

# BM and SRC

## Branch Assessment Guidelines

v11

### PURPOSE AND SCOPE

This document is intended for Chief Training Officers, Assessors, Training Officers and candidates for the SLSA Bronze Medallion / Certificate II in Public Safety (Aquatic Rescue), referred to as “BM”, and the Surf Rescue Certificate (SRC). It is intended to provide guidance to Clubs and members on preparing for, conducting and participating in assessments. This document should be read with care by all stakeholders in the training and assessment process.

This document outlines the procedures for how BM & SRC Assessments are managed in our branch. The assessment tasks should follow the Delivery and Assessment (DAG) which is a restricted resource only available to TAFs via the Document Library on the Members Area (it is not available to the general membership). Ensure that the latest SLSNSW version is used.

Dry assessment tasks are to be completed at the Club and the Wet tasks are to be completed at a Branch Central Venue Assessment.

The following table outlines which assessment tasks must be completed by candidates, depending on their education pathway. Note that AT01 and AT12 are completed during training and **prior to assessment (P)**.

COURSE NAME	Dry Tasks				Wet Tasks				Dry Tasks		Wet Tasks	
	AT01	AT02	AT03	AT04	AT05	AT06	AT07	AT08	AT09	AT10	AT11	AT12
Surf Rescue Certificate	P	✓	✓	✓	✓	✓	✓	✗	✗	✗	✗	✗
SRC to Bronze Transition Program	P	✗	✗	★	✓	✗	✗	★	★	✓	✓	P
Bronze Medallion	P	✓	✓	★	✓	✓	✓	★	★	✓	✓	P

- ✓ Candidates must successfully complete these tasks for the course shown.
- ✗ Candidates do not attempt these tasks for the course shown.
- ★ Candidates may be eligible to seek credit of these tasks. Refer to the [Recognition of Current Competency](#) section for more detailed information on who might be eligible, how to apply and when.

### COURSE PRE-REQUISITES AND PRE-ASSESSMENT REQUIREMENTS

#### COMMENCEMENT - SURFGUARD FORM 14

The Club should start to enter the candidates into Surfguard for the new award at the commencement of the course. This ensures the Club can confirm candidates are eligible for the course. It is necessary for administrative purposes at assessments, and ensures candidates receive their new award when everything is satisfactorily completed post assessment.

## SRC TO BM TRANSITION COURSE - APPLICATIONS

The SRC to Bronze Transition Program is only available to those members who have applied via the [SNB application form](#), and it must be approved by the Branch prior to members starting the training program. Members must meet ALL the pre-requisites noted to be eligible for the program. More information on this program is provided on the application form and the program resources.

Clubs should be aware that there is also a detailed administration process in Surfguard that must be followed.

## RECOGNITION OF CURRENT COMPETENCY REQUESTS (RCC)

Members wanting exemption from any individual assessment tasks should be applying for “Recognition of Current Competency” (RCC) based on the successful credit transfer of a valid and equivalent certification. For the purpose of SRC and Bronze awards, RCC requests are used towards the Resuscitation and Emergency Care assessment tasks (AT04, AT08 & AT09).

**All RCC requests must be made to Branch at least two weeks prior to the Dry Assessment.** The Club must provide a copy of the candidate’s statement of attainment or advise that the applicable certification is visible on their member record. Upon request, the Branch will provide the Club with a validation report identifying all SRC and/or Bronze candidates who have successful RCC of resuscitation and/or emergency care tasks. The candidates must be listed in a Surfguard assessment request for SRC or Bronze for the report to be possible.

For successful RCC requests, the certificate must not reach its end of life before the end of the current patrol season (30<sup>th</sup> April). If that date has already passed, (eg. the assessment is being held during the off-season), the Branch will make a decision based on the issue date of the certificate.

For reference, validity periods for certificates are:

- HLTAID011 Provide first aid – 3 years from date of issue
- HLTAID009 Provide cardiopulmonary resuscitation – 12 months from date of issue

RCC requests must be validated by the Branch office or SLSNSW, therefore cannot be done at an assessment. Candidates who present without having had their request for RCC validated prior to assessment have 2 options:

- Forgo the RCC request and instead be assessed in the task/s at the assessment; or
- Continue to be assessed in all other assessment tasks, understanding that if their application is not approved, they will have to present at another assessment to complete the outstanding task/s.

Where RCC has been successfully validated, the AIC or Lead Assessor should mark the task as “RCC” then initial and date it as per other tasks. If RCC has not been validated and the candidate did not attempt the assessment task, the relevant section should be left blank.

*Clubs are strongly encouraged to train resuscitation even if candidates are not being assessed in the task, so that they can develop towards expert-level CPR skills. It is also recommended that Clubs continue to cover emergency care content in Bronze courses, especially when Probationary Trainers are involved.*

## ASSESSMENT BOOKINGS

A formal booking is not required for Club-based Dry Assessments. See the [Dry Assessment](#) section for full details. However, it is required that Dry Assessments are conducted prior to candidates attending a Wet Assessment to ensure an AIC can complete the final sign-off on Assessment Portfolios.

All bookings for Central Venue Wet Assessments must be made through Branch as early as possible to ensure availability in scheduled assessments. Particularly those that are in high demand (late Nov, early Dec).

The Wet Assessment schedule will be organised by the Branch office prior to the start of the season and will be published in the [SNB Education Calendar](#).

Only in special circumstances will additional Wet Assessments be added to Calendar. Clubs are asked to respect the availability and workload of our volunteer Assessors by planning courses to coincide with the scheduled Assessments. Please refer to the [Wet Assessment](#) section for further details.

## DRY ASSESSMENT

The Dry Assessment will be directly organised and managed by the Club. An Assessor from another Club must undertake or lead the assessment. *(Note that the Lead Assessor should not be an Endorsed Assessor.)*

Depending on the tasks being assessed additional Assessors (or Endorsed Assessors) may be required, these Assessors should preferably be from another Club. Assessors or Endorsed Assessors from the candidates' Club can participate if they have not been involved in training the candidates. ART and First Aid Facilitators may assess the CPR and Emergency Care task, even if they have been involved in the training.

A prerequisite for undertaking the Dry Assessment is that the Candidate has completed Assessment Task 1.

The Trainers should be in attendance for the full duration of the assessment.

The Dry Assessment must be carried out in accordance with the [Conduct of Assessments](#).

## WET ASSESSMENT

To manage capacity, we have a minimum number of 24 and a maximum of 80 candidates for each Wet Assessment. Additionally, only 50% of candidates can be from a single Club (unless no other Clubs book into the assessment) to ensure we are fulfilling the intention of Central Venue Assessments by having a cross-section of Clubs in attendance.

Assessments will close a week prior to the assessment date, or when it is fully booked, whichever occurs sooner. It is the Club's responsibility to ensure all candidates are booked in with the Branch prior to this date. Final confirmation details will be emailed to Trainers, Assessors and the Host Club in the week prior to the assessment. All TAFs involved in the course should ensure they are listed in the relevant TeamApp event to ensure they receive these communications.

To ensure the Wet Assessments runs efficiently, they require 1 Assessor/Endorsed Assessor for every 6 candidates, plus an additional one. Assessors are required to register via the event on TeamApp for Wet Assessments so that Assessor numbers can be monitored.

An Assessor In Charge will be allocated to the Wet Assessment and confirmed by the Branch. It is the AIC's role to supervise and manage the Assessment and undertake the final sign off within the candidates' portfolios. Where possible, the AIC should not have been involved in training the candidates presenting.

The Wet Assessment must be carried out in accordance with the [Conduct of Assessments](#)

For convenience of all involved, candidates should have successfully completed all Dry assessment tasks, including AT01 and AT12 (BM only), prior to attempting the Wet Assessment tasks. This is so the AIC of the Wet Assessment can complete the final sign-off of the candidate's portfolios if they have been found competent in all tasks. If a candidate has not completed all tasks, this cannot be done. See the [Candidates that are Deemed Not Yet Satisfactory](#) for information on what to do if a candidate is found NYS.

*Note that Assessments that do not have sufficient Assessors/EA's booked in will be at risk of cancellation. It is expected that all Assessors and Endorsed Assessors attend at least 2 assessments each season to facilitate this. It is preferred that they attend assessments where candidates from their own Club are NOT presenting.*

## CANDIDATE'S COMPLETION OF RISK ASSESSMENT TASK

At commencement of the Wet Assessment all candidates will be instructed by the AIC to complete the Risk Assessment form included in their Assessment Portfolio. This task must be completed at the Wet Assessment

and any candidate that has pre-done it must do the task again after assessing the conditions on the day. Candidates completing the SRC or Bronze course will do this based on the upcoming Board Rescue assessment task. Candidates completing the SRC to Bronze Transition program will complete it based on the run-swim-run task.

***ALL candidates must wear Club or other coloured caps and hi-vis rash vest during the Wet assessment tasks. Red & yellow quartered patrol caps must not be worn.***

## HOST CLUBS

The Host Club is to provide the equipment noted in [Appendix 2: Equipment Requirements for CVA](#), along with water safety equipment and personnel, including an IRB (and accompanying IRB personnel) to ensure there is adequate water safety for the number of candidates presenting. The IRB and personnel should be on the beach in readiness 20 minutes before the Wet tasks are scheduled to start and must consult with the Assessor in Charge (AIC) or their delegate to place buoys ready for the Run-Swim-Run. Host Clubs should ensure the correct distance is set for the Run-Swim-Run course by using a range finder, GPS locator or similar tool.

The Host Club is expected to provide some refreshments (especially water) for Assessors. In addition, Assessors require a suitable space in the Clubhouse to complete paperwork following the assessment.

## MOVING ASSESSMENT LOCATIONS

If an assessment is moved on a business day 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. In the event of an assessment having to be moved on the day of the assessment, the AIC will co-ordinate the move. It is expected that the original Host Club will continue to provide the water safety equipment and personnel at the new location unless the new Host Club agrees otherwise.

It is expected that all Trainers & Assessors are members of the SLSSNB Training & Education TeamApp 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.

*Note that in all cases, it is the CTO and/or Training Officer's responsibility to communicate Assessment location and start time details to their candidates, especially if it has moved.*

### Assessment Task Tracking

At Wet Assessments, the candidates' Assessment Portfolios will be retained by the AIC until the completion of the event. Assessors will record individual assessment results on a tracking sheet that will be transposed onto the Portfolios following completion of the Assessment.

Trainers must wait for the AIC and the team of Assessors to finish everything before collecting their candidates' paperwork at the end of the assessment.

## 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. Trainers and Assessors should also review [Appendix 1: Wet Assessment Tasks](#) for further clarification of Branch procedures.

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

Candidates that cannot demonstrate the skill to the required level of competency in a maximum of two attempts will be found NYS. See [Candidates that are deemed Not Yet Satisfactory \(NYS\)](#) for further details.

Training is not to be conducted at assessments. Candidates who have not been trained in all elements of the award, are not eligible for assessment. Candidates are to be found NYS if it is identified that they have not

completed training in the task concerned. The option of a second assessment opportunity on the same day is not available for untrained candidates.

At all times, participants, including candidates, Trainers and Assessors, need to support and respect the AIC for Wet Assessments and the lead Assessor for Dry Assessments.

## SIGN-IN

At the commencement of the Assessment each candidate is to sign in to the assessment with their Assessment Portfolio. Trainers and Assessors should also sign in to the assessment on a suitable document.

For Dry Assessments, the Club should provide a printed copy of the Attendance Sheet that can be generated from the relevant SurfGuard entry. The Lead Assessor should utilise the available columns on the Attendance Sheet to track what tasks are being undertaken, the results for each candidate, and the form should be signed and dated by the Lead at the end. Clubs should retain this sign-in sheet and ensure it is included with final course paperwork that is presented to the Branch when both Dry & Wet Assessments have been completed.

For Wet Assessments, the Branch will provide the AIC with a sign-in sheet to be used by Candidates and Trainers/Assessors.

For details on what to do with these documents at the conclusion of the Assessments, see the [Assessment Reports](#) section.

## BRIEFING & DEBRIEFING BY THE AIC OR LEAD ASSESSOR

All Trainers, Assessors (including Probationary Assessors) and candidates must be present for the Assessment briefing. The AIC or Lead Assessor will explain how the Assessment will be conducted and answer any queries.

At the end of the Assessment, the AIC or Lead Assessor will conduct a debrief with all Assessors, and results will be shared with the Trainers and candidates following its conclusion.

## REPORT TIMES

All participants, including candidates, Training Officers and Assessors, are to begin sign in no later than 30 minutes before the Assessment start time.

Candidates and Trainers must ensure that the required sections of the Assessment Portfolio have already been completed prior to the candidate signing in. 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 table.

If the Assessment Portfolio has been prepared correctly and the candidate is eligible to be assessed (meets minimum age and completed the pre-requisites), the candidate will be marked as present on the attendance sheet and will be allocated a number (written on their hand and paperwork) that will be used to track them during the assessment.

## SURF RISK RATING

A formal risk assessment is to be conducted before every Wet Assessment, using the Surf Risk Rating (SRR) tool within the SLSA Operations App. Completion is the joint responsibility of the AIC and the Host Club's water safety supervisor, Patrol Captain and/or any Council Lifeguards. Rule of thumb is that if the beach is open the assessment should go ahead.

If the beach is closed, or the conditions are deemed too dangerous to conduct an assessment (ref. risk assessment form and SLSA SOPs), the AIC will attempt to move the assessment to another location. If no suitable location is available, the assessment will be cancelled, and Clubs will be required to book their candidates into a future Assessment. 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 be aware that at all times the decision to participate in an assessment is their own, and at no time should they feel pressured to participate if they think the conditions are not suitable for their level of ability.

All aquatic activities are to be conducted inside normal patrol hours. If an Assessment is scheduled outside patrol periods (ie. during the off-season), light conditions must be taken into account when the AIC is completing the SRR. In these cases, aquatic activities should conclude two hours before sunset to allow sufficient time for a search and rescue operation should a critical incident occur.

If there are concerns about the assessment by the Patrol Captain, Lifeguards or the water safety supervisor, 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.

No part of the Wet Assessment is to commence until water safety is in position and the AIC or their delegate has indicated they are ready to begin.

## REASONABLE ADJUSTMENTS

Surf Life Saving activities require a reasonable level of fitness and physical ability. While SLSA encourages participation from all members of the community, we expect that active patrolling lifesavers are physically capable of performing lifesaving and rescue functions. The principle of reasonable adjustment means “to alter or change the conditions under which someone performs a task to enable them to demonstrate a similar level of competence as any other person performing the same task”. Basically, the assessment process and conditions may be altered so long as the requirements remain the same so as not to disadvantage an individual.

Assessors are permitted to make reasonable adjustments to some assessment activities based on an individual candidate’s specific circumstances. These include adjustments for:

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

An example of Reasonable Adjustment is providing a scribe for a candidate with dyslexia needing to complete the Risk Assessment form. The scribe would read the form options aloud and the candidate would verbally respond so the scribe can complete the form on their behalf.

If candidates have any special circumstances that may be relevant, Trainers and/or candidates should discuss these with the AIC at sign-in, if not beforehand.

Reasonable adjustment for surf conditions should be considered very carefully to ensure the validity of the assessment. Any reasonable adjustments for surf conditions, such as an increase in time, must be approved by the AIC in attendance and will apply to all candidates. Options for this can be taken from the most current Skills Maintenance Information Booklet.

Reasonable Adjustment is NOT available for candidates who have temporary disabilities (such as an injury) that prevent them from meeting the physical requirements of the award. These candidates should not present for the assessment until they are able to meet the requirement. Members with permanent disabilities may need to be guided to complete alternative awards (see [SLSA Policy 6.03 Limited and Permanent Disability](#)).

Any reasonable adjustments made must be noted in the Assessment Report following the assessment, the candidates’ Assessment Portfolio, and the relevant Training Course Report submitted by the Trainer.

## CANDIDATES THAT ARE DEEMED NOT YET SATISFACTORY (NYS)

Candidates who have been found NYS in a task will be given a short period of time to “reset” before presenting for a second time. This is not an opportunity to train the candidate.

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 a completed [SLNSW Assessment Feedback Form](#) from the Assessor, which will reference the specific requirements in the training manual in which the candidate was deemed NYS. The AIC or Lead Assessor will also be provided with a copy of the form.

If an Assessor determines that a candidate has not been trained in a task, then they will immediately be found NYS as they are not eligible for assessment. They will be asked to return on another date to be reassessed in that task when they have been trained in the required area.

## RULES OF ASSESSMENT

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

- 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. Their overall result is deemed NYC (Not Yet Competent). Further training must be conducted before candidates are represented in the task concerned on a future date. Trainers should not expect to be able to book a candidate into an assessment on the following day as evidence of training must be accumulated over time.
- Candidates that are deemed NYC must be booked into another assessment via the Branch office using the normal booking process. AICs and Lead Assessors are not equipped to take assessment bookings.

*Note that candidates should represent in the task concerned within 3 months or may be required to represent in all tasks. This is particularly relevant if the candidate has received RCC for any tasks; RCC applications will be reviewed against the new assessment date to ensure they are still valid.*

## ASSESSMENT TASK SIGN-OFF

Only tasks completed at the Assessment should be signed off in the candidates Assessment Portfolio. For information on signing off tasks that have been validated for RCC, please refer to the [Recognition of Current Competency Requests](#) section.

Note the following abbreviations that should be used:

C = Competent

NYC = Not yet competent

S = Satisfactory

NYS = Not yet satisfactory

RCC = Recognition of Current Competency (granted)

The final Sign-off and Declaration should only be completed by the AIC or Lead Assessor if ALL the assessment tasks have been completed. If a candidate is found NYS in any tasks and intends to represent on a future date, the AIC or Lead Assessor should not sign this final section.

Assessors who have been involved in the Assessment/s are welcome to add their name & Club to the final page of the candidates' Assessment Portfolio, but this is not mandatory as we have evidence of their involvement in the Trainer/Assessor Sign-in documentation.

## GRIEVANCES AND APPEALS

Any complaints about the assessment and/or the conduct of anyone involved in the assessment should be fielded by the AIC or Lead Assessor. In cases where the dispute cannot be resolved by the AIC or Lead Assessor, the [Director of Education \(DOE\)](#) or the [Bronze 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.
- An incident log must be completed either on paper or via the Patrol Operations App.
- If completed on paper, the Host Club is responsible for entering the incident log onto Surfguard.
- If the injured member is not a member at the Host Club, the Host Club should ensure they are able to provide them with the IRD number once it has been entered into Surfguard.
- The member (or their parent/guardian) should be provided with Workers Compensation information (usually by the Duty Officer).
- Copies of all incident details should be provided to the Branch office.

The AIC or Lead Assessor is responsible for ensuring the procedure is followed. All stakeholders in the assessment are bound to follow the SLSNSW Standard Operating Procedures, including privacy of information.

## AT COMPLETION OF THE ASSESSMENT

At the end of the assessment, the AIC or the Lead Assessor will:

- Facilitate a debriefing session with the Assessors and provide feedback to all relevant parties.
- Coordinate the signing of the candidates Competency Records in their Assessment Portfolios. On completion of the Wet Assessment the AIC must sign the last page of the Competency Record where the candidate has successfully completed all tasks. (Training Officers should wait for the completed Assessment Portfolios to be returned before leaving the assessment.)
- Ensure that candidates are advised whether they have satisfactorily completed all of the required assessment tasks.
- Return Assessment Portfolios to the candidates' Training Officers.

## ASSESSMENT REPORTS

Following both Dry and Wet Assessments the AIC or Lead Assessor is to complete the [online Assessment Report](#) (previously called the AIC Report). This report is to outline the results of the Assessment, any Reasonable Adjustments made during Assessment and any issues or discussion points that arose during the Assessment that need to be reviewed.

A copy of the Attendance Record or Sign-in used at the Assessment should be attached to the report, along with any supporting documentation such as tracking sheets and/or run-swim-run times. Uploads can be photos of the relevant documents, so long as they are clearly legible. If not uploaded, the AIC or Lead Assessor must ensure they are delivered to the Branch office in a timely manner. These documents are used as evidence in the event a candidate's Assessment Portfolio is lost.

This feedback is an important process to track and manage quality and consistency and to allow the Board of Education to manage and improve quality of outcomes.

## POST ASSESSMENT

Once candidates have successfully completed all of 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.

Please refer to the [SNB Education Guide for Clubs](#) for detailed information on paperwork requirements and Surfguard Tips for when processing new awards.

## APPENDIX 1: WET ASSESSMENT TASKS

### BRANCH PROCEDURAL CLARIFICATIONS

TASK CODE	ASSESSMENT TASK NAME	ASSESSOR TO CANDIDATE RATIO	ADDITIONAL BRANCH GUIDELINES
AT05	Run Swim Run	2 per heat	Maximum of 20 Candidates per heat. Swim times must be recorded for each individual candidate.
AT06	Tube Rescue	1:4	Task can be undertaken with up to 4 participants at the same time. (ie. 2 pairs)  Victim must navigate through the surf zone until signalled to stop by the Assessor.
AT07	Board Rescue Scenario	1: 4  (plus one additional Assessor to act as Surfcom for all groups)	<p><b>Lifesaver 1:</b> Board rescuer</p> <p><b>Lifesaver 2:</b> Radio Operator on the beach</p> <p><b>Lifesaver 3:</b> Board handler</p> <p><b>Victim:</b> Unconscious victim - to be beyond the break, unless the AIC advises otherwise. Unconscious and breathing when returned to shore.</p> <p>Lifesavers 1 &amp; 2 to undertake suitable 2-person patient carry</p> <p>Lifesaver 1 Primary assessment of victim on shore</p> <p>Lifesaver 2 Radio operations (after primary assessment, request Ambulance from Surfcom via radio using 4 P's)</p> <p>Lifesavers 1 &amp; 2 Post rescue debrief as though on patrol</p> <p>Each group needs to undertake activity 4 times, rotating through each role.</p> <p>Assessor should only assess 1 scenario group at a time.</p> <p>Approx. 10 mins per scenario x 4 = 40 mins</p>
AT10	Spinal Aquatic Roll Overs	1:2	Candidate to demonstrate one of either:  Extended arm rollover <b>OR</b> Vice grip roll over
AT11	Spinal Management Scenario	1:6	<p>Candidates must undertake:</p> <p style="padding-left: 40px;">Roll over in aquatic environment <b>AND</b></p> <p style="padding-left: 40px;">Spinal board carry</p> <p>Once the victim has been lowered to the ground, the participants are to be advised that "the victim is regurgitating" and they should then demonstrate a log roll "off" the board (<b>not "with" the board</b>).</p> <p>This activity will need to be undertaken 3 times for each group of 6 to allow candidates to demonstrate different positions.</p>

## APPENDIX 2: EQUIPMENT REQUIREMENTS FOR CVA

EQUIPMENT REQUIRED	SUPPLIED BY HOST CLUB	SUPPLIED BY ATTENDING CLUB
<p><b>Hand-held radio</b> in working order and waterproof pouch.</p> <p>Batteries must be charged, and radios programmed as per SNB requirements</p>	<p>2</p> <p>NB: If the Host Club is the only Club presenting candidates, more radios will be required.</p>	<p>2 from each Club with up to 10 candidates</p> <p>3+ from each Club with more than 10 candidates</p>
<p><b>Rescue boards</b> – must meet SLSA requirements (eg, no chips, broken straps, etc.)</p>	<p>3 for &lt; 24 candidates</p> <p>4 if &gt;24</p>	
<p><b>Rescue tube</b> (mandatory)</p> <p>+ fins (optional)</p>	<p>3 for &lt; 24 candidates</p> <p>6 for &gt;24</p>	
<p><b>Spinal boards</b> – must meet current SLSA requirements</p>	<p>2 for &lt;24 candidates</p>	<p>1 from each attending Club with &gt;20 candidates</p>
<p><b>Hi-Vis vest</b> in SLSA approved colour</p>		<p>1 per candidate</p>
<p>Club or other <b>non-patrol</b> caps</p>		<p>1 per candidate</p>

## SUMMARY OF DOCUMENT CHANGES

AMENDMENT MADE	VERSION #	DATE
Complete re-work of document including adding details about Club based Dry Assessments vs Centralised Wet Assessments	11	1/8/24
Clarity on minimum and maximum candidate numbers for Wet Assessments, including maximum percentage from a single Club	11	1/8/24
Summary of Assessment Tasks replaced with Branch Procedural Clarification for Wet Assessment Tasks	11	1/8/24
Removal of Personnel & Paperwork section as most details are included elsewhere	11	1/8/24
<b>Previous Version Changes:</b>		
Added notice that Dry tasks can be assessed in-Club	10.2	16/5/24
RCC – details updated to reflect changes to process and maximum age of certificates	10.2	16/5/24
Minor re-ordering of sections	10.2	16/5/24
Details added to RCC regarding age of certifications	10.1	26/10/23
All references to Covid-19 removed	10	28/8/23
References to pre-PSAR35 versions removed & Course table updated	10	28/8/23
Credit Transfer information simplified	10	28/8/23
Beach Induction Risk Assessment form – now an assessable task	10	28/8/23
Risk Assessment by AIC now to be completed via Operations App	10	28/8/23
Sections re-ordered to be more logical	10	28/8/23
Reasonable Adjustment clarified	10	28/8/23
Gear Requirements updated	10	28/8/23
Summary of Assessment Tasks updated to reflect 2023/24 changes	10	28/8/23
SNB Version of Assessment Task 7 Board Rescue Scenario referenced	9.1	27/9/22
Clarification of HLTAID unit age if eligible for crediting assessment tasks	9	24/8/22
Changes to candidate booking method	9	24/8/22
Addition of Assessment Co-ordinator role	9	24/8/22
Updated Personnel & Paperwork table re: Incident Report	9	24/8/22
Clarification regarding candidates being found NYC if they have not been trained in a task or have not been trained correctly	8.3	20/10/21
Clarified that candidates presenting with pre-requisites incomplete are not eligible to be assessed	8.3	20/10/21
Added information on RPL vs Credit Transfer	8.3	20/10/21
Included options for candidates with un-validated Credit Transfer requests	8.3	20/10/21
Assessor co-ordination adjusted	8	29/7/21
Team App signup recommendation under Moving Assessment Locations	7.1	4/2/21