

Surf Life Saving Sydney Northern Beaches Inc.
Board of Education and Assessment

Minutes of Meeting – Thursday 15th January, 2009 commencing at 7.10 pm
Dee Why SLSC

1. ATTENDANCE

As per attendance book

2. APOLOGIES

As per attendance book

3. MINUTES

That the minutes of the previous meeting are a true and accurate record.

Adopted

4. BUSINESS ARISING FROM MINUTES

Assessor's shirts have been ordered through SLSNSW but are yet to arrive.
SOP for assessments have disappeared off the SLSNSW website. Branch will make enquiries

5. NEW MEMBERS

Jon Colwell (Nth Steyne)

Stan Wall (Nth Steyne)

Neither member was able to attend the meeting, so will attend next month to be assigned mentors.

6. CORRESPONDENCE

SLSNSW – Enquiry as to whether student cards previously used as proof of course completion were required by our Branch

SLSNSW – SLSWA has made resource videos for training. These are available for all members

SLSNSW – 2009 National Recognition Awards. This is the first year that trainers and assessors nominations have been called for. All Clubs are asked to consider if they have eligible members

7. REPORTS

Nil

8. GENERAL BUSINESS

Assessors update course – and update course for assessors will be held on Tuesday 27th January, venue yet to be confirmed. This course is for assessors who have older qualifications and need to upgrade, or assessors whose awards are not on surfguard but have been assessing for many years. You will need to bring a copy of your VET log book, copy of a training course report for an assessment you have trained/assessed and/or a letter from your Club detailing experience. Bookings through the Branch Office.

New assessors - A course for new assessors will be held on 13th, 14th and 15th February at Mona Vale SLSC (tbc). Bookings through the Branch Office.

Lost or missing awards – Many members appear to have awards missing from surfguard records. Members will need to fill in a form 80 (available on the SLSA website) and provide proof of completion eg. award date and number, photocopy of certificates or page from Club Annual Report listing member as completing the award. These can either be forwarded on to Branch or SLSNSW to be processed.

SNB Proficiency Audit – A proficiency validation will be conducted on all Clubs before the end of January. Dates will be selected at random and Clubs will be advised of their relevant date in the next week. All proficiency cards will need to be sent in to the Branch Office prior to this.

Course Calendar for 2009 – Course calendar is still to be finalised. Michael will be contacting facilitators to have it finalised asap.

Centralised Part B Assessments – There has been concern that the standards of our assessments are not as high as when assessments were done at a central venue. Many Clubs are also not adhering to the numbers of assessors required on our SOP's which is increasing the length of time assessments are taking, and using the same assessors which is not sharing the workload or allowing for skill development or sharing of ideas.

It was suggested that we go back to a system of central venue assessments – one in the north and one in the south per month, with extra assessments scheduled as required. These would need to be managed by the Branch to ensure candidate numbers are limited to the number of assessors available on the day. Michael will take this back to the Executive and BoM meetings and report back to the next meeting.

ARC Assessors – There are many ARC assessors within the Branch who only do ARC assessing for proficiencies within their Club, and don't attend the Central Venue assessments. It was not felt that this was enough experience to maintain their skills unless they were able to demonstrate competence through their workplace or other activities outside of Surf Life Saving.

MOTION: To remain current as an ARC assessor members will need to attend at least two (2) assessments (including validation) at the Central Venue assessment per calendar year. Moved Michael Wasley and Seconded Shannon Job. **Carried**

Endorsed Assessors – there was a query as to whether assessors were only endorsed to do assessments within their own Branch. The meeting was advised that as endorsed assessors for SLSNSW we are able to assess anywhere within NSW, but it is advisable to ensure that other Branches are aware if you intend to do assessments there.

Assessor Numbers for assessments – Numbers of assessors required for assessments were confirmed as two (2) assessors for the first six (6) candidates and one for each six (6) thereafter. For part B assessments one of these must be a senior assessor from the list provided.

Assessment Papers – There are still a number of assessment papers that need to be returned to the Branch Office. Could all assessors and Chief Instructors please ensure they are returned asap after the written assessment is complete.

All assessment papers are copied onto coloured paper and delivered in sealed envelopes to the Clubs. These should stay sealed until opened by the assessor on the day of the assessment. If the envelopes are opened it is up to the individual assessor whether the assessment proceeds.

Proficiencies – Assessors were reminded that proficiency assessments must be conducted and signed off by an endorsed assessor.

IRB crew and driver awards – Trainers and assessors were reminded that IRB Crew and Driver assessments cannot both be completed in one day. As IRBC is a pre-requisite for SMIRBD, no driver training should commence until the crew award is complete.

Cert IV – Michael has a limited amount of funding to assist members who are currently training and assessing within their Clubs to complete their Cert IV. Please let the Office know if you have any members who would be interested.

Trainee Facilitators – Those with a Cert IV in training and assessment who would like to become facilitators need to notify Michael Wasley so a mentor can be assigned.

Facilitated Courses – If Clubs have enough candidate numbers to run a separate course at their own Club, please let the Office know so a Facilitator can be found for you.

SRC Workbooks – Members were reminded that is a requirement that the SRC candidates complete the relevant sections of the Bronze Medallion workbooks prior to assessment. Assessors were also reminded that these need to be completed prior to the assessment commencing.

Assessment Procedures – Trainers and Assessors were reminded that the assessment process is that the candidates must successfully complete the written assessment paper before proceeding to any other aspect of the Part A assessment. If large numbers of candidates are present this could involve re-sitting the paper on another day before proceeding. Many assessors felt some problems in this area could be avoided by trainers and assessors being aware of potential literacy and numeracy problems.

Meeting closed at 8.04pm.

Next Board of Education and Assessment Meeting
Thursday 12th February 2009
7pm at Dee Why SLSC
(please note the date has been changed due to State Championships)