAB—) on a live casualty including the demonstration of the lateral position (this may be completed on a manikin if COVID-19 social distancing requirements are in place)
 - a primary assessment (DRSABCD), CPR single 1 and 2 person for both adult AND infant on an approved manikin demonstrating compressions, use of AED and simulated breathing
 - Team CPR scenario including primary assessment (DRSABCD) – to include resuscitation methods using a resuscitation mask or face shield and AED
- Rescue; 1 unconscious board **and** 1 conscious tube:
 - demonstrate a rescue, using a rescue tube on a conscious patient and a rescue board AND a rescue board on an unconscious patient, according to SLSA operating procedures in the current Public Safety and Aquatic Rescue Training. The rescue must include the following:
 - negotiating the surf zone;
 - securing the casualty;
 - returning to shore with the casualty;
 - calling for assistance;
 - two person carry or drag; and
 - swim fins should be used during the tube rescue if available.
- Radio – demonstrate knowledge of:
 - pre-operation checks
 - knowledge of local operating channels and uses
 - radio check with Surfcom/IRB:
 - rescue procedures and requests for assistance
- Tourniquets
 - apply an arterial tourniquet to a limb high and tight as per the manufacturer's instructions
- Spinal Management
 - Members must complete a practical upskill session. The upskill session will include familiarisation of the following through demonstration and practice:
 - provide spinal care for a 'walk up victim' on land.
 - trapezius grip for stabilisation of the neck and maintenance of the airway on land
 - extended-arm roll for stabilisation of the neck and maintenance of the airway in shallow water
 - log-rolls to remove a victim from a spinal board or respond in the event of regurgitation
 - spinal board extrication from water to beach

***Gold Medallion*(Advanced Lifesaving) requires:**

A members must be proficient in each of the following awards:

- Bronze Medallion/Certificate II in Public Safety (Aquatic Rescue);
- Advanced Resuscitation Techniques [AID] / Advanced Resuscitation Techniques
- First Aid[AID] / First Aid

If any of these award proficiencies lapse during the season, even after successful completion of the Gold Medallion proficiency, then the member will become non-proficient in the Gold Medallion, until such time as the lapsed award has been updated.

- Pool Swim
 - The member must complete an 800 m swim in 14 minutes or less in a swimming pool of no less than 25 m
 - The pool swim must be completed before any other component of a Gold Medallion skills maintenance.
- Mission Test (timed)
 - The distance will be 400 m swim, 800 m run, 400 m board paddle, and 800 m run
 - The time will be 25 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.
- Rescue
 - Demonstrate a board rescue according to SLISA operating procedures in the current SLISA Public Safety and Aquatic Rescue training manual. The victim should be 200 m out to sea
 - Demonstrate a tube rescue according to SLISA operating procedures in the current SLISA Public Safety and Aquatic Rescue training manual. The victim should be 100 m out to sea and the member should use swim fins during this rescue.
- Complex Rescue Scenario (may include one of the rescues above)
 - Demonstrate a complex rescue scenario as set by the delegated assessor according to the SLISA operational procedures in the current SLISA Public Safety and Aquatic Rescue training manual
 - The rescue must assess the following events:
 - negotiating the surf zone
 - securing the patient/s
 - returning to shore without losing the victim/s
 - calling for assistance
 - performing emergency care as required by the victim/s.

EMERGENCY CARE AWARD SKILLS MAINTENANCE REQUIREMENTS

Completion of the Skills Maintenance does not result in renewal/reissuing of units of competency.

Resuscitation [AID] / Resuscitation requires completion of:

- Theory –(watch video message and answer 2 theory assessment questions);
- Practical -
 - a primary assessment (DRSAB—) on a live casualty including the demonstration of the lateral position (this may be completed on a manikin if COVID-19 social distancing requirements are in place)
 - a primary assessment (DRSABCD), CPR single 1 and 2 person for both adult AND infant on an approved manikin demonstrating compressions, use of AED and simulated breathing
 - Team CPR scenario including primary assessment (DRSABCD) – to include resuscitation methods using a resuscitation mask or face shield and AED

Advanced Resuscitation Techniques [AID]/Advanced Resuscitation Techniques requires completion of:

- Theory – (watch video message and answer 2 theory assessment questions);
- Resuscitation:
 - a primary assessment (DRSAB—) on a live casualty including the demonstration of the lateral position (this may be completed on a manikin if COVID-19 social distancing requirements are in place)
 - a primary assessment (DRSABCD), CPR single 1 and 2 person for both adult AND infant on an approved manikin demonstrating compressions, use of AED and simulated breathing
 - Team CPR scenario including primary assessment (DRSABCD) – to include resuscitation methods using a resuscitation mask or face shield and AED
- Advanced Resuscitation
 - Team CPR scenario including primary assessment (DRSABCD) – to include resuscitation methods using a resuscitation mask or face shield, AED and oxygen equipment
- Oxygen Equipment Operation:
 - use of bag valve mask (BVM) resuscitator on unconscious casualty utilising a CPR manikin.
- Oropharyngeal Airways:
 - correct measurement of an oropharyngeal airway; and
 - demonstrate an understanding of when and why an airway is introduced into resuscitation.

First Aid [AID]/ First Aid – note clubs must not raise proficiency assessments for this award.

First aid [AID] award holders must complete an annual Skills Maintenance on their Resuscitation [AID]/ Resuscitation award and every three years must re-sit the full one day First Aid course to remain proficient.

OTHER AWARD SKILLS MAINTENANCE REQUIREMENTS

Qld Observers

- Theory (watch video message and answer 2 theory assessment questions);
- Signals – demonstrate all signals correctly;

#Observers must also complete a proficiency in any other patrolling awards they hold (i.e. Radio, Resuscitation, ART etc.)

Radio Operators Certificate

A member is considered to be proficient in the stand-alone SLSA Radio Operations award if they have

completed the BM and SRC Skills Maintenance. Members who hold only the Radio Operators award are required to complete:

- Radio – demonstrate knowledge of:
 - pre-operation checks
 - knowledge of local operating channels and uses
 - radio check with Surfcom/IRB:
 - rescue procedures and requests for assistance

For those who use this award as part of their operation within SurfCom, additional assessment may be included at a local level.

SSV, Tractor and 4WD Inductions

These awards do not have an annual Skills Maintenance requirement but to hold these awards a member's Australian driver licence must be current. A member's driver licence must be sighted annually for currency.

A member who does not hold a current Australian driver licence cannot operate an SSV, tractor or 4WD. This includes a suspended or cancelled licence.

With the SSV Operator Induction Award replacing the ATV Operator Induction all members should now hold the SSV award before being eligible to drive the vehicles.

#Please note that the SSV award will show as having an expiry date on the members portal however there is no proficiency requirement in Queensland.

***Silver Medallion Beach Management ***

All members must have completed Skills Maintenance in one of the following awards:

- Bronze Medallion/Certificate II in Public Safety (Aquatic Rescue);
- First Aid [AID] / First Aid;
- Radio Operator; and
- Advanced Resuscitation Techniques [AID] / Advanced Resuscitation Techniques

POWERCRAFT AWARD SKILLS MAINTENANCE REQUIREMENTS

2021/2022 Season will see return to a demonstration of skills in a 'one off' skills maintenance check to be observed by an IRB Assessor in order for a member's IRB related awards to be deemed proficient.

All members must have completed Skills Maintenance in the pre-requisite awards as follows:

IRB Crew:

- Certificate II in Public Safety (Aquatic Rescue); and
- Proficient Bronze Medallion.

Silver Medallion IRB Driver:

- Certificate II in Public Safety (Aquatic Rescue);

- Proficient Bronze Medallion;
- Proficient IRB Crew; and
- Hold a current marine license.

RWC Operator:

- Certificate II in Public Safety (Aquatic Rescue);
- Proficient Bronze Medallion; and
- Hold a current marine licence.

IRB Crew Certificate requires completion of:

- Participation in IRB Discussion conducted by IRB Assessors regarding IRB Operational requirements including a knowledge of the SLSQ Powercraft Safety Management System located in Section 14 of the POM starting on page 2; and
- Demonstrating effective and safe crewing practice and ability including:
 - parallel running;
 - figure of eight;
 - giving and responding to signals;
 - negotiation of surf as required;
 - demonstrate casualty rescue on a water manikin or live patient; and

*Skills Maintenance in IRB crew award can only be assessed by an IRB Assessor.

Silver Medallion IRB Driver requires completion of:*

- Participation in IRB Discussion conducted by IRB Assessors regarding IRB Operational requirements including a thorough understanding of the SLSQ Powercraft Safety Management System located in Section 14 of the POM starting on page 2; and
- Demonstrating effective and safe driving practice and ability including:
 - parallel running;
 - figure of eight;
 - giving and responding to signals;
 - negotiation of surf as required;
 - demonstrate casualty rescue; and

Specialist Powercraft and RWC Operator

Skills Maintenance for specialist groups shall be determined by the individual group and as approved by the State Lifesaving Officer.

TRAINER AND ASSESSOR AWARD SKILLS MAINTENANCE REQUIREMENTS

Training Officer

Ongoing endorsement is dependent on the trainer meeting all the following criteria:

- Remaining currently proficient in the SLSA award and the holding the current unit/s or qualification aligned to that award;
- Remaining proficient in contemporary training and assessment practices and holding the relevant units of competency or qualification required in the standards for RTOs; and

- Attendance and active participation in the annual SLSQ TAF proficiency.

Assessor

Ongoing endorsement is dependent on the Assessor meeting all the following criteria:

- Remaining currently proficient in the SLSA award and the holding the current unit/s or qualification aligned to that award;
- Remaining proficient in contemporary training and assessment practices and holding the relevant units of competency or qualification required in the Standards for RTOs; and
- Attendance and active participation in the annual SLSQ TAF proficiency.

Facilitator

Ongoing endorsement is dependent on the assessor meeting all the following criteria:

- Remaining currently proficient in the SLSA award and the holding the current unit/s or qualification aligned to that award;
- Hold the current Certificate IV in Training and Assessment with the relevant units of competency required in the standards for RTOs
- Remaining proficient in contemporary training and assessment practices and holding the relevant units of competency or qualification required in the Standards for RTOs; and
- Attendance and active participation in the annual SLSQ TAF proficiency.
- Have trained and assessed at least one course in the chosen award in the past 2 seasons.

All trainers, assessors and facilitators must attend a TAF Proficiency annually prior to 31 December.

RPL BACK TO A LESSER AWARD

Where a member can no longer meet the physical proficiency requirement of their award they can be RPL back to a lesser award for example:

- If they can no longer complete the timed run-swim-run for the Bronze but can achieve the SRC R-S-R requirements they be issued with an SRC OR
- A member can no longer (or temporarily) meet all of the physical requirements or the Bronze and/or SRC they be issued with the observers and radio operators award.

This is to be done by completing the [RPL Form – SRC, Observer, Radio](#) and submitting this to SLSQ for processing

Skills Maintenance Documents

- [2021-22 Skills Maintenance Informations and Requirements](#)
- [2021-2022 SLSQ SKILLS MAINTENANCE BULLETIN](#)
- [2021-22 SLSQ Endorsed Delegate Registration Form](#)
- [2021-22 Skills Maintenance Master Attendance Record Sheet](#)
- [Change to who can conduct and sign-off IRB Skills Maintenance](#)
- [2021-22 SLSQ IRB Skills Maintenance Attendance Record Sheet](#)
- [2021-22 Skills Maintenance Pool Swim Group](#)
- [2021-22 Skills Maintenance Individual Pool Swim](#)
- [2021-22 Skills Maintenance Guides combined](#)

SLSA eLearning Platform & Assessor App

SLSA eLearning Platform

Surf Life Saving Australia (SLSA) has a number of online courses available to support members in completing their SLSA education awards in a more flexible manner. Currently online courses are available in the areas of Aquatic Search and Rescue, Emergency Care, Beach Management and Powercraft.

Skills Maintenance options are also available to be completed online.

CTO's and paid administrators with administration access can allocate training, view participant progress and email participants within their training groups.

How to login:

Follow the steps below to log in to the SLSA eLearning portal.

1. Go to the SLSA Members Area (<https://members.sls.com.au>).
2. Log in to the SLSA Members Area using your own unique username and password.
3. Click on the 'eLearning' menu.

Levels of access

There are two (2) levels of access to the SLSA eLearning portal.

1. **Participant:** This level is for all active members to access the online training library and their training records.
2. **Administration:** This level is for CTOs and Assessors to assign courses to participants, communicate with participants, and report on participant progress.

Allocating Administration Access:

To allocate Administration Access please follow the **LMS Access Award** Endorsed Delegate procedure – [Click Here](#)

Positions that do NOT require the LMS Access Award:

- Chief Training Officers – CTO's do not require LMS Access Award (Access automatically activated if listed as Chief Training Officer in the Organisational Management area of Surfguard with the correct expiry dates)
- Paid Club Administrators – do not require LMS Access Award (Access automatically activated if listed as Club Admin Staff (Paid) in the Organisational Management area of Surfguard with the correct expiry dates)
- Assessors – If Assessor awards are proficient you will have automatic access to create and assess awards.

****If an assessor requires admin access to run eTrainu reports on behalf of the club, they will be required to be endorsed to hold LMS Access Award.**

Position that may require the LMS Access Award:

- Members that may need to create events and run reports for skills maintenance that do not hold one of the above roles eg: Training Officers, other committee members.

SLSA eLearning User Guide and Videos: [Click Here](#) – User Guides > eLearning > SLSA eLearning User Guide or Videos

Assessor App for Assessors

Summary of the Assessor App:

The Surf Life Saving Australia (SLSA) Assessing app has been created for Surf Life Saving Australia assessors, endorsed delegates and administrators to perform assessment activities on their mobile or tablet device. Assessors can assess members within the Assessing app and data is updated directly into SurfGuard in real time into the SLS member's eLearning account in the eTrainu Learning Management System (LMS).

How to Install/access the Assessing App on a device:

Apple Users:

1. Go to the Apple App Store (<http://www.apple.com/au/app-store/>)
2. Search 'SLS Assessing'
3. Click install to install the Assessing App or update to download the latest version of the app

Android Users:

1. Go to the Google Play Store (play.google.com/store)
2. Search 'SLSA Assessing'
3. Click install to install the Assessing App

How to log into the App:

1. Use your SLS Members Area username and password
2. Enter into App
3. Click login

Assessor App Video Guides: [Click Here](#)

Assessor App User Guide: [Click Here](#) – User Guides > Assessing App > Assessing App Userguide

WHEN IS COMPETENCY DEEMED?

SECTION: TOM23 – WHEN IS COMPETENCY DEEMED?



This information applies to all SLSQ qualified Assessors/Facilitators and confirms that competency can be deemed on the day of the assessment once they are satisfied that all the required evidence is completed. It is important to remember to communicate with every candidate on the day to advise that they are competent or not yet competent or communicate that message to the trainer to pass on. **Once competency is deemed the Assessor/Facilitator needs to be fully aware that they are taking full responsibility for that determination and can be held accountable for the decision.**

The nature of our Assessors/Facilitators being volunteers does not alter their responsibility to SLSQ with regard to maintaining their knowledge of the assessment requirements which includes rules of evidence and maintenance of records. *It is the responsibility of the Assessor/Facilitator to ensure that ALL evidence and documentation is completed accurately PRIOR to deeming a member competent and advising the member of the assessment result. *

BACKGROUND

Issues have occurred in the past when processing awards where the requirements including paperwork and/or prerequisites have not been properly completed or received. As a consequence, the relevant unit of competency/award has not been awarded to the member until the requirements had been completed. Unfortunately, this has meant that in some situations the members were delayed in putting their skills and knowledge to use and became disheartened by their experience. There have been other cases where members were unknowingly performing the job role independently believing that they held the required qualification when in fact they were not qualified.

Guidance on this matter was sought through the State Education Panel representatives which flowed then through to the State Lifesaving Committee with the following recommendation endorsed on the 29th of November 2014.

At the Education Panel Meeting on the 25th of October 2014:

IT WAS RESOLVED: that competency is deemed when the assessor signs off on the day of assessment and any administration errors to be followed up in good faith (e.g. missing signatures or incorrectly/non-marked theory/assessor not qualified.)

At the Lifesaving Committee Meeting on the 29th of November 2014:

RECOMMENDATION: That the competency is deemed when the assessor signs off on the day of

assessment and that any administration errors are to be followed up in good faith (e.g. missing signatures, incorrectly or not marked theory, assessors not qualified). MSM to draw up a policy and circulate.

In summary it is important to note that if the candidate is required to undertake the job role immediately after completing an assessment where they have been deemed competent by the Assessor/Facilitator, then they should be allowed to do so, but under direct supervision of a qualified person, like patrol captain or IRB driver until such certificate is received or showing in the members Surfguard profile.

It should also be noted that the Assessor/Facilitator who deems the member competent is accountable for that decision and that the member's club is accountable to ensure that members are placed under the necessary supervision as per the Surf Life Saving Queensland Policies, Procedures and Guidelines.

ARCHIVING PAPERWORK

SECTION: TOM24 – ARCHIVING PAPERWORK



It is necessary for the evidence from all Surf Life Saving Queensland's accredited and non-accredited awards to be kept filed/archived in accordance with ASQA (accredited awards) or SLSQ (non-accredited awards). These records are required to be kept and produced for audit purposes when necessary. They can also be used as supporting evidence in the case where a candidate is marked NYC or for Probationary TAFs. Please see below table which outlines our archiving requirements:

ITEM	RESPONSIBILITY	EVIDENCE	TIME FRAME
<u>Accredited Award Paperwork</u> (ie Bronze Medallion/ Certificate II in Public Safety, IRB courses, RWC, TAE and Beach Management courses including SRC courses post 01/07/2020)	Surf Life Saving Queensland	Original: <ul style="list-style-type: none"> • Training Course Report • Student Enrolment Forms • Assessment Result Forms • Assessment Portfolios • Surfguard Forms 	As per the requirements outlined by ASQA
	Branches	Copies (paperbased or electronic): <ul style="list-style-type: none"> • Training Course Report • Surfguard Forms (Enrolment, Attendance and Form 14) 	*Branches should investigate electronic storage solutions to keep these records indefinitely
<u>Emergency Care Courses</u> (ART, First Aid and CPR)	Surf Life Saving Queensland	Original: <ul style="list-style-type: none"> • Student 	As per the requirements outlined by ASQA

		Registration Forms <ul style="list-style-type: none"> • Student Enrolment Forms • Assessment Portfolios • Surfguard Forms 	
	Clubs and Branches	Copies (paperbased or electronic): <ul style="list-style-type: none"> • Enrolment Form (Club/Branch information only) 	As deemed necessary by the Club
<u>Non-accredited Award Paperwork#</u> (ie Observers, Marine Stinger, Gold Medallion, Surf Rescue Certificate*, Radio Operator Certificate* (*non-accredited/pre 01/07/2020))	Clubs	<ul style="list-style-type: none"> • Assessment Portfolio 	12 months #Paperwork must first be submitted to your Branch for processing. It will then be returned to the Club for archiving.
Vehicle Induction Paperwork	Clubs	<ul style="list-style-type: none"> • Assessment Portfolio • Code of Conduct/ Driver Declarations 	Permanent Record
Trainer, Assessor, Facilitator (TAF) Awards	Surf Life Saving Queensland	<ul style="list-style-type: none"> • Form 14 • Induction Checklist 	Permanent Record
	Branches	<ul style="list-style-type: none"> • Form 14 • Induction Checklist 	Permanent Record
Skills Maintenance Attendance Sheet	Clubs	<ul style="list-style-type: none"> • Master Attendance Sheets • Theory Papers • Skills Assessment Cards 	Current season as well previous season

	Branches	<ul style="list-style-type: none"> • Master Attendance Sheets • Form 14s 	Current season as well previous season
Junior Competencies	Clubs	<ul style="list-style-type: none"> • Working Sheets 	12 Months
	Branches	<ul style="list-style-type: none"> • Working Sheets • Form 14 	12 Months
Junior Awards	Clubs	<ul style="list-style-type: none"> • Working Sheets 	12 Months
	Branches	<ul style="list-style-type: none"> • Working Sheets • Form 14 	12 Months

IT HELP

SECTION: TOM25 – IT HELP



There are a number of platforms that members and clubs can access to assist them in their Training and Education pursuits.

SLSA MEMBERS PORTAL

<https://members.sls.com.au/>

The purpose of the Portal is to act as a one-stop-shop for member information, sourced from across all of the organisations clubs, branches, states and national groups.

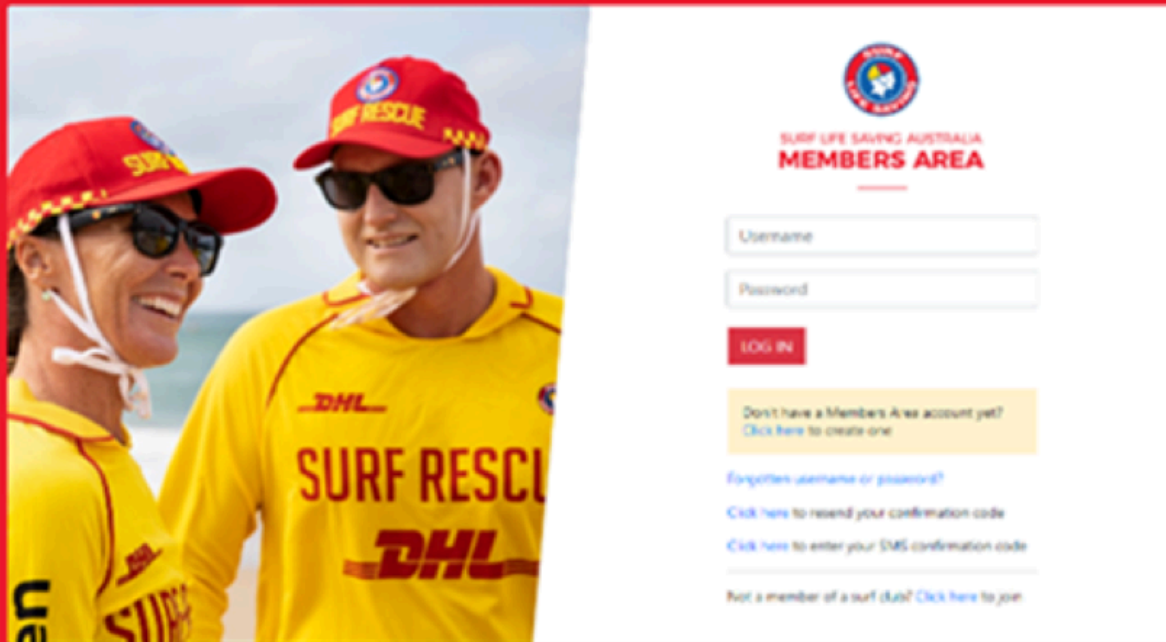
All members of SLSA affiliated organisations including Clubs, Support Operations groups and Australian Lifeguard Service (ALS) lifeguards are invited to create accounts using the same name, mobile phone number and email address as listed in Surfguard.

The Noticeboard and Library are now available to all members within the Portal. The Noticeboard gives access to Club, Branch, State/Territory and National news, events, jobs and announcements.

The library, which is currently being populated with files from national resource libraries and state libraries will become the central repository for all electronic documents at all levels of the organisation, including clubs and branches.

SLS members are able to use the Portal to join a Club, renew membership and view personal details, patrol hours/rosters, awards and assessments.

The Portal will also be a gateway to multiple SLSA operated systems and applications meaning members will have single log-in access to these systems.



SURFGUARD MEMBERS DATABASE

<https://surfguard.slsa.asn.au>

Surfguard is the SLISA national membership database club administration application for all SLISA affiliated organisations.

Surfguard uses a full web-based interface and enables users to manage all aspects of club, branch, state and national operations.

In order to gain/remove access to the Surfguard system, you'll need to complete the SLISA IT Systems User Account Application ([Form 049](#)) and have it signed by an authorising committee member.

Please note that it is up to the club who does/does not have access to the database. As this database contains personal information – users must not give their passwords to others or use this system for any items that are not lifesaving related.

For club and branch level accounts, please send the completed form to surfguardhelp@slsa.asn.au or fax to (02) 9215 8180.

LIMSOC TRAINING PORTAL

LIMSOC is the web based application that is used by SLSQ Clubs and Support Operations to log pertinent information in relation to patrol activities and associated training. This includes whether a patrol is signed on or off, interval patrol statistics and incident reporting. The introduction of LIMSOC has removed the double handling of recording statistics in a log book and then for these to be entered at a later time.

To access LIMSOC please follow the steps below and complete the training, once this is completed

advise your club administration or Club Captain and request access to the live system:

1. All members need to have or obtain an SLSA members area login members.sls.com.au
2. With the SLSA members portal details then log in to the [LIMSOC training portal](#)
3. Once members have accessed this training area, clubs will be able to grant them access to the live system.

For more detailed information regarding the updates to LIMSOC, please follow this link: [Click Here](#)

To access a guide outlining how to create an SLSA member area login [Click Here](#)

EDUCATION FORMS AND GUIDES

SECTION: TOM26 – EDUCATION FORMS AND GUIDES



[26.1. EDUCATION FORMS](#)

[26.2. EDUCATION GUIDES](#)

EDUCATION FORMS

The following list contains the links to the paperwork forms currently in use. These can be viewed, downloaded and printed for use.

*Training Course Reports *

- [Surf Rescue Certificate](#)
- [Bronze Medallion](#)
- [IRB Crew](#)
- [Silver Medallion IRB Driver](#)
- [Silver Medallion Beach Management](#)
- [Rescue Water Craft Operator Certificate](#)

Marine Stinger Course	<ul style="list-style-type: none"> • Assessment Questions
Qld Tractor Induction	<ul style="list-style-type: none"> • Learner Guide • Course Presenter Guide
4WD Induction	<ul style="list-style-type: none"> • Induction PowerPoint • Induction Course • Code of Conduct
Gold Medallion	<ul style="list-style-type: none"> • Gold Medallion (Advanced Lifesaving) Syllabus

SLSQ ECT Enrolment Form
SLSQ Probationary Training Officer Observation Form
SLSQ Probationary Assessor Observation Form
SLSQ Probationary Facilitator Observation Form
IRB Facilitator Report on IRB Operations February 2020
SLSQ Individual Pool Swim 2020-21
SLSQ RPL Form – SRC, Observers & Radio
ECT STUDENT REGISTRATION & ASSESSMENT RESULTS
Student Results – IRB Crew v 1.0
TAF – Training Attendance Record
SLSQ Marine Incident Report Form
SLSQ Probationary T&A ECT Observation Form
SLSQ Training Direct Supervision Record
Credit Transfer Application Form
Probationary SSV-Tractor Endorsed Delegate – Trainer Observation Form

Endorsed Delegate SSV Tractor
TOM CLUB SIGNATURE PAGE

EDUCATION GUIDES

The following list contains education guides currently in use. These can be viewed, downloaded and printed for use here – [SLSQ App](#)

TAF Induction 2020/21 Mid-Season Education Update
SLSQ Awards Chart
Award Generating & Processing Procedure
TOM Section 21. Student Visa's – International Lifesavers
SLSQ IRB Training and Assessing Step by Step Process – Updated March 2021 V6
SLSQ – ARC: Minimum Hygiene Requirements for Resuscitation and First Aid Training
ECT Enrolment Flowchart Updated July 2021
ECT Facilitator Flowchart
ECT Trainer & Assessor Flowchart
Bronze & SRC Information Checklist

PAPERWORK EXAMPLES



Section currently under construction!

Watch this Space

SURF LIFE SAVING CIRCULARS, BULLETINS AND MID-SEASON UPDATES

SECTION: TOM28 – SURF LIFE SAVING CIRCULARS, BULLETINS AND MID-SEASON UPDATES



SLSQ CIRCULARS

All circulars are located on the [SLSQ APP](#)

SLSQ have released the following Circulars (that still contain current information) for Member Education:

- SLSQ 140.09.16: New Resources for IRB Crew Certificate and Silver Medallion IRB Driver Courses
- SLSQ 162.09.16: Emergency Care Training Review – Outcomes and Recommendations
- SLSQ 04.01.18: Radio Network – Choosing the Appropriate Channel
- SLSQ 92.06.18: SLSQ Members achievements to be recorded against Unique Student Identifier (USI)
- SLSQ 160.09.18: Clarification on procedure and timelines for processing of Nationally Recognised Training
- SLSQ 75.05.19: International Visitors on Student or Study Visas
- SLSQ 04.01.20: Patrol Hours Exemption & Late Proficiency Request
- SLSQ 12.01.20: Volunteer Opportunity – Emergency Care Facilitators – Various Regions
- SLSQ 13.01.20: Volunteer Opportunity – Facilitator Training Officer – Various Regions
- SLSQ 14.01.20: Volunteer Opportunity – Facilitator Assessor – Various Regions
- SLSQ 18.01.20: Reminder – Member Safety and Compliance
- SLSQ 41.03.20: Suspension of all Training in Surf Life Saving Queensland
- SLSQ 65.02.20: Covid-19 Update: Stage 1 Ease of Restrictions
- SLSQ 46.03.20: Skills Maintenance – North Queensland Clubs only
- ***** Add current Blue Card Circular

Remember to check back regularly. New Circulars pertaining to Member Education will be updated periodically.

SLSQ BULLETINS

SLSQ have released the following Bulletins (that still contain current information) for Member Education:

- SLSQ 1.11.2015: When is Competency Deemed

Remember to check back regularly. New Bulletins pertaining to Member Education will be updated

periodically.

SLSQ EDUCATION UPDATES

SLSQ have released the following Education Updates: [Click Here](#)

- Education Updates

Remember to check back regularly. New Season Updates will be updated periodically.

SLSA RELEASED DOCUMENTATION

SLSA have released the following Circulars (that still contain current information) for Member Education:

- SLSA 60/19-20: Update on SLSA IT Systems

Remember to check back regularly. New documentation released by SLSA pertaining to Member Education will be updated periodically.

FREQUENTLY ASKED QUESTIONS

SECTION: TOM29 – FREQUENTLY ASKED QUESTIONS



1. WHAT IS REASONABLE ADJUSTMENT?

Reasonable Adjustment for Skills Maintenance:

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; and
- 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'; OR
- 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

competency in surf swimming?

Note: Section 24 of the 2019/20 Surf Life Saving Queensland Patrol Operations Manual (Version 1 Page 5 of 9) states that reasonable adjustment in the run-swim-run cannot be made for people who are not able to run on sand. 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. 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 and in the comments box of the Surfguard Assessment Request.

2. WHO CAN HELP ME FURTHER?

There are a number of avenues that can provide further assistance to you:

- Branch Office
- Branch Education Officer
- SLSQ Educational Development Coordinators
- Surf Life Saving Queensland Education

BRANCH OFFICES		
BRANCH/REGION	PHONE	EMAIL
North Queensland Branch	07 4049 1201	northqueensland@lifesaving.com.au
North Barrier Branch	07 4766 2200	nbbsslq@lifesaving.com.au
Wide Bay Capricorn Branch	07 4111 1000	slswbc@lifesaving.com.au
Sunshine Coast Branch	07 5414 1600	ssbranch@lifesaving.com.au
South Coast Branch	07 5566 1001	southcoastbranch@lifesaving.com.au
Point Danger Branch	07 5534 6077	pdbsurf@slsqpointdanger.com.au

SURF LIFE SAVING QUEENSLAND EDUCATION			
POSITION	NAME	PHONE	EMAIL
General Manager Commercial	Ken Clark	3846 8048	kclark@lifesaving.com.au
SLSQ Education/COMMERCIAL STAFF			
Commercial Training Manager	Anthony Cassone	3846 8070	acassone@lifesaving.com.au
Chief Trainer	Joel Kinneally	3846 8135	kinnealley@lifesaving.com.au
TAE Program Coordinator	Sam	3846	sclarke@lifesaving.com.au

	Clarke	8136	
TAE Facilitator	Jonathan Donnelly	0427 906 429	jdonnelly@lifesaving.com.au
RTO Compliance Officer	Aleisha Gray	3846 8093	agray@lifesaving.com.au
Client Services Coordinator	Judith Powell	3846 8047	jpowell@lifesaving.com.au
RTO Admin Assistant	Aleisha lafeta	3846 8026	aiafeta@lifesaving.com.au
MEMBER EDUCATION STAFF			
Membership Training Manager	Belinda Doman (Mat. Leave)	5566 1008	education@lifesaving.com.au
Membership Training Support Officer	Melinda Gerry	5566 1013	mgerry@lifesaving.com.au
Education Membership Development Coordinator – Gold Coast	Ella Kinneally John Hamrey	5566 1003 5566 1004	ekinneally@lifesaving.com.au jhamrey@lifesaving.com.au
Education Membership Development Coordinator – Sunshine Coast	Ethan Schomberg Timica Hawkins	5414 1608 5414 1606	eschomberg@lifesaving.com.au thawkins@lifesaving.com.au
Education Membership Development Officer – Wide Bay Capricorn	Emma Finnis	4111 1000	efinnis@lifesaving.com.au
Education Membership Development Officer – North Queensland / North Barrier	Zoe Breitreutz	4766 2212	zbreitreutz@lifesaving.com.au
Membership Training Administration Assistant	Devika Jasrotia	3846 8066	djasrotia@lifesaving.com.au
Membership Training Administration Assistant	Belinda Munro	3846 8027	bmunro@lifesaving.com.au

3. WHERE DO I FIND RESOURCES?

Resources can now be found in the following locations:

- **SLSQ App** – one stop shop for all information relating to SLSQ operations (from junior activities and lifesaving/patrols to surf sports). Search “SLSQ” in your App Store or visit: <https://slsqcm.entegyapp.com.au/>

- SLSQ Patrol Operations Manual – for all information in relation to lifesaving and patrol operations (updated annually). Visit: <https://slsqcm.entegyapp.com.au/Page/61/3956>
- SLSA Members Area – one stop shop for member information sources from all clubs, branches, states and national groups. This is the website to visit to renew your membership or join a club, view your patrol roster or awards list and undertake online training modules. Visit: <https://members.sls.com.au/>
- SLSA Learning App – online app where a member can undertake online training. Search “Learning” in your App Store.
- SLSA Assessing App – online app where SLSQ Skills Maintenance assessments/sign off can be undertaken. Search “Assessing” in your App Store.
- SLSA Publications App – online app where a member can view guides and publications from SLSA including the new PSAR35 online training manual. Search “Publications” in your App Store.

4. WHO HANDLES SURF SPORTS AWARDS?

Surf Sports Awards include:

- Officials Accreditation
- Coaches Accreditation
- Boat Sweep Accreditation

Officials Accreditations

- Please contact your Branch about Officials Courses. It is the Branch responsibility to run officials courses
- You can find information about officials courses on the SLSQ App [Officials Information](#)

Coaches Accreditations

- SLSQ is responsible for overseeing the accreditation of coaches in the State.
- You can find information about coaches courses on the SLSQ App [Coaches Information](#)

Please contact the Surf Sports Development Officer – Daniel Homer dhomer@lifesaving.com.au

5. WHO HANDLES SERVICE AWARDS?

Service Awards include Age Manager, Official, Trainer and Assessor (these are awarded in 5 – 60 year increments).

These are looked after by the Membership Services Team. Please see the SLSQ App for further details.

6. WILL I GET A NEW CPR CERTIFICATE AFTER I COMPLETE MY SKILLS MAINTENANCE?

No – our members are NOT issued with a “new” CPR certificate/Statement of Attainment at Skills Maintenance/Proficiency time. Our CPR proficiency isn’t equivalent to completing a whole CPR course. It is only a refresher to keep our skills current within surf lifesaving.

If a member requires a new certificate/Unit of Competency for a work or study situation, they must attend a course (usually only the first couple of hours of a First Aid or ART course). From our previous experience, a member providing a copy of their proficient awards is usually NOT accepted as evidence for members studying in the medical profession.

Please contact your club CTO or visit the SLSQ Education Booking site <https://lifesaving.com.au/courses> to register for a course.

7. HOW MANY STUDENTS ARE REQUIRED TO RUN AN ASSESSMENT?

For any course (such as Certificate II or IRB upgrades and gap training) can be run for only one student, however, in the case where “bystanders” or other “members” are required to run a particular activity or assessment task (ie spinal carry or rescues), then the Trainer will require the use of other qualified members (ie qualified/proficient Bronze Medallion holders to assist with Bronze Medallion assessments and appropriately qualified IRB personnel to assist with IRB training/assessment) to stand in and act as patients or other patrolling members as needed.

8. WHAT TRAINING GEAR OR RESOURCES WILL I NEED TO RUN A COURSE?

The training gear/equipment and resources needs will vary from course to course. Check out the Delivery and Assessment Guide for the course you wish to run for a full list of what gear/equipment or resources will be required.

9. PREFERRED SUPPLIERS

Did you know that SLSQ Education can be used to purchase a number of items such as training manikins and defibrillators (both training and patrol defibrillators)? SLSQ Education has an agreement with Laerdal which see clubs receive a higher discount when purchasing training equipment. See the SLSQ Education website <https://lifesaving.com.au/> for more details.

For other preferred suppliers, please see the current SLSQ Patrol Operations Manual for further details.

ACRONYMS & DEFINITIONS

SECTION: TOM30 – ACRONYMS & DEFINITIONS



COMMON ACRONYMS

AM	Age Manager
ART	Advanced Resuscitation Techniques
ASQA	Australian Skills Quality Authority
AQF	Australian Qualifications Framework
BM	Bronze Medallion
C	Competent
CBA	Competency Based Assessment
CBT	Competency Based Training
CERT II	Certificate II in Public Safety (Aquatic Rescue)
CERT III	Certificate III in Public Safety (Aquatic Rescue)
CERT IV	Certificate IV in Training and Education
CPR	Cardiopulmonary Resuscitation
CT	Credit Transfer
CTO	Chief Training Officer
CYRMS	Child & Youth Risk Management Strategy
DAG	Delivery and Assessment Guide
DNA	Did Not Attend
DNC	Did Not Complete
DS	Direct Supervision
ECT	Emergency Care Training
EDC	Education Development Coordinator
FA	First Aid

GM	Gold Medallion
IRB	Inflatable Rescue Boat
IRBC	IRB Crewperson
IRBDC	IRB Driver
JAAO	Junior Activities Accreditation Officer
JAC	Junior Activity Chairperson
JDR	Junior Development Resource
LUI	Learner Unique Identifier
NRT	Nationally Recognised Training
NYC	Not Yet Competent
POM	Patrol Operations Manual
QCE	Queensland Certificate of Education
QFES	Queensland Fire and Emergency Services
RCC	Recognition Current Competency
RNG	Recognition Not Given
ROC	Radio Operator Certificate
RPL	Recognised Prior Learning
RTO	Registered Training Organisation
SLSA	Surf Life Saving Australia
SLSC	Surf Life Saving Club
SLSQ	Surf Life Saving Queensland
SM	Silver Medallion
SMBM	Silver Medallion Beach Management
SME	Subject Matter Expert
SMIRB	Silver Medallion IRB Drivers
SRC	Surf Rescue Certificate
SSV	Side by Side Vehicle
TACO	Training and Assessment Coordinator (IRBs)
TAF	Trainer, Assessor and Facilitators
UOC	Unit of Competency
USI	Unique Student Identifier

VET	Vocational Education and Training
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DEFINITIONS/REFERENCES

Clarification between “Training” and “Education & Training” within Constitutions, Bylaws, Policies, Procedures etc:

Any references to the term “Training” and “Education and Training” within this Manual or other SLSQ documentation should be referred to as one in the same and relates to any instruction given to a club member enrolled in any formal education course training whether that be at a club, branch or state level.

Course Enrolment – means any financial member participating in an education course who is currently registered/enrolled in an Assessment Request on Surfguard.

POSITION DESCRIPTIONS

CLUB CHIEF TRAINING OFFICER – POSITION DESCRIPTION (SAMPLE ONLY):

The CHIEF TRAINING OFFICER shall:

- a) be a qualified TAE Cert IV in Training and Assessing or be actively working towards the qualification with a defined agreement with a Certificate IV TAE holder to act as Course Supervisor for the season;
- b) conduct, oversee, or assist in the instruction and preparation of all members awards training and probationary members for Award examinations;
- c) maintain an up-to-date knowledge of the latest methods of Surf Life Saving and the Training Manuals and impart such knowledge to all Club, Trainers, Assessors and Facilitators;
- d) coordinate club run proficiency days;
- e) attend all SLSQ and Branch CTO Meetings and training days;
- f) be the Club’s representative on the Branch CTO Committee;
- g) liaise and coordinate with the Captain the requirement to have additional award holders trained for any short fall in patrol teams to meet the required Club’s Patrol Agreement to SLSQ;
- h) be responsible for the care, maintenance and housing of Club lifesaving training equipment;
- i) maintain adequate stocks of approved training consumables, material and equipment provided that he must first obtain the approval of the Club Board of Management for the purchase of materials or equipment;
- j) maintain the training room and equipment in a clean and orderly condition and for that purpose, may call on the services of any member; and
- k) present a yearly budget covering all financial matters associated with facilitating and conducting club training activities.

BRANCH EDUCATION OFFICER/DIRECTOR OF EDUCATION – POSITION DESCRIPTION (SAMPLE ONLY):

The Education Officer shall –

- (i) be the holder of a current SLSA Assessor’s Certificate, and be a current proficient member of the Branch Board of Life Saving;
- (ii) have the necessary skills and experience in teaching activities, and be responsible for a program of

activity concerned with educating the members and the community at large on all matters of practical life saving and surf safety.

- (iii) recommend action in specific areas of concern that require the preparation and promulgation of material, and shall attend the Board of Life Saving meetings applicable thereto;
- (iv) initiate the conducting of conferences and assist with the preparation of agendas, supply of lecturers and set formats for other meetings where education forms a major portion of the objective;
- (v) liaise with Officers holding similar positions at National, State or Branch levels;
- (vi) supervise through a small committee representative of the Clubs, and other education experts the establishment and operation of the Branch and each Club's educational operations; and
- (vii) be responsible to the Director of Life Saving provided that reporting shall be through the Branch and redirected to the Executive Officer concerned.

SURF LIFE SAVING QUEENSLAND EDUCATION ADVISOR – POSITION DESCRIPTION:

Education Advisor must –

- i) be appointed by the Board on a recommendation of the State Lifesaving Committee;
- ii) be the holder of a current SLSA Assessor Certificate;
- iii) hold a current Blue Card or Exemption Notice issued by the Blue Card Services;
- iv) have the necessary skills and experience in teaching activities, and be responsible for a program of activity concerned with education, of the members and the community at large on all matters of practical life saving and surf safety;
- v) attend meetings of the State Lifesaving Committee when requested; recommend action in specific areas of concern that require the preparation and promulgation of material;
- vi) initiate the conduct of conferences and assist with the preparation of agendas, supply of lecturers and set formats for other meetings where education forms a major portion of the objective;
- vii) liaise with Officers holding similar positions at National, State and Branch levels;
- viii) supervise through a small committee representative of the Branches and other education experts, the establishment and operation of Branch and Club educational programs; and
- ix) attend to all matters referred by the State Lifesaving Officer.

SURF LIFE SAVING QUEENSLAND EDUCATION PANEL:

Lifesaving Education Panel –

- i) The State Lifesaving Committee must appoint a State Lifesaving Education Panel, from a recommendation of the State Lifesaving Education Advisor.
- ii) The Panel must comprise of:
 - a. the State Lifesaving Education Advisor who is the Chairperson;
 - b. six (6) Branch Representatives with current training and assessing qualifications and experience;
 - c. 2 x Industry Experts;
 - d. the Chief Lifeguard or their nominee;
 - e. other Advisors or specialist officers (as required);
 - f. the State Lifesaving Officer or nominee (ex-officio);
 - g. Education Development Officers (non-voting);
 - h. the CEO or nominee (non-voting) who is the Secretary.
- iii) Continued membership of the Panel depends on the following points, and is subject to the Panel's or the State Education Advisor's recommendations:
 - a. satisfactory attendance at meetings and functions arranged by the Panel;

- b. performance of the duties required by the Panel or the Education Advisor;
- c. acceptance of appointment to sub-committees or groups detailed for specific tasks on behalf of the Panel or State Lifesaving Committee.
- iv) Meetings of the Panel must be held on a regular basis, on dates as determined by the Panel or the Chairperson, at least three times per year;
- v) Powers and duties of the Panel are:
 - a. to develop, coordinate and implement activities and programs related to lifesaving, education and training and specifically relevant priorities as determined by the State Lifesaving Committee;
 - b. to develop and monitor the Lifesaving Education & Training plan;
 - c. to ensure the adequacy of SLSQ member education and training resources and programs;
 - d. to provide advice and recommendations on matters of policy to the State Lifesaving Committee;
 - e. to ensure the activities and standards of all SLSQ Trainers and Assessors meet SLSA and industry (e.g. standards for RTO's);
 - f. to liaise closely with the State Lifesaving Committee on matters relating to lifesaver and lifeguard qualifications, training and education systems, standards for RTO's and services;
 - g. to provide minutes, reports and recommendations to the State Lifesaving Committee on all meetings, investigations and projects;
 - h. to facilitate schools of training, conferences and seminars; and
 - i. to deal with matters referred to it from time to time by the State Lifesaving Committee.

HOW THE POSITIONS FIT TOGETHER

