

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

Minutes of Meeting – Thursday 18th June, 2009 commencing at 7.00 pm
Dee Why SLSC

1. ATTENDANCE

As per attendance book

2. APOLOGIES

Terry Boardman, Greg MacMahon, Natalie Aplin, Barry Antella

3. MINUTES

Amendment to the April minutes - Joe Mastrangelo was accepted by the BoE&A as a **probationary** Assessor for Bronze

With this amendment, the minutes of the previous meeting were accepted as a true and accurate record.

Adopted

4. BUSINESS ARISING FROM MINUTES

There was a query as to the process for attending a proficiency from another Club. Candidates will need to notify the Chief instructor of the organising Club as a courtesy before attending.

5. NEW MEMBERS

6. CORRESPONDENCE

SLS NSW has requested feedback on the Training SOP's from clubs
Club Quality Checklists been emailed to all Chief Instructors and Presidents.

7. REPORTS

Nil

8. GENERAL BUSINESS

Proficiency Packs

Proficiency Packs will be released at the end of August. The cards will have a changed format this season and will be multi-candidate and multi-discipline.

Please ensure that all proficiencies enable an adequate update for members. There have been a few Clubs whose member's resuscitation skills have been found to be out of date during the patrol assessments.

Education Audit

The Branch will have another Education Audit in September. As part of this process two or three Clubs will also be audited to assess our overall compliance. In readiness for this all Clubs will need to complete the Club Quality checklists that were emailed to Chief Instructors and Presidents. These are to reflect the Club's compliance in the 08/09 season and will help us to gauge where we stand as a Branch. Michael Wasley congratulated all Clubs on increased compliance this season.

Trial Bronze Medallion

North Steyne SLSC has just completed a bronze medallion course using trial online resources and e-learning tools. These resources are on loan from Western Australia. Feedback from the candidates and trainers has been positive and any problems have been mainly terminology based due to using resources from a different State.

33rd Edition Training Manual

The new manual is due to be released prior to the beginning of the season. There will be a 12 month changeover period where old training resources can still be used. The manual is currently still in draft format, but it is understood that defibrillation will be in the new manual. Michael will talk to SLSNSW to confirm if this is so and exactly what will be required to train the candidates.

Patrol Requirements

Spinal kits and defibrillators will be mandatory patrol equipment next season. It will be a requirement for all patrols to have a spinal management certificate and defib certificate holder on patrol.

Surfguard

Surfguard has received a grant to upgrade their processes. This will hopefully allow for assessors to complete some of the assessment paperwork online.

ARC

The next assessment dates for ARC are 30th June and 29th September. There will be no ARC assessments in July or August.

The ARC assessors update is scheduled for Tuesday 18th August at 6pm at Nth Curl Curl SLSC. All ARC assessors wishing to be re-endorsed for next season must attend this workshop. Each Club is also required to send a trainer to this session to go through the training requirements for ARC for the upcoming season.

Trainer/Assessor updates.

All trainers and assessors will again be required to re-endorse. This process will now cover them for 2 years and have them endorsed until 31st December 2011. The dates for the updates this year will be held prior to the start of the season. All forms required for the evening will be emailed to members and they will be required to complete them and return the forms at the update. A list of endorsed assessors (and facilitators) will be on the Branch website early in the season and it is the responsibility of the Club to ensure they use only endorsed assessors at their assessments.

IRB Proficiencies

The proficiency process for IRB drivers and crew allows for members who are known to be current proficient drivers to be signed off as proficient without necessarily having to go in the IRB. This is only at the discretion of the IRB assessor.

NYC assessments

As a courtesy, any candidate found to be not yet competent in their assessment needs to contact the original assessor to reschedule another assessment. They are only to go to a different assessor if this can't be organised in a reasonable timeframe.

State Education Workshop

Changes were made at this meeting to the process for becoming an assessor for an award. These changes mainly reflected processes that were needed in the country branches. After hearing the proposed changes the meeting decided that these changes were not appropriate for our Branch, and put forward a motion to that effect. **Motion:** Members must become a training officer in a discipline before going on to become assessors in that discipline as per the current SNB standard operating procedures. **Passed unanimously.**

Centralised Venues

Centralised venues will go ahead this season. Clubs are encouraged to liaise with their neighbouring Clubs to organise group assessments. Run, Swim, Run and scenarios for first aid and rescues are to be the minimum competencies to be completed at these assessments on the condition that the assessors can ask candidates to do other competencies if their skills are found to be lacking on the day.

These assessments can be increased to include all the water components at the agreement of the training officer and senior assessors to decrease the number of assessment days required. Clubs will still be required to organise assessors for their assessments but the senior assessors may be assigned by the Branch.

It is hoped that the centralised venues will allow enough assessors for the senior assessor to have an overseeing role to ensure standards and act as a grievance officer in case of any disputes. It has also been recommended that a comments section be added to the paperwork to allow trainers comments on the assessment as well as space for the assessor to put comments for the candidates not yet competent to take back to the training officer.

Meeting closed at 8.05pm.

Next Board of Education and Assessment Meeting
Thursday 20th August, 2009
7pm at Dee Why SLSC

**** Please note there will be no meeting in July ****

