



## Surf Life Saving Sydney Inc.

Established October 1907

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**ISSUE DATE:** 4<sup>th</sup> July 2014

**CIRCULAR NO:** 05/14-15

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

**FROM:** Simon Torsellini, Director of Lifesaving  
Chris Thompson, Education Manager

**CC:** SLSS Management, BoL Management

**SUBJECT:** Proficiency & Assessment Date Planning Season 2014-2015

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 2014/2015 Lifesaving & Education Calendar and posted on the Branch website.

### Annual Proficiency Skills Maintenance Dates – Clubs to Action

All Proficiency 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 form which is attached to this Circular and return it to the SLSS Branch office by COB Friday 29<sup>th</sup> August 2014 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 Radio / Resus	Set dates in Club	Club Assessors/Area Education Supervisor
ARTC & Spinal	Discuss with Assessors, set dates in Club	Club Assessors/Area Education Supervisor
SMIRBD & IRBC	Set dates in Club or by area if preferred	Club Assessors/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 skills maintenance request form** 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 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 skills maintenance this season by Clubs and Groups. **These cards will be distributed to Clubs at the Pre Season meeting.** The SLSNSW Pre Season Information Pack 2014 (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:

<b>Award</b>	<b>Action Required</b>	<b>With</b>
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 & IRB 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 29<sup>th</sup> August 2014. A form is attached for your convenience for providing this information.**

**Simon Torsellini**  
Director of Lifesaving

**Chris Thompson**  
Education Manager

Attached – Proficiency Skills Maintenance Dates Request Form & Award Assessment Request Form

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