

CIRCULAR

SUBJECT	ISSUE DATE	NUMBER
Skills Maintenance & New Award Date Planning 21/22	Tuesday, 26 October 2021	16/21-22

To Clubs, Presidents, Secretaries, Captains, Chief Training Officers, Surf Rescue 30

From Acting Director of Education

CC BOM, LSOC, EC, SSC, JDC, MSC

Surf Lifesaving Sydney (SLSS) is committed to communicating with Clubs and ensuring that there is flexibility in relation to the setting of dates for the annual skills maintenance (proficiency) as well as for new award assessment dates.

Clubs are required to plan their Skills Maintenance (proficiency) dates and negotiate new award dates prior to publication so that all Clubs and Services, Assessors and Education Officers are aware of the dates of all Assessments across the Branch. This will also allow an opportunity for an appropriate Branch representative to audit the conduct of Skills Maintenance (proficiencies) and Assessments if required.

Clubs and Services should discuss both new award assessment dates with their Operational Area Education Coordinator either directly or at the Area meeting. Note that some Councils will require formal notification of Education and Training events prior to their confirmation by SLSS.

All dates for new awards assessments and skills maintenance will then be included on the Branch Website calendars Lifesaving & Education for the season.

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

Annual Skills Maintenance (Proficiency) Dates – Clubs to Action

Once Skills Maintenance dates have been arranged with the relevant Education Coordinator (if required) and Club Assessors/Endorsed Delegates, these dates must be advised through the Skills Maintenance Date Request form provided at the following link [Club Skills Maintenance Dates Form 21/22](#)

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

Award	Action	With
Bronze / SRC / Resuscitation[AID]	Set dates in Club	Club Assessors/Club CTO

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Radio (if standalone award)	Set dates in Club. Note : for those who hold a stand alone Radio Operators Certificate (ie don't hold a BM) – an annual proficiency is required if the member wishes to keep this award current	Club Assessors/Club CTO
ARTC[AID]	Discuss with Assessors, set dates in Club	Club Assessors/Club CTO
SMIRBD & IRBC	Set dates in Club or by area if preferred	Club Assessors/Club CTO/Area Education Coordinator
ORBC/D/S & RWC	Set dates in Service	ORB Coordinator/RWC Coordinator
Gold Medallion	Held over for 21/22 season, if they complete the relevant pre requisite proficiency requirement including BM, ARTC, Apply(Senior) First Aid/Provide First aid	
SMAR	Held over for 21/22 season, if they complete the BM and any other pre requisite proficiency requirement	

Clubs should also have setup their internal Club Skills Maintenance (proficiency) personnel (Trainers & Assessors or Approved Delegates) who will conduct the sessions.

For detailed information, please refer to the latest Circular from SLSNSW (see end of document for link). Please ensure that you are using the latest information, as there has been a number of circulars due to adjustments for COVID.

Recording of Proficiencies – Clubs to use either proficiency cards or Assessing App

SLS NSW has issued coloured proficiency cards (Blue) for all clubs/groups and are to be used for all proficiency skills maintenance this season by Clubs and Groups. The cards have been distributed from the Branch office to Clubs in sufficient quantities. Branch office has spare cards if required.

The SLSNSW Pre Season Information Pack 2021/22 has been distributed to clubs via SLSNSW Club Mail previously. If you have any questions relating to Skills Maintenance please contact your Area Education Coordinator, or Branch Office or refer to the links at the end of this document.

Those clubs using the Assessing App for Skills Maintenance are to ensure that the process is completed correctly. Last season some clubs were not completing the process all the way through and members awards were then not being updated for currency on SurfGuard. Clubs should report from SurfGuard to ensure all those presenting for Skills Maintenance on each date are correctly captured and processed correctly to avoid any issues after 31 December.

It is strongly recommended that a secondary sign on sheet is completed in addition to sign on with the app.

Refer to SLSA user guide for any queries using this app. <https://help.sls.com.au/wp-content/uploads/2020/06/SLSA-Assessing-App-User-Guide-V5-June-2020.pdf>

New Award Assessment Dates – Area Education Coordinators to Action

ALL New Award Assessment dates are negotiated in advance with either the Area Education Coordinator and Clubs by area or Director - Education as per table below. **The appointment of Assessors to assessments is the responsibility of the Area Education Coordinators. Clubs do not appoint Assessors.**

Award	Action Required	With
BM / SRC	Set dates for Dry and Water Assessments with Area Education Coordinator	Area Education Coordinator
Advanced Resuscitation Techniques Resuscitation	Dates negotiated with Area Education Coordinator	Area Education Coordinator
SMIRB Driver & IRB Crew	Dates negotiated with Area Education Coordinator	Area Education Coordinator
ORB/RWC Awards	Dates negotiated with Award Coordinator/Service	Branch will appoint Assessors/Facilitators via Branch Office
First Aid	Clubs can contact SLSNSW direct and organise courses with SLSNSW	SLSNSW
SMBM/Gold Medallion/ SMAR, Trainers /Assessors Courses	Dates will be set by Branch. Any special additional dates must be negotiated with Director of Education	Director of Education

The Area Education Coordinator will send through the negotiated Assessment dates to the Branch Office for collation via the following form link - [New Award Assessment Date Request Form 21/22](#)

Once assessment dates have been confirmed, consult the SLSS Surfguard Process Reminder for actions, including **creation of the Assessment Request at time of confirmation.**

SLSS Education Committee & Other Useful Contacts 2021/2022

Education Operational Area Coordinator Waverley	Maxwell	Serpa Gonzalez	0406 680 570	waverleyeducation@surflifesavingsydney.com.au
Education Operational Area Coordinator Randwick	Phil	Carter	0406 959 196	randwickeducation@surflifesavingsydney.com.au
Education Operational Area Coordinator Cronulla/Sutherland	Brett	Furniss	0468 864 240	sutherlandeducation@surflifesavingsydney.com.au
Education Operational Area Coordinator RNP	David	Staples	0427 411 682	rnpeducation@surflifesavingsydney.com.au
Director Education (acting)	Craig	Howie	0410 546 013	education@surflifesavingsydney.com.au
Branch Office	Linda	Perrin	9019 0722	lifesaving@surflifesavingsydney.com.au



Reference/Helpful Documents :

SLSS Surfguard Process Reminder

<https://surflifesavingsydney.com.au/wp-content/uploads/2021/10/SLS-Sydney-Surfguard-Award-Process-Reminder-for-Clubs-21-22.pdf>

Skills Maintenance circular

<https://www.surflifesaving.com.au/circulars/circular-3685-slsnsw-skills-maintenance-proficiency-check-requirements-202122-season>

Preseason information pack

<https://www.surflifesaving.com.au/resources/pre-season-information>

Return to Surf Life Saving

<https://www.surflifesaving.com.au/sites/site.test/files/In-Depth%20Proficiency%20Process%20Chart%20Feb%202021.pdf>

SLNSW Skills Maintenance Resources Links 2021/22

<http://surflifesavingsydney.com.au/wp-content/uploads/2021/10/SLNSW-Skills-Maintenance-Resource-Links-v-Aug-2021-.pdf>

END DOCUMENT

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