



# Standard Operating Procedure

## SLSSNB Award Procedure – Club Awards

Date: June 2008

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**Scope** Clubs, Chief Training Officers, Trainers and Assessors

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**Purpose** To ensure the appropriate procedure is followed for the processing of awards trained by Clubs for:

**Bronze Medallion (Cert II)**  
**Surf Rescue Certificate**  
**IRB Crew Certificate**  
**Silver Medallion IRB Driver**

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**Introduction:** The following is the procedure for the processing of Club based awards.

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

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**Change History:** Created 24/06/08  
18/08/08 – Changed due to changes of procedure for awards for SLSSNB  
Reviewed 15/09/09

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### **Course Enrolment:**

Candidates must enroll in each course they wish to attend by filling in a Training Enrolment Form. Candidates must also be a current financial member of a Club and their membership details and Member Protection Form entered into Surfguard.

Clubs will manage resources for the course, pre-requisites, attendances (attendance log books) and training of candidates and ensure that all necessary paperwork and assessment papers (if required) for the assessment are collected from the Branch Office and ready for the Assessors. Chief Training Officers must also ensure that candidate workbooks (IRB crew and driver only) are completed and signed off as appropriate.

### **Course Assessment:**

Assessments are conducted at the completion of training for each award. There must be a minimum of two Assessors for the first six candidates, and one for each six thereafter present at the assessment. It is preferred that the assessments are run in two (2) parts – “Dry land” theory

component and “wet” practical component at separate sessions. At least one of the Assessors booked to attend the assessment must be external to the Club and for “wet” components one must be a Senior Assessor from the approved list provided to Clubs. For this season the run, swim, run and scenario components will be held at central locations throughout the Branch. Please call the Branch Office for details.

Assessments need to be booked through the Branch Office by email to: [sandy@surflifesaving.net.au](mailto:sandy@surflifesaving.net.au), copying the Director of Education, at least 1 week in advance. These assessments will be advertised in the “Week in Review” to allow other Clubs to attend if necessary. Clubs who wish to attend an assessment at another Club need to contact the Club directly to organise this, and provide some Assessors to help with numbers

**Prior to “Dry” component assessment for Bronze and SRC:**

- Clubs organise assessors as per guidelines above (note that a senior assessor is not required for “dry” assessment)
- An assessment request should be created in Surfguard at this point, but not submitted.
- Candidates should have a Club representative present with them for the entire assessment.
- Clubs need to organise a Training Officer or Assessor to collect any relevant paperwork from the Branch Office prior to the assessment day.
- Any special requirements of the candidates (medical/physical limitations) need to be advised to the Assessor-in-Charge.
- Assessment workcards are signed by Assessors for the components the candidates are competent in.
- Chief Training Officers retain the workcards
- All Assessors present at the assessment should have their VET logbook signed by the Assessor in charge.

**Prior to water components of Bronze and SRC:**

- Clubs organise assessments and Assessors as per guidelines above.
- Clubs check/edit the entries for the assessment in Surfguard and submit.
- Candidates should have a Club representative present with them for the entire assessment.
- Any special requirements of the candidates (medical/physical limitations) need to be advised to the Assessor-in-Charge.
- Clubs are to have all equipment necessary for the assessment (boards, tubes, scenario equipment and candidates) ready prior to the official starting time.
- It is preferred for candidates to wear Club caps or bright - coloured swimming caps to aid in recognition.
- Candidates need to be prepared and bring towels, warm clothing and drinking water.
- Wetsuits or other items that aid in flotation are not allowed to be worn for the run-swim-run component of the assessment.
- All Run, Swim, Run and scenario components are conducted in central locations by negotiation with the Branch Office and surrounding Clubs.
- All Assessors present at the assessment should have their VET logbook signed by the Assessor in charge.

### **Paperwork to be returned to the Branch Office – Bronze and SRC:**

The following paperwork needs to be returned to the Branch Office by a Club Representative before any award can be processed.

- Assessment Workcards fully completed with all sections dated and signed as competent.
- Training Course Report with course name and Club and signed by the Assessor in charge.
- Participant Evaluation Forms for each candidate – these need to be enclosed in the sealed envelope provided.
- Training Enrolment Forms for each candidate.
- A copy of the attendance record for the period of training.

### **IRB Crew Assessments:**

- Clubs organise endorsed IRB Assessors to attend the assessment. For IRB crew only these can be internal Club Assessors.
- Clubs put an assessment request for the award into Surfguard.
- Candidates should have a Club representative present with them for the entire assessment.
- Clubs should have all equipment ready prior to the official starting time of the assessment.
- All Assessors present should have their VET log books signed by the Assessor in charge.

NB – The IRB Crew workbook needs to be completed as part of the course, and training logs need to be completed for each candidate.

### **Silver Medallion IRB Driver Assessments:**

- Clubs organise endorsed IRB Assessors to attend the assessment. At least one of these Assessors must be external to the Club.
- Clubs put an assessment request for the award into Surfguard.
- Candidates should have a Club representative present with them for the entire assessment.
- Clubs should have all equipment ready prior to the official starting time of the assessment.
- All Assessors present should have their VET logbook signed by the Assessor in Charge.

NB - The IRB Workbook – Navigation and preparing for Boat Operations must be completed **prior** to any water training commencing for IRB Drivers. SM IRB Driver learner guide should be completed as part of the course, and training log sheets need to be completed for each candidate.

### **Paperwork to be returned to the Branch Office – IRB Awards:**

The following paperwork needs to be returned to the Branch Office by a Club Representative before any award can be processed.

- Assessment Workcards fully completed with all sections dated and signed as competent, and the Participants and Assessors names listed.
- Training Log Sheets
- Training Course Report with course name and Club and signed by the Assessor in charge.
- Participant Evaluation Forms for each candidate – these need to be enclosed in the sealed envelope provided.
- Training Enrolment Forms for each candidate.
- A copy of the attendance record for the period of training.
- Answer sheets for the theory component of the assessment

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