

SNB Education Guide for Clubs

Education within the Sydney Northern Beaches branch follows the standards outlined by our state office, SLSNSW. If you are involved in Education for your Club, it is expected that you are familiar with the SLSNSW Education Standard Operating Procedures (SOPs) as outlined in the Academy Volunteer Handbook. This document is intended as a guide for Trainers, Assessors, Facilitators and Chief Training Offices within the branch and contains information beyond what is in the SOPs that is particular to this branch.

WHERE TO FIND INFORMATION	2
EDUCATION DOCUMENTS	2
SLSA MEMBERS AREA	2
SLSNSW WEBSITE	2
SLSSNB WEBSITE	2
SLSSNB INFO GUIDE	2
SURFGUARD	3
SLS EDUCATION	3
SNB BOARD OF EDUCATION	3
SNB EDUCATION CALENDAR	4
EDUCHECK	4
TRAINING DELIVERY	4
TRAINING COURSE BASICS	4
WATER SAFETY RISK ASSESSMENTS & HIGH-VIS VESTS	4
BRANCH FACILITATED COURSES	4
COURSE & ASSESSMENT BOOKINGS	5
ATTENDING A COURSE OR ASSESSMENT AT ANOTHER CLUB OR BRANCH	5
TAF ENDORSEMENT	5
WHO CAN TRAIN WHICH AWARDS	5
BECOMING A TRAINING OFFICER, ASSESSOR OR FACILITATOR	6
MENTORS AND MENTORING	6
TAF RE-ENDORSEMENT REQUIREMENTS	6
HLTAID – WHAT IS IT AND WHO NEEDS IT?	6
ADMINISTRATION	7
USING SURFGUARD FOR AWARD PROCESSING	7
PAPERWORK CHECKLIST FOR NEW AWARDS	7
CERTIFICATES AND MEDALLIONS	7
ADDING EXTERNAL CERTIFICATES TO A MEMBER’S RECORD	7
SKILLS MAINTENANCE	8
IN-DEPTH PROFICIENCIES	8
LATE PROFICIENCIES	8
NIPPER PROFICIENCIES AND JUNIOR EDUCATION	8

Where to find information

Education Documents

All members involved in SLS education should make sure they are familiar with the various documents listed below. Links to all these, and more, can be located within the Education sections of the SLSNSW or SNB websites:

SLSSNB Education Documents - <http://surflifesaving.net.au/pages/education/frequently-requested-documents.php>

SLSA and SLSNSW Resources - <http://www.surflifesaving.com.au/resources>

- Academy Volunteer Handbook (SLSNSW Education standard operating procedures)
- SLSNSW Participant Handbook
- SLSNSW Pre-season Information Pack (published annually)
- SLSA Skills Maintenance Information Booklet (published annually)
- SLSNSW Awards & Qualifications Chart
- SLSNSW In-depth Proficiency Guideline

SLSA Members Area

<https://members.sls.com.au/>

With their own login, all members can renew their membership and access information on their own member record such as personal details, awards and patrol hours.

The Members Area is the access point to the SLSA Library for all sorts of documentation including training resources, governance information and national policies. When looking for training resources, make sure you change the organisation to Surf Life Saving NSW as they are sometimes different from the national resources. This is also where members access eLearning resources.

Club Officers with Member Store rights can also access the SLSA Store via this site to order uniforms, signs, flags, manuals and other equipment.

SLSNSW Website

www.surflifesaving.com.au

State specific information about SLS that is not password protected. Copies of circulars and memos can be found here along with the SLSNSW education standard operating procedures (aka Academy Volunteer Handbook) and the SLSNSW Pre-season Information Pack which is published annually.

SLSSNB Website

www.surflifesaving.net.au

The SNB branch website is updated with latest news for each portfolio (ie. Lifesaving, Education, Surf Sports, etc.) regularly and contains branch specific information. Within the Education area there is a page called "Frequently Requested Documents" where you can download SNB specific, education related documents.

It is also where you can find the subscription link to the branch e-newsletter that is distributed weekly. We recommend you subscribe to the newsletter.

Links to the Branch social media accounts can also be found here. If members have anything they wish to post to any our accounts, feel free to send the information directly to our Branch Manager, Jen Huston via jen@surflifesaving.net.au.

SLSSNB Info Guide

This guide is published annually by the branch office and contains all the contact details for officers in each SNB surf club. It also has a draft calendar for the season ahead along with a summary of each club's patrol

hours and minimum numbers for the season. Printed copies are provided to each club around September each year and it is also available as a PDF file on the SNB website. Just go to the search bar on the SNB website and enter “info guide” and you’ll find it.

Surfguard

<https://www.surfguard.slsa.asn.au>

This is the national membership and club administration database containing all Members’ records (including personal information, awards and patrol hours), a record of all lifesaving gear and equipment owned by the club, and where other databases, such as the Members Area and the Carnival Entry System, pull member data from. It is password protected and club officers that require access must apply through their club. Anyone that does have access should not share their login with others.

Uses include: member management, comprehensive reporting (award lists, proficiency status and active member lists), mailing groups, assessment requests, and gear and equipment inventory.

Rule of thumb is that any information that Clubs must record on Surfguard should be entered into the database within 2 weeks of the activity occurring. With regards to education, assessment requests should be started when the course begins, not after the assessed has occurred, to ensure all candidates meet the award pre-requisites.

Please note that members who have Surfguard access should not edit their own member record in any way. If you have changes you need to make to your own details, please edit them via your Members Area login.

SLS Education

A comprehensive list of the responsibilities of the Chief Training Officer, Trainers, Assessors and Mentors can be found in the appendix of the Academy Volunteer Handbook.

SNB Board of Education

The Board of Education (BOE) consists of the following members:

Branch Director of Education (Chair)	Adrienne Lowe	education@surflifesaving.net.au
Deputy Director of Education	Kerry Seipelt	kerryseipelt@icloud.com
Bronze Medallion Adviser	Garry Fox	garry.fox@qenos.com
Surf Rescue Certificate Adviser	Andrew Hjorth	ahjorth@me.com
Advanced Resuscitation Adviser	Sandy Menzies	sandymenzies@optusnet.com.au
Powercraft Adviser	Peter Finch	peter@pittwatermarine.com.au
Gold Medallion Adviser	Andy Cross	andycross102@gmail.com
Facilitated Course Co-ordinator	Mike Le Geyt	legeyt@optusnet.com.au
Junior Education Adviser	Tracey Hare-Boyd	traceyhb@bigpond.com
Mentor Program Adviser (non-voting)	Lindsay Davis	lindsay@evelind.com

All Chief Training Officers or Directors of Education from each club, Trainers, Assessors and Facilitators (probationary & endorsed) are encouraged to attend the BOE meetings. BOE meetings are held every 2 months on the 3rd Thursday at the Branch office from August onwards. On the alternate months there are often other education meetings which are advertised through the weekly newsletter and the SNB website. Please make sure the dates are in your diary and if you are not able to make it to the meetings, ensure you send a proxy to ensure your Club is represented.

SNB Education Calendar

All Branch courses and assessments are shown as events in a Google calendar and kept up to date with details such as how many places are available on the course, or in the case of assessments, how many candidates are booked in and the names of the Assessors who have committed to attending. Branch facilitated courses with an online booking form will have a link to the form within the event.

A PDF version of the calendar is also available from the SNB website and from time to time there is a link on the newsletter. Throughout the season it is updated as often as possible when changes occur, usually weekly.

Clubs wishing to host branch courses or assessments should email the Branch with the details so they can be confirmed and subsequently added to the calendar.

Educheck

This is a tool developed by SLSNSW for Clubs and Branches to remind us of what we need to do to meet minimum RTO compliance requirements and to help us plan for greater sustainability of Education within the Club or Branch. It is done approx. every 2 years and it should take about 45 minutes to complete it properly. It is recommended that Club's education teams complete it as a group exercise to gain the most benefit. CTOs should keep a copy of completed Educheck documents so that they can refer to it again if necessary and include it as part of any handover in future seasons.

Training Delivery

In addition to the information outlined in the SLSNSW Education SOPs...

Training Course Basics

- Members must be provided with the Participant Joining Instructions prior to enrolling in a course. SLSNSW has a standard template that is available on their website and from the Members Area Library.
- Once enrolled, all candidates must be financial members and meet all award pre-requisites when they start training. They must be the minimum age by the date of assessment. If the award is assessed in 2 parts, they must be the minimum age by the first assessment date.
- The Club should be able to enter all candidates into an assessment request on Surfguard for the award at the beginning of the training course. If a candidate cannot be included, this must be followed up immediately as it indicates they may not meet the pre-requisites.

Water Safety Risk Assessments & High-Vis Vests

There are policies around any in-water training or assessment activities on closed beaches and unpatrolled beaches. Any in-water training and assessing that does occur must not commence until a Water Safety Risk Assessment has been completed. This must be done every time and if conditions change during a training session, the Risk Assessment must be reviewed. The assessment should be done using the SLSA Water Safety risk assessment document that can be found as part of the SLSA Water Safety Policy.

The SNB Branch highly recommends the use of high-visibility Lycra vests or shirts during in-water training for Bronze & SRC awards. The use of these vests is compulsory at SNB Central Venue assessments along with Club caps.

Branch Facilitated Courses

These courses are advertised on the SNB Education Calendar each season. This season we are trialling an online booking system that members can use. Links to the booking form can be found within the course event shown on the SNB Education Google calendar.

In order to give all SNB clubs an opportunity to enrol members in these courses, there is sometimes a limit on the number of members any one club can book into a course. Clubs that require a larger than typical number of members to complete the award may request that a course is run specifically for their Club. The Branch will do it's best to accommodate the request.

Course & Assessment Bookings

Refer to “SNB Facilitated Course Bookings” and “SNB Central Venue Candidate Bookings” for detailed information and guidance on booking candidates into any Branch facilitated courses and ART, Bronze, SRC and IRB assessments.

Attending a Course or Assessment at Another Club or Branch

Members who wish to enrol in a course or assessment being conducted by another Club within our Branch must have approval from both Clubs. If the course or assessment is being conducted outside our Branch, they must also have approval from both Branches. In all cases, if approval is granted, a Form 14 must be provided to the member to take to the course or assessment as proof that they meet the pre-requisites to be there. This form should then be signed by the course Assessor and returned to the member’s Club as part of the evidence that the member successfully completed the course and was found competent so that the Club can finalise the assessment request in Surfguard as per normal.

TAF Endorsement

TAF stands for Trainer, Assessor, Facilitator. All TAFs must hold the relevant industry qualification for their role and also be endorsed in the award that they train and/or assess. NB: Facilitators run the courses that do not have a separate assessment as the course candidates are assessed throughout the duration of the course.

Who Can Train Which Awards

The following table shows who can train the awards that we commonly teach in our Branch.

Award	Course Run by:	TAF
Advanced Resuscitation Techniques [AID]	Club & Branch	Training Officer ART [AID] and Facilitator ART [AID]
Bronze Medallion	Club and SNB Surf Life Saving School *	Training Officer Bronze Medallion
Surf Rescue Certificate (SRC)	Club and SNB Surf Life Saving School	Training Officer SRC and Training Officer Bronze Medallion
Radio Operator Certificate	Club and SNB Surf Life Saving School	Training Officer Bronze Medallion
Resuscitation [AID]	Club and SNB Surf Life Saving School	Training Officer Bronze Medallion and Training Officer ART [AID]
IRB Crew	Club	Training Officer IRB
Silver Medallion IRB Driver	Club	Training Officer IRB
Silver Medallion Beach Management	Branch	Facilitator SM Beach Management
Silver Medallion Aquatic Rescue	Branch	Facilitator SMAR
Rescue Water Craft	Branch	Training Officer RWC and Facilitator RWC
Gold Medallion	Branch	Gold Medallion Assessor
Junior Education Awards eg. Surf Play 1, Surf Smart 1	Club	Age Managers – encouraged to enlist the assistance of the club’s Bronze and SRC Training Officers

* SNB's Surf Life Saving School runs commercial Bronze & SRC courses for members, non-members and on behalf of Clubs. Contact Mechelle Hare (slss@surflifesaving.net.au) at the SNB Branch office for more info. First Aid courses are only available through the SLSNSW Academy or other commercial Registered Training Organisations.

Officiating and Coaching courses are managed by SLSNSW. Detailed information on these course pathways is available on the SLSNSW website.

Becoming a Training Officer, Assessor or Facilitator

There are specific requirements for members to become endorsed as Training Officers, Assessors or Facilitators (TAFs) as they must first gain the relevant certificate. Anyone interested in becoming a TAF can find the most current details on the SLSNSW website and should speak with their Club's Chief Training Officer. Once the industry qualification is gained, members are then classified as a Probationary TAF in their chosen award and must complete defined probationary activities before applying for endorsement.

In SNB, we prefer that members wishing to become an Assessor for an award are already endorsed as a Training Officer and have been actively training that award for at least 12 months.

Note: Members wishing to become a TAF for Bronze Medallion or Advanced Resuscitation Techniques [AID] must hold a current First Aid certificate in addition to the Bronze or ART awards.

Mentors and Mentoring

All Probationary TAFs must have a Mentor to ensure they are making progress towards endorsement and that they have the guidance they need to become competent and confident in their role. Mentors are allocated to Probationary TAFs by the Branch.

Probationary TAFs must not conduct any training, assessing or facilitating activities without their Mentor being present.

Mentors must be inducted into their role and are endorsed by the Branch. CTOs should be aware of who within their Education team is endorsed as a Mentor and for which awards. A document detailing information on the SNB Mentor program can be found on the [SNB Website](#) in the [Education/Frequently Requested Documents](#) page.

TAF Re-endorsement Requirements

Training Officers and Assessors must re-endorse bi-annually and Facilitators annually. Re-endorsing is done online using the Forms available in your Members Area account. In order to be eligible for re-endorsement, TAFs must complete the following each year:

- Remain active in their TAF role
- Complete the NSW and SNB pre-season update
- Participate in relevant professional development (offered at the pre-season update sessions)
- Complete award skills maintenance (if required)

Detailed information on re-endorsement requirements can be found on the SNB website (<http://surflifesaving.net.au/pages/education/get-started-in-sls-education.php>). All TAFs should ensure they are familiar with the minimum requirements.

Once the TAF is eligible for re-endorsement, it is their responsibility to complete the re-endorsement process by submitting an online re-endorsement form via their Members Area account.

HLTAID – What is it and who needs it?

This is the latest version of the Health Training Package, which includes the CPR, First Aid and Advanced Resuscitation units of competency. Members who are looking to become endorsed as Training Officers or Assessors in any awards containing these units, who do not already hold the units, will need to upgrade their qualifications. Speak to your Club or the Branch office for further information on how to go about this.

TAF Awards	Units Needed
Training Officer Resuscitation Training Officer SRC Training Officer Bronze Medallion Assessor Bronze Medallion	HLTAID001 Provide Cardiopulmonary Resuscitation HLTAID003 Provide First Aid
Training Officer Advanced Resuscitation [AID] Assessor Advanced Resuscitation [AID]	HLTAID001 Provide Cardiopulmonary Resuscitation HLTAID003 Provide First Aid HLTAID007 Provide Advanced Resuscitation

Note: The First Aid award must remain current so will need updating every 3 years.

Administration

In order for members to receive the new awards they have achieved, both on their member record and in the form of a certificate and medallions, there is an administration process that must be followed. Much of this process is detailed in the SLSNSW Education SOPs.

Using Surfguard for Award Processing

Clubs are responsible for starting the process of entering new awards on member records for courses the club is running. This is done using the Assessment Request feature within Surfguard. Assessment Requests should be created at the start of training courses. This is the easiest way to confirm that all your candidates meet the course pre-requisites: *If you can't add a member into an assessment request, there will be a reason and it should be investigated and resolved.*

Refer to "Surfguard Tips" for detailed information. If you have not used Surfguard before, SLSA has a Help site for FAQs and User Guides that can be found at <https://help.sls.com.au>.

Note: Branch is responsible for creating the Assessment Request on Surfguard for any facilitated courses run by the Branch.

Paperwork Checklist for New Awards

In order for members to receive their awards on their records within a timely manner, all required paperwork must be forwarded to the Branch office within 14 days of the final assessment date. Refer to "SNB Paperwork Requirements" for detailed information on what to submit.

Certificates and Medallions

Once all the details for new awards have been entered into Surfguard and the paperwork has been forwarded to the Branch office for processing, it can take 2-4 weeks for the awards to appear on the member's record. It can take anywhere between 6 weeks and 3 months for the actual Certificates and Medallions to be sent to the Club. Please keep this in mind when you are up against deadlines for carnivals and presentation days. The earlier you send in your paperwork, the better.

Towards the end of the season, Clubs are often asking for certificates and medallions to be produced urgently so they are available for Club's presentation days/nights. This is often not possible as they are done in batches by SLSNSW. The best way to avoid this being necessary is to make sure that assessment paperwork is complete and submitted to the Branch for processing immediately following the course's assessment.

SLSNSW does charge clubs for certificates and medallions. The current price list can be found on the SLSNSW website <http://www.surflifesaving.com.au/resources/club-management-templates-resources>.

Adding External Certificates to a Member's Record

Members who complete qualifications outside SLS (usually First Aid certificates) that wish to have those recognised by SLS should provide evidence of the qualification (such as the original certificate) to the Club's

CTO. The CTO should then take a copy/scan of the certificate and can then email that to the Branch office. The Branch will then arrange for the qualification to be added to the Member's record. (*Note: only qualifications that are within the SLSNSW RTO scope will be able to be added.*)

Skills Maintenance

Detailed information about Skills Maintenance (aka proficiencies) can be found in the SLSNSW Pre-season Information Pack that is published by SLSNSW each season.

Nearly all awards require annual skills maintenance that should be completed prior to 31st December each year. Paper records (such as proficiency cards, sign-in sheets, etc) should be filed at the Club for reference during the season. Clubs should enter the results of these proficiencies into Surfguard within 2 weeks of the assessment being completed.

Be aware that Surfguard will not allow proficiencies to be entered if they occurred more than 3 months previously.

In-depth Proficiencies

If a member has not completed a proficiency in 3 years or more, a gap-analysis must be conducted to determine what retraining they need before completing an in-depth proficiency with an endorsed Assessor (not a Delegate). Members who have not completed a proficiency for 3 years or more may need to attend a full assessment. If it is 10 years or more, the member must be retrained and attend a full assessment.

Refer to "SLSNSW In-Depth Proficiency Guide" for detailed information on award changes and to determine if the member must attend a full assessment or not.

Clubs may find that they are unable to enter in-depth proficiency candidates into a Proficiency or Bulk Proficiency assessment request in Surfguard. In this case, they will have to provide the proficiency evidence to the SNB Branch office for entering.

Late Proficiencies

All members must be proficient to patrol. Non-competitors may complete a proficiency at their club after 31st December, so long as the club has proficiency sessions available.

Competitors should refer to SLSA Policy 5.04 Competition Eligibility and the SLSA Guidelines for Competition Eligibility. Review date October 2016. In summary:

Competitors – must be proficient by 31st December. If a late proficiency is required the member must first apply to their club, with valid reason. Upon club approval, the club then applies to Branch. Upon Branch approval, the application will be forwarded to NSW for final approval and advise the club of the result.

Members and Clubs should be aware that members must be complete the Patrol Exemption form and supply explanatory information. The exemption must be endorsed by their Club and then submitted to Branch for approval before the State will consider the application. The form can be located at <http://surflifesaving.net.au/pages/life-saving/patrol-information/proficiency-requirements.php>.

Nipper Proficiencies and Junior Education

SNB encourages Clubs to work with their Junior Activities Committees with regards to Junior Education to ensure that nippers progressing through the age groups are following the pathway towards the Surf Rescue Certificate when they reach U14's.

Please refer to the NSW Pre-season Information Pack for detailed information on the annual proficiencies and Junior Education guidelines for nippers.

Results of Preliminary Evaluations, Competition Skills proficiencies and Surf Education awards for nippers should be completed by the 31st December each year and entered into Surfguard. Best practice is for these to be entered into Surfguard within 2 weeks of them being completed. Everything should be entered into Surfguard by 7th January.

Junior members who wish to compete at championship events (ie. Branch and State) MUST have the age appropriate proficiencies and surf education awards on their records for that season.