



Surf Life Saving Sydney Inc.

Established October 1907

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ISSUE DATE: 13th July 2016

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TO: Clubs, Presidents, Secretaries, Captains

Chief Training Officers, Area Education Supervisors,

Area Lifesaving Supervisors

CC: SLSS BOM, LSEC

FROM: Simon Torsellini

Director Lifesaving and Education

Marissa Saunders

Manager Education

SUBJECT: Skills Maintenance & Assessment Date Planning Season 2016-2017

Sydney Branch is committed to communicating with Clubs and ensuring that there is flexibility in relation to the setting of dates for the annual Proficiency as well as for new award Assessment dates.

As part of the SLSNSW Education Standard Operating Procedure, Clubs are required to negotiate any proficiency dates prior to publication so that all Clubs and Services, Assessors and Education Officers are aware of the dates of all Assessments and Skills Maintenance (proficiencies). This will also allow an opportunity for an appropriate Branch representative to audit the conduct of Skills Maintenance (proficiencies) and Assessments as required.

Information

So that all Clubs and Services can schedule these dates, Clubs and Services should discuss both proficiency and new award assessment dates with their Area Education Supervisor either directly or at the Area meeting. All dates for new awards assessments and proficiencies will then be included on the Branch Website calendars Lifesaving & Education for the season.

<http://surflifesavingsydney.com.au/events/category/lifesaving-education-calendar/>

Annual Proficiency Skills Maintenance Dates – Clubs to Action

All Skills Maintenance (proficiency) dates need to be arranged with relevant Education and Lifesaving Coordinators and Club Assessors and the dates advised through the Skills Maintenance Planning Sheet attached on a Club and Service basis.

If a Club Assessor cannot be arranged, contact should be made with your Area Education Coordinator 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 26th August 2016 for a valid skills maintenance (proficiency) to be held / accepted. These forms can be faxed or emailed to the Branch office.

The following **skills maintenance** dates need to be arranged:

Award	Action	With
Bronze / SRC Radio / Resus (AID)	Set dates in Club	Club Assessors/Area Education Supervisor
ART (AID) & 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 Education Supervisor
Other Facilitated Awards	Dates will be set by Branch. Any special dates negotiated with Advance Award Coordinator	Manager Education Branch

Affiliated Clubs

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

Your Club / Service should fill in the **skills maintenance (proficiency) request form** and send it to the Branch Office once you have set your dates and you have discussed and agreed on these dates with your Area Lifesaving & Education 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 Skills Maintenance (proficiency) personnel (Trainers & Assessors) who will assist 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 2016 (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 District Education Coordinator and Clubs by area.

The following **new award 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
ART (AID) / Resus Certificate (AID)	Dates to be negotiated with District Specialist award coordinators	Area Education Supervisor
SMIRB Driver & IRB Crew	Dates negotiated with award Coordinator/Area Education Supervisor	Area Education Supervisor
ORB/RWC Awards	Dates negotiated with award Coordinator	SLSS ORB & RWC Coordinators
First Aid	Clubs can contact SLSNSW	SLSNSW
SMBBM/Gold Medallion/ SMAR Trainers /Assessors Courses	Dates will be set by Branch. Any special additional dates must be negotiated with Branch Education Manager	Education Manager Branch

The Area Education Supervisor will send through the negotiated Assessment dates to the Branch Office for collation and confirmation by the Branch Education Manager.

This needs to be completed and returned to the Branch office by COB Friday 26th August 2016. A form is attached for your convenience for providing this information. Email to lifesaving@surflifesavingsydney.com.au

Area Education Supervisors 2016/2017

Waverley - Paul Hotton, Randwick - Beck Mister, Cronulla/Sutherland - Stephen Urquhart, RNP - TBA C/- Branch Education Manager

Simon Torsellini
Director of Lifesaving and Education

Marissa Saunders
Manager Education

Attached –Skills Maintenance (proficiency) Dates Request Form & Award Assessment Request Form

Affiliated Clubs

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

