

**STANDARD OPERATING PROCEDURE**

No: 2-2-1

Title: SLSA Advanced Awards Procedures

Date: 30<sup>th</sup> July 2010

<b>Scope</b>	Clubs, Chief Training Officers, Facilitators
<b>Purpose</b>	<u><b>Award Types</b></u> <b>Spinal Management</b> <b>Silver Medallion Basic Beach Management</b> <b>Silver Medallion Advanced Emergency Care</b> <b>Training Officer Certificate</b> <b>Assessor Certificate</b>
<b>Introduction</b>	The following steps are to be taken when submitting any of your club's candidates for the above awards.
<b>Review</b>	The BOL will review this policy annually for re issue prior to each season.
<b>Change History</b>	Created 16/7/2006 by MB Reviewed 20/8/2007 by MB Reviewed 16/9/2008 by PA Reviewed 21/6/2010 by PA


**Course Dates**

Course dates for advance awards are set annually and distributed on the Lifesaving and Education Calendar. The calendar lists the course type, date and venue. Most courses are held over several nights or weekends.

No courses outside the scope of the calendar will be conducted without the approval of the Advance Awards Co-ordinator and then only in exceptional circumstances.

The Branch Office will issue to Clubs, Secretaries, CTO's and Captains an official circular prior to a scheduled course outlining:

- The course title and description
- Date, venue and time
- Pre-requisites
- Competency standards and course content
- Prior preparation required by the candidate
- Course duration
- Registration process and close date



**Surf Life Saving Sydney Inc.**  
 Established October 1987  
 Telephone: (02) 9519 9722  
 PO Box 6006, Malabar NSW 2039  
 ABN 74 751 863 538  
 Facsimile: (02) 9519 9720  
 Email: [award@surflifesavingsydney.com.au](mailto:award@surflifesavingsydney.com.au)  
[www.surflifesavingsydney.com.au](http://www.surflifesavingsydney.com.au)

<b>ISSUE DATE:</b> 1 <sup>st</sup> September 2008		<b>CIRCULAR NO:</b> 17/08-09
<b>TO:</b> Clubs, Club Secretaries, Chief Training Officers, Club & Group Captains		<b>FROM:</b> Education Manager Kym Pennell
<b>CC:</b> SLSS & BOL Management		

**SUBJECT:** SPINAL MANAGEMENT AWARD COURSE SEPTEMBER 2008

The following Spinal Management Course is scheduled in the SLSS Lifesaving & Education Calendar season 2008/2009 for the month of September 2008. Courses run by SLS Sydney will be either Nationally Recognised Qualification or a SLSA Award. This Spinal course is a SLSA Award.

<b>Course Date :</b>	Saturday 20 <sup>th</sup> September 2008
<b>Venue :</b>	Maroubra SLSC
<b>Time :</b>	9.00 am – 2.00 pm
<b>Registrations Close :</b>	COB Monday 15 <sup>th</sup> September 2008
<b>Facilitator :</b>	Gary Daly & Keith Grima

**NEW AWARD COURSE CANDIDATE INFORMATION**

**Course Purpose**  
 The aim of the course is to provide participants with the skills and knowledge to manage injured casualties with suspected spinal injuries in an aquatic environment and in emergency situations.

**Pre-requisite**

- A candidate must be a minimum of 16 years on the date of assessment
- PUAEMOD1A – Provide Emergency Care OR
- A current SLSA Bronze Medallion/Cert II in Public Safety (Aquatic Rescue) OR
- A current SLSA Senior First Aid Certificate (CPR component must have been updated within last 12 months)

Figure 1 Sample section of course circular

**Registration for the course**

Those members who are interested in attending a course should advise their club Chief Training Officer or Club Administrator. (Members should not register direct with the Branch Office. The club Chief Training Officer should also be proactive in selecting candidates to attend upcoming courses.

**Step 1**

Clubs are to enter interested members into Surfguard by creating an Assessment Request for the course / date – this will ensure that eligible members with the appropriate pre-requisites are selected for the course. Do not submit the request at this stage.

**Step 2**

Once you have created an Assessment Request in Surfguard with eligible members you should email the names and total number to the Branch Office ([award@surflifesavingsydney.com.au](mailto:award@surflifesavingsydney.com.au))

If the registration is after the close date or if the course is full the Branch Office will advise the club of the situation.

**Step 3**

Once the Branch Office confirms that your names/numbers have been accepted press the submit button in Surfguard.

**Step 4**

The club should send the course circular (Figure 1) to registered candidates so that they have details of the course.

**Course attendance**

Candidates will be required to attend all scheduled dates of the course.

All candidates and facilitators must sign the 'sign on sheet' at the course. The facilitator will send the sign on sheet, participant evaluation of course forms and any other documentation the SLSS Branch Office the next day following of the course.

### **Course Assessment**

Assessment for the following awards will be conducted within the course and no post course assessment will necessarily be carried out (unless deemed necessary by the course facilitator):

- Spinal Management
- Silver Medallion Basic Beach Management
- Silver Medallion Advanced Emergency Care

For the Training Officer Award and the Assessor Award post course assessment will be required. This will mean that candidates will need to submit to the Branch Office by the due date any assessment activity tasks required by the course. Both courses require on the job assessment by a workplace supervisor.

If the assessment activity is not submitted by four weeks following the due date the course will lapse.

It will be the responsibility of the facilitator conducting the course to mark any post course assessment.

### **Post Course Administration**

At the completion of assessment/course the Form 14 is to be returned to the Branch Office by the Facilitator for processing in Surfguard. One signed copy of the Form 14 is to be sent back to the Club with the Candidates and the other copy is returned to SLSS Branch Office by the Facilitator with all other paperwork.

Branch office will advise the Clubs of their members who were successful and/or unsuccessful and will complete the award assessment process in Surfguard for the Club and the member.

### **Assessor and Trainer Awards**

The process above outlines the requirements to gain the Training Officer units of competency and the Assessors units of competency (and relevant awards). It should be noted that other requirements will need to be completed to gain the Assessor Certificate or TO Certificate in a particular award (e.g. Training Officer IRB Driver or Assessor ARC). These requirements include the need to hold the award; complete the appropriate application form, be mentored/assessed for 2 courses/assessments; and final sign off by the Assessor assessing your squad (for TO's) or the Branch Education Manager (for Assessors).

### **More Information**

- Advanced Awards Co-ordinator
- SLSS Manager Education

### **Forms**

- Course Circular
- Form 14/Surfguard Assessment Process
- Attendance Sign on Sheets