

## MEMORANDUM

<b>To</b>	<b>Club Chief Training Officers</b>
<b>From</b>	<b>Manager Education</b>
<b>CC</b>	<b>Club Secretaries, Club Captains, LSEC, BOM</b>
<b>Date</b>	<b>Tuesday 17 November 2020</b>
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<b>Subject</b>	<b>Upgrading HLTAID001 for TAFs – Resuscitation (AID) Award</b>

Branch has been receiving queries on how to process HLTAID001 for currency purpose, especially in relation to the new requirements for TAFs.

HLTAID001 is awarded as part of the SLSA Award Resuscitation (AID). The Learner Guide and the Delivery and Assessment Guide can be downloaded from the Members Area. Note that the full assessment including the multiple choice questions is required, but not necessarily any training if the member is confident of their skills.

When submitting Surfguard Assessment Requests for completed courses, there are two possibilities :

**A. The member does not hold the Resuscitation (AID) Award**

In this case, a normal Assessment Request is raised for the Resuscitation (AID) award, making sure to include the HLTAID001 Unit of Competency.

**B. The member already has the Resuscitation (AID) Award**

You will not be able to add this member to an Assessment Request for the new award, but will need to raise a Proficiency Assessment Request and a separate award request for the HLTAID001 Unit of Competency

SLSNSW have advised of the following process :

*The resuscitation award is processed as a proficiency and the CPR – HLTAID001 unit of competency is to be processed as a new award in Surfguard.*

*Change the 'Award Type' to AQTF Unit of Competition, 'Award' is Provide cardiopulmonary resuscitation (CPR) (HLTAID001) as per the below screen shot.*

*Please be reminded that full course paperwork is required to be submitted to Branch if a new Unit of Competency is being allocated.*

New: Assessment Request @ Surf Life Saving NSW

Who will be running the assessment?	
This Organisation:	<input type="checkbox"/>
Branch:	<input type="text"/>
Organisation:	<input type="text"/>
Assessment Details	
Assessment Type:	<input type="text" value="Award"/>
Time (24hr):	<input type="text" value="12"/> <input type="text" value="00"/>
Activity Start Date:	<input type="text" value="04/11/2020"/> (ddmm/yyyy)
Proposed Assessment Date:	<input type="text"/> (ddmm/yyyy)
Planned Total Training and Assessment Time in Hours:	<input type="text" value="10"/>
Planned Aquatic Activity Time in Hours:	<input type="text"/>
Commercial course / Fee for Service course:	<input type="checkbox"/>
Award Details	
Award Type:	<input type="text" value="AQTF Unit of Competency"/>
Award:	<input type="text" value="Provide cardiopulmonary resuscitation (CPR) (HLTA0001)"/>
Delivery Mode:	<input type="text" value="Classroom based"/>
Funding Source:	<input type="text" value="Domestic full fee-paying client"/>
Equivalent Award:	N/A
Allocate/Update Equivalent Award:	<input type="checkbox"/>
Do Not Allocate SLSA Award to Public Members:	<input type="checkbox"/>
Units of Competency	
Available:	Selected:

Thanks for your efforts in updating our TAFs with these new requirements.

Please get in touch if you require any further information.

Regards

**Craig Howie**  
MANAGER EDUCATION SLSS