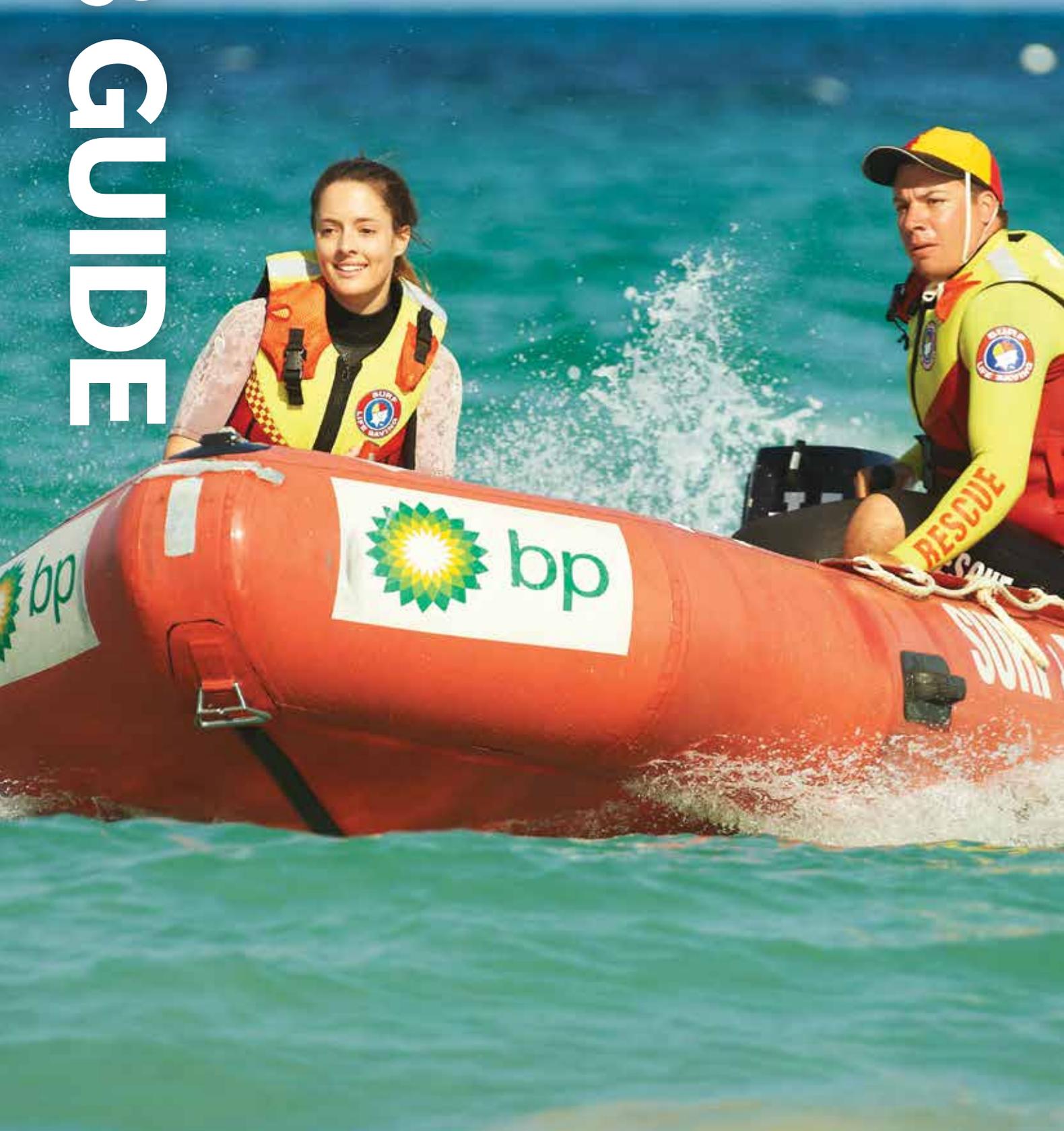


CLUB GUIDE





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SECTION 11

EDUCATION AND TRAINING

11.1 OVERVIEW

Surf Life Saving clubs in Western Australia are expected to deliver accredited and non-accredited courses to their members and to follow predetermined procedures to best accommodate the members needs. The club is to appoint an Education Coordinator or similar person to plan and design all education activity and to ensure quality delivery and assessment is achieved. Suitably experienced and qualified trainers should be established to conduct the training to the members of the club. Assessment of the members will be conducted under State supervision and independent of the club education system.

Surf Life Saving Western Australia is engaged in a support role to ensure that standards are maintained and systems are adhered to. Standards are continuously being reviewed and a network of suitably experienced and qualified persons will be part of the education structure that includes Panels, and Consultants that are appointed at a State Level to accommodate Club, State, National and RTO compliance/ behaviour.

Members will be permitted to be educated in numerous skills and obtain an appropriate award or qualification. These skills are to equip the patrolling lifesaver with the ability to cope with all situations they may encounter on the beach and other such environments.

Code of Practice

Surf Life Saving Western Australia (SLSWA) has developed a Code of Practice to address and establish its commitment to the maintenance of high standards in the provision of training and assessment.

The SLSWA Code of Practice includes;

- Legislation
- Access, equity, client selection and admission, enrolment and induction
- Language, literacy and numeracy assessment
- Appeals and grievances

The Code of Conduct can be accessed at www.surflifesaving.com.au

For information on Trainer, Assessor or Facilitators please refer to national policy 1.9 titled "Training Officer, Assessors and Facilitators Policy". This policy is available at www.slsa.com.au



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11.2 HOW TO BECOME A TRAINER OR ASSESSOR

As a member you have to hold an award in which you want to train and/or assess. After having this award you can complete a Training Officer and/or Assessors course. Upon completion of the course you will be guided by a mentor in delivering/assessing courses until both you and your mentor feel you are able to progress by yourself.

Those members who receive their Training Officer Certificate are permitted to train candidates for their specific area. Should they also wish to become an Assessor, they will need to complete an Assessors Course, and once again be guided by a mentor in the assessment principles until both are comfortable that assessment can be conducted independently.

At all times there is plenty of expert advice and guidance with step by step instructional manuals for their specific field. All persons can be involved in a specific field (eg. IRB) or extend their involvement over a range of different fields.

For more information, please contact Member Education and Training at SLSWA.



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11.3 PROFICIENCY TESTING

All active lifesavers are required to complete a proficiency test to prove competency in the lifesaving award/s they hold and wish to remain current in. Proficiency tests are necessary to:

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

A member's proficiency is valid until the 31st December each year and where stated in the Surf Life Saving Training Manual (or SLSA Bulletins) must be assessed annually.

When a proficiency check is successfully completed (or a member gains a relevant award after 30 June, in a particular year) the proficiency or qualification is current until 31st December in the following season.

Directors of Lifesaving may include additional checks in cases where there is doubt of a member's proficiency in aspects of another award.

A member may be requested at any time during the season to complete an additional proficiency check by the Club, an Assessor or authorised SLS Official. A member who fails a proficiency check at any time during the season is deemed to be non-proficient until such time as another proficiency check is completed successfully. Further, this member cannot participate in patrol activities or compete at carnivals until the proficiency check has been completed successfully.

Any member who did not successfully complete the appropriate proficiency check in the immediate season prior, is not permitted to patrol or compete until such time as a proficiency check is completed successfully.

Members who are wishing to return to active surf lifesaving duties and already hold an SLSA award previously obtained through Surf Lifesaving can participate in an in-depth proficiency with a qualified Assessor. The Assessor must conduct a gap analysis to determine what differences occur between the Award as it currently stands and what skill and knowledge the award consisted of at the time it was last proficient.

If the gap analysis determines there is a gap in skill and/or knowledge, the candidate may be required to undertake training and assessment in the gap(s) identified. For example - a member may have obtained their Bronze Medallion when the use of oxygen therapy was not taught therefore the member would have to be trained and assessed in this skill and knowledge.



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11.4 ROLE DESCRIPTIONS

Training Officers Roles

To remain current in Training Officer Awards, proficiency in the pre-requisites must remain current and attendance at a Trainer and Assessor In-service or approved equivalent is mandatory.

It is strongly encouraged that individuals attend the State Life Saving Conference or its equivalent and other professional development opportunities as offered by SLSWA.

To demonstrate vocational competency in an award and remain current, Trainers must also be involved with the training or assessment of a group within a two year period. To record this involvement Trainers must ensure that their details are included on the SLSWA Assessment Report Form that will be submitted for every assessment.

Training Officer Responsibilities

- Ensure candidates are registered, financial members.
- Ensure candidates meet or have completed any pre requisite requirements. eg.
 - proficiency in other awards where appropriate
 - have completed a 400m swim in 9 minutes or less (Bronze)
 - meet the minimum age requirements for that award
 - meet sufficient Language, Literacy and Numeracy standard as appropriate for award
- Check the learning outcomes as listed in the Surf Lifesaving Training Manual
- Research any resources available i.e. T&A BM guide, lesson plans, power point etc
- Develop a training plan and train candidates (online training tool now available)
- Ensure every candidate has the appropriate learning/assessment materials
- Liaise with the Training Consultant I Director of Education for guidance
- Maintain records, details, roll, paperwork etc of candidates throughout. Ensure sign off of training and appropriate resources
- Organise a mock assessment when the candidates are ready - simulate the true assessment process as closely as possible.*
- Speak to clubs regarding use of SurfGuard for Assessment Request as per instructions in these guidelines

Then contact Training Consultant

- Training Consultant in your area must be notified by the Training Officer or Director of Education at least 2 weeks before the desired assessment date (even earlier if possible) that a group would be ready for assessment detailing the number of participants
- Please Note: If Training Consultants are not notified at least 2 weeks prior to the proposed assessment date then a new date will need to be negotiated
- Organise equipment and venue for assessment as appropriate
- Attend the assessment with candidates and have all appropriate paperwork signed and completed
- Ensure all required paperwork is returned to SLSWA after Form 14 is endorsed to proceed by Director of Education or club nominated person

Throughout the Season

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

**Training Officers must invite a person not involved with the training to conduct the mock assessment or assessment activities. Training Officers should utilise Club Assessors or suitably qualified people to help with this mock assessment.*



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Assessors Roles

To remain current in Assessor Awards, proficiency in the pre-requisites must remain current and attendance at a Trainer and Assessor In-service or approved equivalent is mandatory.

It is strongly encouraged that individuals attend the State Life Saving Conference or its equivalent and other professional development opportunities as offered by SLSWA.

To demonstrate vocational competency in an award and remain current, Assessors must also be involved with the training or assessment of a group within a two year period. To record this involvement Assessors must ensure that their details are included on the SLSWA Assessment Report Form that will be submitted for every assessment.

- Attend and conduct the assessment
- Conduct a fair, flexible, valid and reliable assessment
- Provide candidates with feedback
- Ensure candidate Assessment Portfolios are checked thoroughly for the correct evidence of required training
- Complete the assessment documentation accurately and appropriately to ensure evidence complies to the equivalence of RTO standards
- Provide support to the Assessor-in-Charge and carry out duties as requested
- Sign the Form 14
- Ensure your name is recorded on the SLSWA Assessment Report Form

Throughout the Season

- Keep skills and knowledge up to date
- Attend a mandatory in-service as agreed by SLSWA or representative
- Accept regular performance appraisals as part of quality management systems



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Education Coordinator

- Ensure appropriate training of candidates
- Inform Training Consultant of training so that joint sessions / information sharing can be planned if possible
- Ensure candidates are registered members. Must be entered on Surf Guard
- Ensure candidates meet or have completed any pre requisite requirements:
 - proficiency in other awards where appropriate
 - have completed a 400m swim in 9 minutes or less (Bronze)
 - meet the minimum age requirements for that award
 - meet sufficient LL&N standard as appropriate for award
- Provide the Training Officer with any resources available i.e. T & A guide & CD with lesson plans/PowerPoint, information on E-learning options, etc
- Provide guidance, examples for the Training Officer to develop a training plan
- Liaise with the Training Consultant for guidance
- Ensure records, details, paperwork etc of candidates are maintained throughout. BM Candidates must use current versions of BM Assessment documentation and portfolios. This documentation may also be required as supporting evidence for any RPL process and therefore must be compliant to current RTO standards
- Ensure a mock assessment is carried out
- Submit new "Assessment Request" on SurfGuard as per instructions in these guidelines
- Notify the Training Consultant in your area at least 2 weeks before the desired assessment date (even earlier if possible)
- Please Note: If Training Consultants are not notified at least 2 weeks prior to the proposed Assessment date then a new date will need to be negotiated
- Print Form 14 from SurfGuard
- Ensure organization of equipment and venue for assessment as appropriate
- Ensure the Training Officer or club representative attends the assessment with candidates and appropriate paperwork
- Return all required paperwork (Form 14, Assessment Portfolio etc) to SLSWA after Form 14 is endorsed to proceed by Director of Education or club nominated person

Throughout the Season

- Keep skills and knowledge up to date
- Liaise regularly with Training Consultant on assessments, training and continuous improvement
- Maintain records, training plan, paperwork etc
- Accept regular performance appraisals as part of quality management system