



Standard Operating Procedure

SLSA Award Procedure

Date: June 2008

Scope Clubs, Chief Training Officers, Trainers and Assessors

Purpose To ensure the appropriate procedure is followed for the processing of awards facilitated by SLS SNB for:

- Spinal Management Certificate**
- Defibrillation Certificate**
- Silver Medallion Advanced Emergency Care**
- Silver Medallion Basic Beach Management – module 1**
- Gold Medallion Advanced Lifesaving**
- RWC Certificate**
- Other awards as appropriate**

Introduction: The following is the procedure for the processing of SLS SNB Branch facilitated awards

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

Change History: Created 24/06/08
Reviewed 15/09/09

Course Enrolment:

Candidates check the SLS SNB Branch Course Calendar and contact their Club Chief Training Officer to express interest in the course. The Chief Training Officer checks that each of their candidates has the necessary prerequisites for the course and will then contact SNB Branch Office to book the candidates from their Club into the course. They will then set up an assessment request in Surfguard for those candidates attending, but not submit it at this stage.

Course Attendance:

The SNB Branch Office will provide all the necessary paperwork and equipment to the facilitator of the course with enough copies for each candidate booked in through the office. Candidates will be sent confirmation of their booking by email and a letter outlining any special requirements for the course and links to the Academy Handbook and other training resources. If they have not already done so, candidates will need to fill in a Training Enrolment Form at the beginning of the evening and must ensure that their names are on the attendance record. Candidates need to be in attendance for the entire duration of the course including the assessment at the completion of the evening.

Assessment:

Candidates will be assessed by the facilitator of the course on its completion.

Paperwork to be returned to the Branch Office:

The course facilitator or their representative is responsible for returning all equipment and paperwork back to the SNB Branch Office at the completion of the course. The following paperwork is required to process all SNB Branch facilitated awards:

- Training Enrolment Forms for each candidate.
- A copy of the attendance record for the course.
- Answer sheets for the theory component of the assessment (if applicable)
- Assessment Workcards for the relevant course fully completed with all sections dated and signed as competent. (if applicable)
- Training Course Report with candidates name and Club and signed by the facilitator of the course.
- Participant Evaluation Forms for each candidate – these need to be enclosed in the sealed envelope provided.
- Once all completed paperwork is received, the awards will be processed on Surfguard by the SNB Branch Office.
- Awards are returned to the Branch Office to be collected by Clubs.

More Information can be obtained by contacting the Director of Education and Assessment or the SNB Branch Office