

## **Surf Life Saving Sydney Inc.**

Established October 1907
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ISSUE DATE: 9<sup>th</sup> July 2013 CIRCULAR NO: 05/13-14

TO: Clubs, Presidents, Secretaries, Captains FROM: Glen Clarke, Director of Lifesaving

Chief Training Officers, Area Education Supervisors, Chris Th

**Chris Thompson, Education Manager** 

Area Lifesaving Supervisors

CC: SLSS Management, BoL Management

#### SUBJECT: Proficiency & Assessment Date Planning Season 2013-2014

The SLSS Board of Lifesaving is committed to communicating with Clubs and Services and being as flexible as possible in relation to the setting of dates for the annual Proficiency dates as well as for new award Assessment dates. As part of the SLSNSW Education Standard Operating Procedure, these dates must be negotiated and published so that all Clubs and Groups, Assessors and Education Officers are aware of the dates of all Assessments and Proficiencies and so audits on the conduct of Proficiencies and Assessments can be conducted.

#### Information

So that all Clubs and Groups can schedule these dates, Clubs and Groups should discuss both proficiency and new award assessment dates with their Area Education Supervisor. This may be performed at an Area meeting or individually with each Club. All dates for new awards assessments and proficiencies will then be included in the SLSS 2013/2014 Lifesaving & Education Calendar and posted on the Branch website.

#### **Annual Proficiency Test Dates – Clubs to Action**

All Proficiency Test dates need to be arranged with relevant Supervisors / Coordinators and Club Assessors and the dates advised through the Proficiency Planning Sheet attached on a Club and Group basis.

If a Club Assessor cannot be arranged, contact should be made with your Area Education Supervisor to arrange an Assessor from another Club to assist.

Clubs are to complete the proficiency date request sheet which is attached to this Circular and return it to the SLSS Branch office by <u>COB Friday 30<sup>th</sup> August 2013</u> for a valid proficiency test to be held / accepted. These forms can be faxed or emailed to the office.

#### The following **proficiency** dates need to be arranged:

Award	Action	With
BM Cert II / SRC	Set dates in Club	Club Assessors/Area Education
		Supervisor
ARTC & Spinal	Discuss Assessor and proposed dates and confirm	Area Education Supervisor
SMIRBD & IRBC	Dates negotiated with Area Award	Area IRB Coordinators/Area
	Coordinator/Area Education Supervisor	Education Supervisor
Other Facilitated	SLSS will set dates in Branch Lifesaving &	Education-Manager/Advanced
Awards	Education Calendar. Any special dates	Awards Coordinator
	negotiated with Award Coordinator	



Your Club / Group should fill in the **proficiency test request sheet** and send it to the SLSS Office once you have set your dates and you have discussed and agreed on these dates with your Area Lifesaving & Education Supervisor / Area Specialist Award Coordinator.

Note: Clubs providing this information on the form attached by the required date is a task of the admin section towards the Champion Club of the Year for Sydney Branch each season.

Clubs should also have setup their internal Club Proficiency test personnel (Trainers & Assessors) who will assist withand have started preparing. SLS NSW will be issuing coloured proficiency cards (different colour to last season) for all clubs/groups and these must be used for all proficiency tests this season by Clubs and Groups. These cards will be distributed to Clubs at the Pre Season meeting, scheduled to be held on Saturday 31<sup>st</sup> August 2013 venue to be advised. The SLSNSW Pre Season Information Pack 2013 (booklet) will be electronically emailed to all Clubs as soon as issued by SLS NSW with hard copies available with your proficiency cards.

If you have any questions relating to proficiency tests please contact your Area Education Supervisor, or Branch Education Manager via Branch Office.

### New Award Assessment Dates - Area Education Supervisors to Action

New Award Assessment dates are negotiated in advance with either the Area Education Supervisor or your Area Specialist awards Coordinator.

The following **assessment** dates need to be arranged:

Award	Action Required	With	
BM Cert II / SRC / Spinal	Set dates for Dry and Water	Area Education Supervisor	
	Assessments with Area Education		
	Supervisor		
ARTC / Resus Certificate	Dates to be negotiated with District	Area ARTC Award	
	Specialist award coordinators	Coordinator	
SMIRB Driver & Crew	Dates negotiated with award	Area IRB Award	
	Coordinator	Coordinators	
ORB/RWC Awards	Dates negotiated with award	SLSS ORB & RWC Advisors	
	Coordinator		
Apply First Aid (SFA)	Clubs can set with SLSNSW Training	SLSNSW	
	Groups or as per dates set in Branch		
	Calendar.		
SMBBM/Gold Medallion/	SLSS will have set dates in Branch	Education	
SMAR/SMAFA	Calendar. Any special additional dates	Manager/Advanced	
Trainers / Assessors Courses	must be negotiated with SLSS	Awards Coordinator	
	Education Manager		

The Area Education Supervisors will send through the negotiated Assessment dates to the SLSS Education Manager for collation and confirmation. This needs to be completed and returned to the Branch office by COB Friday 30<sup>th</sup> August 2013. A form is attached for your convenience for providing this information.

Where an award is trained and assessed by the same person, this person must be a recognised and approved Facilitator. Any request for this type of award processing is to be referred to the SLSS Education Manager for approval prior to the course being run.

Glen Clarke
Director of Lifesaving

**Chris Thompson Education Manager** 

Affiliated Clubs
Garie Era Burning Palms
Wanda Elouera North Cronulla Cronulla
Clovelly Coogee Maroubra South Maroubra
North Bondi Bondi Tamarama Bronte



## **Proficiency Date Request Sheet**

Please enter the dates your Club/Group would like to conduct Proficiency Tests for various awards including: BM Cert II / SRC, ARTC, IRBC, SMIRBD, SPINAL, RWC, ORB etc.

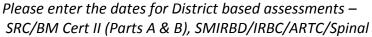


CLUB / GROUP					
CONTACT NAME	PHONE				
EMAIL					
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Award type	Location	Date/Time	TO – IC or Assessor Name	4	
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	Please return th	is form to the SLSS B	ranch Office		
via F	ax 9019 0720 or em	ail awards@surflifes	savingsydney.com.au		
	by COB	Friday 30 <sup>th</sup> August 2	013		
SLSS Office Use					
Date Received at office	CC : DOL/Ed Mai	nager	<del></del>		
Dates entered into SLSS Lifesavir	ng & Education Calendar Ver	rsion			
Notes:					

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# Award Assessment Date Request Sheet

# This form is to be completed and submitted by the Area Education Supervisor.





**DISTRICT** (please circle applicable District)

Waverley	Randwick	Cronulla/Sut	herland RNP		
CONTACT NAME _	PHONE				
EMAIL					
Award type	Location	Date/Time	Assessor In Charge Name		
<b>/</b>					
			<u>_</u>		
	Please return	this form to the SLS	S Branch Office		
via Fax 9019 0720 or		=	com.au by COB Friday 30th August	2013	
SLSS Office Use					
Date Received at office	CC: [	OOL/Ed Manager			
Dates entered into SLSS Lifesav		Version			
Notes:		Affiliated Clubs	<del></del>		
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