



Surf Life Saving Sydney Inc.

Established October 1907

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ISSUE DATE: 9th July 2013

CIRCULAR NO: 05/13-14

TO: Clubs, Presidents, Secretaries, Captains
Chief Training Officers, Area Education Supervisors,
Area Lifesaving Supervisors

FROM: Glen Clarke, Director of Lifesaving
Chris Thompson, Education Manager

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 COB Friday 30th August 2013 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 Coordinator/Area Education Supervisor	Area IRB Coordinators/Area Education Supervisor
Other Facilitated Awards	SLSS will set dates in Branch Lifesaving & Education Calendar. Any special dates negotiated with Award Coordinator	Education-Manager/Advanced Awards Coordinator

Affiliated Clubs

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



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 with and 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 31st 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 Assessments with Area Education Supervisor	Area Education Supervisor
ARTC / Resus Certificate	Dates to be negotiated with District Specialist award coordinators	Area ARTC Award Coordinator
SMIRB Driver & Crew	Dates negotiated with award Coordinator	Area IRB Award Coordinators
ORB/RWC Awards	Dates negotiated with award Coordinator	SLSS ORB & RWC Advisors
Apply First Aid (SFA)	Clubs can set with SLSNSW Training Groups or as per dates set in Branch Calendar.	SLSNSW
SMBBM/Gold Medallion/ SMAR/SMAFA Trainers /Assessors Courses	SLSS will have set dates in Branch Calendar. Any special additional dates must be negotiated with SLSS Education Manager	Education Manager/Advanced Awards Coordinator

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 30th 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

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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 _____

Award type	Location	Date/Time	TO – IC or Assessor Name

**Please return this form to the SLSS Branch Office
via Fax 9019 0720 or email awards@surflifesavingsydney.com.au
by COB Friday 30th August 2013**

SLSS Office Use

Date Received at office _____ CC : DOL/Ed Manager _____

Dates entered into SLSS Lifesaving & Education Calendar Version _____

Notes: _____

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



Award Assessment Date Request Sheet

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

Please enter the dates for District based assessments –
SRC/BM Cert II (Parts A & B), SMIRBD/IRBC/ARTC/Spinal



DISTRICT (please circle applicable District)

Waverley

Randwick

Cronulla/Sutherland

RNP

CONTACT NAME _____ PHONE _____

EMAIL _____

Award type	Location	Date/Time	Assessor In Charge Name

**Please return this form to the SLSS Branch Office
via Fax 9019 0720 or email awards@surflifesavingsydney.com.au by COB Friday 30th August 2013**

SLSS Office Use

Date Received at office _____ CC : DOL/Ed Manager _____

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