

# HLTAID CREDIT TRANSFER MODEL – GUIDELINES

## BACKGROUND

The Bronze Medallion/Certificate II Public Safety Delivery and Assessment Guide outlines the assessment options for candidate who hold current First Aid qualifications.

Candidates who hold Units of Competency **Provide Basic Emergency Care (HLTAID010)** and **Provide First Aid (HLTAID011)** that were awarded less than 12 months ago may apply for exemption from the corresponding Assessment Tasks. This is referred to by Surf Life Saving Sydney as the **HLTAID Credit Transfer Model**.

This document provide specific information for Trainers and Assessors to use the **HLTAID Credit Transfer Model** for Bronze Medallion/Cert II assessments.

The relevant sections of the Delivery and Assessment Guide are included here for reference.

✓ = Required    ✗ = Not required

| PARTICIPANT HOLDS                  | RESUSCITATION TRAINING | RESUSCITATION ASSESSMENT | EMERGENCY CARE TRAINING | EMERGENCY CARE ASSESSMENTS |
|------------------------------------|------------------------|--------------------------|-------------------------|----------------------------|
| HLTAID009 within 12 months         | Encouraged             | ✗                        | ✓                       | ✓                          |
| HLTAID003 or HLTAID011 < 12 months | Encouraged             | ✗                        | Encouraged              | ✗                          |
| HLTAID003 or HLTAID011 > 12 months | ✓                      | ✓                        | Encouraged              | ✗                          |

Table 6 – Simple overview of RPL and credit transfer options for emergency care training and assessment requirements

### EMERGENCY CARE TRAINING

The emergency care requirements for the BM are aligned to the needs of Surf Life Saving and based upon the most frequently reported incidents on Australian beaches. As such, they do not align perfectly to any one unit of competency. If you are not delivering the emergency care component of the BM yourself using SLS training and assessment resources, you will need to ensure that any third-party training provider is covering the requirements of the BM course.

These requirements are:

- knowledge and skills covered in HLTAID010  
Provide basic emergency life support
- the select knowledge and skills from HLTAID011  
Provide first aid outlined in the following table.

#### EMERGENCY CARE TRAINING OVER AND ABOVE HLTAID010 PROVIDE BASIC EMERGENCY LIFE SUPPORT

- Temperature related emergencies
- Musculoskeletal emergencies
- Brain related emergencies
- Venomous bites and stings

Table 2 – Emergency care training over and above HLTAID010

For more information, contact the Surf Lifesaving Sydney Education team at [education@surflifesavingsydney.com.au](mailto:education@surflifesavingsydney.com.au)

## CHECKLIST FOR HLTAID CREDIT TRANSFER OPTION ASSESSMENT

Detailed information for completing the elements of the checklist is provided on the following pages.

### LEAD TRAINERS / CTO

- Inform Area Education Coordinator and SLSS Branch of the intention to use the **HLTAID Credit Transfer Model**.
- Confirm all candidates have **Provide Basic Emergency Care (HLTAID010)** and **Provide First Aid (HLTAID011)** in Surfguard with award date less than one year ago.
- Produce assessment request for Bronze Medallion without **Provide Basic Emergency Care (HLTAID010)** using the guidance in this document.
- Collate evidence of HLTAID010 and HLTAID011 in Surfguard for all candidates (see guidance later in this document).
- Provide evidence to the Assessor performing the dry assessment tasks of the Bronze Medallion.
- Include this evidence of HLTAID010 and HLTAID011 with the Assessment paperwork sent to Branch.

### ASSESSORS

- Review evidence provided by trainers of all candidates having **Provide Basic Emergency Care (HLTAID010)** and **Provide First Aid (HLTAID011)** in Surfguard with award date less than one year ago. Without this evidence, a standard assessment must be performed.
- Complete the Assessment Portfolio using the guidance in this document.

## INFORMATION FOR TRAINERS/CTO

### Providing evidence of Units of Competency in Surfguard

All candidates for the Bronze Medallion being assessed with the **HLTAID Credit Transfer Model** must have the Units of Competency **Provide Basic Emergency Care (HLTAID010)** and **Provide First Aid (HLTAID011)** in their Surfguard record prior to the final assessment date. Without them, the Certificate II in Public Safety (Aquatic Rescue) will not be awarded by Surfguard.

Note that First Aid Certificates or Statements of Attainment are not sufficient evidence for this purpose.

Evidence of the correct information in Surfguard must be provided to the Assessors at the final assessment date. This can be in the form of a **printout of each candidate's Surfguard awards**, or an **Assessment, Award & License Report for Current Awards** for the relevant Units of Competency.

The screenshots following show an example report screen. The Advanced Search option can be used to narrow down the date range that the Units of Competency were awarded.

Use the CTRL key on Windows or the COMMAND key on Mac to select the two awards :

- Provide basic emergency life support (HLTAID010) and
- Provide first aid (HLTAID011)

Failure to provide this information will result in the Assessor being unable to complete the Assessment Portfolio for the **HLTAID Credit Transfer Model** and candidates will be required to complete all assessment tasks to be awarded the Bronze Medallion and Certificate II Public Safety (Aquatic Rescue).

### Creating the Assessment Request

The assessment request for the Bronze Medallion/Cert II must be raised **without** the Unit of Competency **Provide Basic Emergency Care (HLTAID010)** if Credit Transfer is being requested. This Unit of Competency cannot be awarded using the **HLTAID Credit Transfer Model** and any incorrectly configured Assessment Requests will not be approved.

When raising the Assessment Request, select the Bronze Medallion and Cert II as below, but move the **Provide Basic Emergency Care (HLTAID010)** Unit of Competency from the Selected column to the Available column using the < arrow. See the screenshots below for before and after details.

The first screenshot shows the 'Award Details' section with the following settings: Award Type: All Awards Types; Award: Bronze Medallion; Delivery Mode: Classroom based; Funding Source: Domestic full fee-paying client; Equivalent Award: Certificate II in Public Safety (Aquatic Rescue) (PUA20119); Allocate/Update Equivalent Award: checked; Do Not Allocate SLSA Award to Public Members: unchecked. Below this is the 'Units of Competency' section with an empty 'Available' list and a 'Selected' list containing: Apply surf awareness and self-rescue skills (PUASAR012), Communicate in the workplace (PUACOM001), Follow defined work health and safety policies and procedures (PUAWHS001), Operate communications systems and equipment (PUAOPE013), Participate in an aquatic rescue operation (PUASAR013), Provide basic emergency life support (HLTAID010), and Work effectively in a public safety organisation (PUATEA004).

The second screenshot shows the 'Units of Competency' section after the transfer. The 'Available' list now contains 'Provide basic emergency life support (HLTAID010)'. The 'Selected' list now contains: Apply surf awareness and self-rescue skills (PUASAR012), Communicate in the workplace (PUACOM001), Follow defined work health and safety policies and procedures (PUAWHS001), Operate communications systems and equipment (PUAOPE013), Participate in an aquatic rescue operation (PUASAR013), Work effectively in a public safety organisation (PUATEA004), and Work in a team (PUATEA001).

Please also include the following in the Comments field:

*HLTAID Credit Transfer model used in assessment*

Candidates using the SRC to BM Transition Pathway must also have the **Provide Basic Emergency Care (HLTAID010)** removed from the corresponding Assessment Request along with the other Units of Competency outlined in Screenshot 3 in Circular 46/21-22 which can be found at [https://members.sls.com.au/members/document\\_library/1/media/7024](https://members.sls.com.au/members/document_library/1/media/7024)

## INFORMATION FOR ASSESSORS/FACILITATORS

For candidates who hold the Units of Competency **Provide Basic Emergency Care (HLTAID010)** and **Provide First Aid (HLTAID011)** in their Surfguard record, the Resuscitation, Emergency Care Procedures and Emergency Care Scenario Assessment Task are not required to be assessed.

Evidence of these Units of Competency being in Surfguard for each candidate is required and must be provided at the final assessment. If this evidence is not available, you are unable to use the **HLTAID Credit Transfer Model** and must either complete a standard assessment of these tasks or leave the relevant parts of the Assessment Portfolio and Award section blank, which will not allow the relevant awards to be processed or awarded.

If you are satisfied that the candidate has the two Units of Competency in Surfguard, the following screenshots show how the Assessment Portfolio should be completed for these Assessment Tasks.

All other Assessment Tasks are completed normally as **S** or **NYS**

The date entered in the Assessment Portfolio is the date of the final assessment.

| COMPETENCY RECORD                              |                        |                |            |                |       |                   |
|--|------------------------|----------------|------------|----------------|-------|-------------------|
| Assessment task                                | Assessment Instruments | Attempt 1      |            | Attempt 2      |       | Assessor Initials |
|  |                        | Result (S/NYS) | Date:      | Result (S/NYS) | Date: |                   |
| <b>Assessment 4 – Resuscitation</b>            |                        | CT             | 29/11/2022 |                |       | <b>LS</b>         |
| 4.1 Primary assessment                         | Observation checklist  |                |            |                |       |                   |
| 4.2 Infant Cardiopulmonary Resuscitation (CPR) | Observation checklist  |                |            |                |       |                   |
| 4.3 Adult Cardiopulmonary Resuscitation(CPR)   | Observation checklist  |                |            |                |       |                   |
| 4.4 Automated External Defibrillator (AED)     | Observation checklist  |                |            |                |       |                   |
| 4.5 Incident documentation                     | Observation checklist  |                |            |                |       |                   |

| COMPETENCY RECORD  |                        |                |            |                |       |                   |
|--|------------------------|----------------|------------|----------------|-------|-------------------|
| Assessment task  | Assessment Instruments | Attempt 1      |            | Attempt 2      |       | Assessor Initials |
|  |                        | Result (S/NYS) | Date:      | Result (S/NYS) | Date: |                   |
| <b>Assessment 8 – Emergency care procedures</b>                                  |                        | CT             | 29/11/2022 |                |       | <b>LS</b>         |
| 8.1 General procedures   | Observation checklist  |                |            |                |       |                   |
| 8.2 Anaphylaxis/Asthma   | Observation checklist  |                |            |                |       |                   |
| 8.3 Choking  | Observation checklist  |                |            |                |       |                   |
| 8.4 Bleeding   | Observation checklist  |                |            |                |       |                   |
| <b>Assessment 9 –Emergency care scenario</b>                                     |                        | CT             | 29/11/2022 |                |       | <b>LS</b>         |
| <b>For all scenarios</b><br>9.1 Correct procedures pre, during and post scenario | Observation checklist  |                |            |                |       |                   |
| <b>Scenario-dependent</b><br>9.2A Heat Exhaustion <b>or</b>                      | Observation checklist  |                |            |                |       |                   |
| 9.2B Sprain <b>or</b>  | Observation checklist  |                |            |                |       |                   |
| 9.2C Venomous snake bite or blue ringed octopus                                  | Observation checklist  |                |            |                |       |                   |

For the Units of Competency results, the HLTAID010 task is marked as **CT** rather than **C** or **NYC**. All other Units of Competency are marked according to the outcome of the assessment.

| Nationally recognised units of competency   | Competency result (C/NYC)  |    |
|---|----------------------------|----|
| PUAOPE013 Operate communications systems and equipment (Assessment Tasks 1, 3 and 7)                                      | C/NYC                      |    |
| PUASAR012 Apply surf awareness and self-rescue skills (Assessment tasks 1, 2, 5, 6, 7 and completed risk assessment form) | C/NYC                      |    |
| PUASAR013 Participate in an aquatic rescue operation (Assessment tasks 1, 6 and 7)  | C/NYC                      |    |
| HLTAID010 Provide basic emergency life support (Assessment tasks 1, 4 and 8)  | <del>C/NYC</del> CT        | LS |
| PUACOM001 Communicate in the workplace (Assessment tasks 1, 3, 6, 7, 11 and 12)   | C/NYC                      |    |
| PUATEA001 Work in a team (Assessment tasks 1, 3, 4, 6, 7, 11 and 12)  | C/NYC                      |    |
| PUATEA004 Work effectively in a public safety organisation (Assessment tasks 1, 11 and 12)                                | C/NYC                      |    |
| PUAWHS001 Follow defined work health & safety policies & procedures (Assessment tasks 1, 4, 6, 7, 8, 11, 12)              | C/NYC                      |    |
| Nationally recognised qualification   | Competency result (C/NYC)  |    |
| PUA20119 Certificate II in Public Safety (Aquatic Rescue)   | C/NYC                      |    |
| SLSA Award  | Meets all the requirements |    |
| SLSA Bronze Medallion   | Yes/No                     |    |

If all other Assessment Tasks and Units of Competency are judged to have been satisfactorily completed, the Certificate II and Bronze Medallion awards can be marked **C** and **Yes** respectively.