



Standard Operating Procedure

SLS SNB Proficiency Procedures

Date: June 2008

Scope Clubs, Chief Training Officers, Active Members, Award Members, Training Officers and Assessors

Purpose To define the procedures for members to complete their annual proficiency tests for various awards.

Introduction: These procedures outline the requirements for conducting proficiency assessments within SLS SNB Branch for the season. They are based on the SLSNSW Lifesaving Patrol Service agreements, SOP's and the Proficiency Pack issued prior to the beginning of the season.

The role of SLS SNB is to ensure that all Proficiency Assessments are conducted to the correct standards and are overseen by a qualified Assessor. Clubs or groups are responsible for the organisation and performance of these proficiency assessments.

It is the responsibility of individual members to ensure that they have completed a proficiency assessment for each relevant award prior to 31st December of each year otherwise their award lapses, which will have implications for patrol and competition commitments.

Additional Information: Additional information on proficiency assessments can be obtained from SLSNSW SOP and SLSNSW Proficiency Pack

Review: To be reviewed annually by the Board of Education and Assessment prior to the commencement of the season.

Change History: Created 25/06/08

Awards:

The following SLSA awards require a proficiency assessment/update annually:

- Surf Rescue Certificate
- Bronze Medallion/Certificate II in Public Safety
- Advanced Resuscitation Certificate
- Defibrillation Certificate
- Spinal Management Certificate
- IRB Crew Certificate
- Silver Medallion IRB Driver
- Gold Medallion
- RWC Operators
- Resuscitation Certificate
- Resuscitation component of the Senior First Aid Certificate
- Trainers, Assessors and Facilitators awards
- Other awards as outlined in the NSW Lifesaving Patrol Service Agreement, SOP's or Proficiency Pack

Guidelines:

Guidelines for the content and standard of proficiencies for each season are outlined in the SLS NSW Proficiency Pack 2008. All candidates being assessed for a proficiency assessment must be able to demonstrate the minimum competencies required to attain the award.

Some more specialised awards (eg Gold Medallion – Advanced Lifesaving and RWC) will need to have proficiency assessments conducted as a group assessment through the Branch.

Any questions should be directed to the SNB Director of Education and Assessment or the SNB Director of Rescue Services.

Late Proficiencies after 31st December:

It is the responsibility of the individual member to ensure that they attend a proficiency assessment in each of the awards they have attained and use prior to 31st December each season. A late proficiency for Patrol purposes only (Non-competitor) must be cleared with the Director of Rescue Services prior to the assessment being conducted. Approval will not be automatically granted.

Late proficiencies for Bronze medallion and SRC for Competition purposes will need to apply in writing to the SNB Director of Rescue Services outlining reason for and enclosing proof of why the proficiency was not completed on time. The Director will then need to apply to the SLSNSW Directors of Surf Sports and Lifesaving on the member's behalf. These SLS NSW Directors are the authority who will approve or deny the request.

Recording of Proficiencies:

- Proficiency assessments for all awards are to be recorded on the proficiency test work card supplied annually by SLS NSW in the Proficiency Pack. These cards are to be filled in at the Club following the proficiency, a copy kept at the Club for their records, and the original sent to the Branch Office for filing. These cards will be accepted as proof of the

completion of a Proficiency Assessment for Audit purposes. The cards for the 2008/09 season will be blue.

- This card should have details of the award assessed, date of proficiency, Assessor in charge, Full name, Date of Birth, membership category and competencies assessed, and be marked as competent or not yet competent for each section. These should be signed at the completion of the assessment by the Assessor conducting the proficiency.
- If a proficiency is conducted in more than one session, all components must be completed before it is entered into the Surfguard assessment.
- A “proficiency assessment request” should be created in Surfguard for the date of the proficiency and the relevant award. This should then be submitted to the SLS SNB office to be approved and processed via Surfguard.
- The SLS SNB Office will process these proficiency requests once they are submitted by the Clubs. At the completion of this process a proficiency date will appear against each member’s award list in Surfguard.
- A random audit will be done for each Club once a season to check that proficiencies are being completed, documented on the cards correctly and the information is being accurately transferred onto Surfguard for each member attending that day.

Proficiencies are organised and conducted by Clubs for the following awards – ensuring an endorsed Assessor is present at each assessment:

- Bronze Medallion
- Surf Rescue Certificate
- Resuscitation Certificate
- IRB Crew
- IRB Driver
- ARC
- Defib
- Spinal Management
- ATV Operator

All assessors present at the proficiency should ensure that their VET log book is signed by the Assessor in charge.

Proficiencies are conducted through the SNB Branch for:

- Gold Medallion
- RWC
- Training Officer and Assessor Re-endorsement

Gold Medallion and RWC proficiencies will be organised by the Director of Education and Director of Rescue services at the beginning of each season, and run at a central venue.

Training Officers and Assessors Proficiency – It is mandatory for Training Officers and Assessors to attend a Branch update each season to go through changes to paperwork and SOP’s for the season.

All of these these Branch-run proficiencies will be processed for you through the Branch Office.

Facilitator's re-endorsement forms need to be completed prior to 31st December each year and are sent through to the SNB Branch Office for the Director of Education and Assessment to endorse, and then forwarded to SLS NSW for processing. Accredited facilitators will receive a facilitators card once this is processed, outlining the courses that they are endorsed to facilitate.

For any further information please contact the Director of Education and Assessment or the SNB Branch Office.