

SNB Assessment Guidelines

IRB Crew & Silver Medallion IRB Driver

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COVID-19

All assessments are to be undertaken in accordance with the SLSNSW Education Covid guidelines and the host Club's Covid Safety Plan. SNB will advise whether Covid-adjustments will to be made to assessment tasks when email confirmations are sent out the week prior to the assessment date. Everyone involved with training & assessing should ensure they are familiar with any adjustments by consulting the SLSNSW Covid-19 website page.

<https://www.surflifesaving.com.au/resources/coronavirus-covid-19-updates-resources-slsnsw-clubs>

No one should attend an assessment if they have any Covid symptoms.

PURPOSE AND SCOPE

This document is intended for Chief Training Officers, Assessors, Training Officers and candidates for the SLSA IRB Crew and Silver Medallion IRB Driver awards. It is intended to provide guidance to Clubs and members on preparing for, conducting, and participating in SNB's IRB assessments. This document should be read with care by all stakeholders in the training and assessment process.

The Branch encourages Clubs to collaborate when arranging IRB assessments, to make the most use of the Assessor's time and to promote transparency and consistency.

The assessment tasks are assessed in accordance with the relevant pages from the relevant award's **Delivery & Assessment Guide**. Training Officers should ensure they refer to the current Delivery & Assessment Guide while training candidates, so they are properly prepared for assessment.

ASSESSMENT AND CANDIDATE BOOKINGS

All assessments must be booked through Branch and will be added to the Branch Education Calendar and Team App to ensure all IRB TAFs are aware. This will also ease the Club's efforts to seek suitable Assessors and ensure all Probationary Assessors have the opportunity to participate.

Clubs wishing to book candidates into an assessment must provide names of candidates at time of booking via email to the Branch education staff (See SNB Education Guide for Clubs for detailed information). Candidates (including re-presents) arriving at an assessment that they are not booked into may be turned away.

Our minimum number of candidates for a single assessment is 2, but we will endeavour to combine small assessments into an assessment for up to a maximum of 20 candidates.

IRB TAFs should note the following with respect to assessments:

- Assessments should be booked at least 1 week prior to the required assessment date, where possible more time is preferred
- Consistent minimum surf size of 1.5m is required for assessments to go ahead (measured on the front of the wave). Under no circumstances, may an assessment be done in a flat surf
- Where possible, the Training Officer should not be in the IRB for the assessment
- Trainers taking candidates to an assessment at another Club, should request permission to use the host Club's IRB & motor before attending the assessment, or plan to take their own

The Club must create an Assessment Request in Surfguard when the training course begins, and it should be updated prior to assessment paperwork being submitted to the Branch at the end of the course. Note that the assessment request is Surfguard does not replace the above candidate booking process.

ASSESSOR COORDINATION

Clubs are encouraged to seek Assessors to attend the assessments they are presenting candidates at, however Team App will also assist with this process. Assessors should not have been involved in training the candidates that are presenting. It is preferred if they are also from a different Club, where possible.

The Assessor to Candidate ratio for IRB assessments is 1:6, with a minimum of 2 Assessors regardless of the award or the total number of candidates. One of the two Assessors may also be the Assessor In Charge (AIC). Clubs using more than 2 IRBs for an assessment should have an equivalent number of Assessors even if it exceeds the 1:6 ratio.

All Crew & Driver assessments must have an AIC who should not be from the Club(s) presenting candidates. The **Director of Education (DOE)** or their delegate has sole discretion to appoint the AIC at any particular assessment. Providing there are sufficient Assessors present, the AIC should not be regularly involved in the assessing of candidates. It is their role to:

- Ensure the Covid Safety Plan is adhered to by all involved
- Ensure safe conduct of the assessment, including but not limited to an aquatic risk assessment – refer to Risk Assessment section below for further details
- Co-ordinate moving an assessment should the scheduled location not be suitable due to inadequate surf size or other complications
- Oversee the assessment, and offer a second opinion in the case of borderline or disputed assessment results
- Field serious complaints about the assessment or the conduct of Assessors, Training Officers or candidates
- Brief and debrief Assessors at the assessment
- Complete a Record of Supervision of the assessment
- Brief Training Officers and candidates prior to the start of the assessment

- **Probationary Assessors** are welcome to attend any IRB assessments to improve their skills and should advise the Branch which assessments they plan to attend.
 - The AIC will pair Probationary Assessors up with Assessors
 - At no point should Probationary Assessors be solely responsible for determining a candidate's competence in any assessment task
 - Probationary Assessors are expected to maintain the same standards as Assessors and are equally bound to follow the SLSNSW Academy Handbook, Standard Operating Procedures (SOPs) and Code of Conduct
- **Training Officers** – including those who are probationary – are welcome to observe assessment tasks at the discretion of the AIC

HOST CLUBS

The host Club needs to provide access to clear areas sufficient to conduct the assessment **and** waiting areas where candidates have suitable shelter and access to facilities. Host Clubs are required to provide equipment that is in good working order. Training Officers who are presenting candidates and wish to use the Host Club's equipment, should request to do so prior to the assessment.

The host Club is asked to provide some refreshments (especially water) for Assessors. In addition, Assessors require a suitable space in the Clubhouse to complete paperwork before and after the assessment.

Moving Assessment Locations

It is unusual for an IRB assessment to be moved on the day due to the challenge of obtaining sufficient IRBs at the new location. However, if this does occur, the Assessor in Charge will co-ordinate everything.

If an assessment is moved prior to the date of the assessment, the Branch will advise all CTOs, Assessors and Training Officers who are known to be involved in the assessment of the revised details. It is the Training Officer's responsibility to ensure all candidates are aware of the revised location details.

It is recommended that all Trainers & Assessors are using the SLSSNB Training & Education Team App group and that they sign up to the Duty Roster for their relevant assessment event. In the event of a last-minute relocation, communications to the TAFs involved in each event are easily managed by the AIC via the App.

PERSONNEL AND PAPERWORK

It is the Training Officer's responsibility to ensure that they have downloaded the current versions of all resources and forms from the Members Area before commencing a training course.

When presenting to an assessment, candidates **MUST** be accompanied by their Training Officer. The Training Officer should ensure each candidate has the correct Assessment Portfolio for the award. Please also note the following:

IRB Crew Paperwork

- Online learning certificate OR paper-based theory questions completed and marked by the Training Officer prior to assessment
- IRB Training Log completed for each practical session attended, including surf & weather conditions. Note that candidates should train in a range of surf conditions where possible

Silver Medallion IRB Driver Paperwork

Training Officers should be aware that the Power Craft Pre-course Workbook must be completed by the candidates and marked by an IRB Assessor **BEFORE** the candidates participate in any in-water training sessions. This is a Maritime requirement.

If a member already holds a current maritime licence, they should present that to the Training Officer prior to the course beginning. The licence details should be properly recorded on the members record and noted on their assessment portfolio as being held.

- Completed and assessed Power Craft Pre-course Workbook OR evidence of the member's maritime licence

- IRB Training Log completed for each practical session attended, including surf & weather conditions. Note that candidates should train in a range of surf conditions where possible

Attendance Records

Training Officers are also reminded that the requirement of an attendance record to be kept for all training course sessions is mandatory and is part of the Training Course Report. This attendance record is *separate* to each candidate's training log located in the assessment portfolio.

CONDUCT OF ASSESSMENTS

Assessments are to be conducted in accordance with the **current** Delivery and Assessment Guides for the Award and should not be assessed beyond the relevant Guide or trained at assessments.

Candidates that cannot demonstrate the skill to the required level of competency should be found NYS. Assessors should not train the candidates at an assessment. Candidates are to be found NYS if they have not completed training in the task concerned to the required competency.

At all times, participants, including candidates, Trainers and Assessors, need to support and respect the AIC.

Candidates are often nervous at assessments and Assessors will do their best to help them deal with their nerves.

The Delivery and Assessment Guides are only available to **currently** endorsed Training Officers, Endorsed Assessors, Assessors and Facilitators via the Document Library on the Members Area.

BRIEFING & DEBRIEFING BY THE ASSESSOR IN CHARGE

All Trainers, Assessors and candidates must be present for the briefing by the AIC. The AIC will explain how the Assessment will be conducted and answer any queries.

REPORT TIMES

All participants, including candidates, Training Officers and Assessors, are to sign in no later than 15 Minutes before the Assessment start time. Candidates must sign into the assessments in person, at which time they need to present their Assessment Portfolio to the Assessor at the sign-in location.

RISK ASSESSMENTS

A Risk Assessment is to be conducted before every Assessment, consistent with the SLSA Water Safety Procedure. Completion is the joint responsibility of the AIC and the host Club. If conducted during patrol hours, the Patrol Captain and any Council Lifeguards should also be consulted. Completed documentation should be filed at the host Club. If the SLSA App is used, email a copy of the form to the host Club.

If conditions are deemed too dangerous to conduct an assessment (ref. risk assessment form and SLSA SOP's), the AIC will attempt to move the assessment to another location. If no suitable location is available, the assessment will be cancelled. Conditions can also change throughout the assessment and the AIC is to continually monitor conditions for the duration of the assessment. **If at any time an Assessor, Training Officer or candidate has concerns about the safety of the assessment, then they should raise that concern immediately with the AIC.**

Candidates should always remember that the decision to participate in an assessment is their own.

All aquatic activities are to conclude by 4pm during Daylight Saving Time and 3pm during standard time to align with carnival requirements and allow time for search and rescue operations should a critical incident occur.

If there are concerns about the assessment by the Patrol Captain, Lifeguards or the participating Trainers and Assessors, it should be discussed with the AIC first. If a resolution is unable to be found, the Duty Officer and the Director of Education should be advised.

REASONABLE ADJUSTMENTS

All TAFs should be aware of SLSA Policy 6.03 Limited and Permanent Disability. Assessors are permitted to make 'reasonable adjustments' to assessment activities based on a candidate's specific circumstances.

These include adjustments for:

- Disabilities; and
- Language, literacy, or numeracy (LLN) issues.

If candidates have any special circumstances that may be relevant, Trainers and candidates should discuss these with the AIC when signing in at the assessment.

RULES OF ASSESSMENT

As SLSNB Assessments are conducted in accordance with Registered Training Organisation (RTO) requirements:

- Consistent minimum surf size of 1.5m is required for assessments to go ahead (measured on the front of the wave). Under no circumstances, may an assessment be done in a flat surf.
- Where possible, it is recommended that the Trainer for the course not be in the IRB with the candidates during the Assessment.
- If the candidate IRB Driver rolls an IRB during the Assessment it is recommended that the candidate is deemed as NYC, however this is at the discretion of the assessor who will need to take on board factors such as the below when making their decision:
 - Engine Failure
 - Seaweed
 - Emergency avoidance manoeuvres
 - Deteriorating weather conditions
 - Inexperienced crew
- Wherever possible, candidates will be given a 2nd opportunity to demonstrate as satisfactory in any task, at the same assessment.
- Candidates that are deemed NYS in an assessment task after the 2nd attempt, **cannot** be reassessed for that assessment task at the same assessment. Further training must be conducted before candidates are represented and evidence must be accumulated over time.
- Candidates that are deemed NYS must be booked into another assessment via the Branch office using the normal booking process. The AIC is not equipped to take assessment bookings.

CANDIDATES THAT ARE DEEMED NOT YET SATISFACTORY (NYS)

In the event that a candidate is deemed NYS after 2 attempts at a task, the candidate and their Training Officer will be provided with written feedback from the Assessor(s) concerned. The Assessor **must** provide the candidate with a completed Assessment Feedback Form, which must reference the specific requirements in the training manual in which the candidate was deemed NYS.

The AIC must also be provided with a copy of the form before the end of the Assessment. Electronic copies are suitable (ie. a photo taken with a smart phone) so long as they are clearly legible.

GRIEVANCES AND APPEALS

Any complaints about the assessment and/or the conduct of anyone involved in the assessment should be fielded by the AIC. In cases where the dispute cannot be resolved by the AIC, the Director of Education (DOE) or the Branch Powercraft Advisor should be notified as soon as practical.

INJURY

In the event of a member injury, the normal reporting procedure must be followed: All member injuries must be reported to the Duty Officer via Surfcom or by phone if outside patrol hours. An incident log must be completed

either on paper or via the Patrol Operations App. If completed on paper, the member's Club is responsible for entering the incident log onto Surfguard. A copy of the incident report should be provided to the Branch office. The member (or their parent/guardian) should be provided with Workers Compensation information (usually by the Duty Officer).

The AIC is responsible for ensuring the procedure is followed. All stakeholders in the assessment are bound to follow the SLSNSW Education Standard Operating Procedures.

Surfcom Channel 3 / 9982 5666

Duty Officer 0417 692 993

AFTER THE ASSESSMENT

At the end of the assessment, the AIC will:

- Ensure that candidates are advised whether they have satisfactorily completed all of the required assessment tasks, and therefore whether they have been found Competent or Not Yet Competent
- Coordinate the signing of the candidates' Assessment Portfolio. The AIC should sign the front page of the Portfolio. (Training Officers and candidates should wait for the completed Assessment Portfolios to be returned before leaving the assessment)
- Facilitate a debriefing session with the Assessors and provide feedback to Training Officers, the Branch Powercraft Advisor and the Branch Director of Education. This can be done via an online form at <https://form.jotform.com/212710888423053>



COURSE PAPERWORK AND AWARD PROCESSING

Once candidates have successfully completed **all** the assessment tasks, Training Officers must ensure that the relevant Assessment Requests on Surfguard have been updated and the required course paperwork is forwarded to Branch within 14 days of the assessment.

Training Officers are advised it is NOT the responsibility of the AIC to deliver paperwork to the Branch office.

Please refer to the SNB Education Guide for Clubs for detailed information on paperwork requirements and Surfguard Tips for when processing new awards: <https://www.surflifesaving.net.au/education/fag/>

SUMMARY OF DOCUMENT CHANGES

| <i>Amendment Made</i> | <i>Version #</i> | <i>Date</i> |
|--|------------------|-------------|
| Document developed | 1 | 30/9/2021 |
| Wave height measurement corrected | 1.1 | 10/11/2021 |
| Rules of assessment updated with respect to the IRB being rolled | 1.1 | 10/11/2021 |
| Added link and QR code to access online Assessor In Charge Report | 1.1 | 10/11/2021 |
| Addition rule of assessment re: trainer in the boat with their candidate/s | 1.1 | 11/11/2021 |
| Covid-19 reference updated | 1.2 | 17/3/2022 |