



Summary Handout to assist Clubs

To Assist CTOs with the process of paperwork flow and Surfguard assessment requests for SRC to BM - we hope that the below summary and links assists on the process required.



SRC to BM Transition [SRC to BM Transition Application form](#)

- SRC to BM Transition forms should be completed by the candidates and given to the Club CTO or Trainer prior to commencement of the course or at the FIRST session.
- Clubs then create an Assessment Request in Surfguard for the members as – Award Type – **RCC/RPL** and submit in Surfguard – note the change of Award Type (see screenshot below).
- A print out of Form 14 for this Assessment Request together with the completed [SRC to BM Transition Application form](#) for each candidate is sent to Branch office for processing.
- This assessment request must be processed before the final BM assessment request.

Award/Qualification/UOC	Assessment Type
SRC to BM RPL Module Apply surf awareness and self-rescue skills (PUASAR012) Operate communications systems and equipment (PUAOPE013) Participate in an aquatic rescue operation (PUASAR013) Provide cardiopulmonary resuscitation (HLTAID009)	RCC/RPL

- Candidates commence training for BM award
- Club Creates new BM Award Assessment request for the candidates including only the UOCs they will be assessed on at final BM assessment. Typically, this will be as per the screenshot below but may exclude HLTAID010 if using the Credit Transfer model (details on next page)

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



Summary Handout to assist Clubs



To Assist CTOs with the process of paperwork flow and Surfguard assessment requests for HLTAID Credit transfers - we hope that the below summary and links assists on the process required.

Checklist for HLTAID Credit Transfer Option Assessment

[HLTAID Credit Transfer Model Guidelines](#)

Lead Trainers/CTO

- Inform Area Education Coordinator and SLSS Branch E: lifesaving@surflifesavingsydney.com.au 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.**
- Collate evidence of these awards in Surfguard for all candidates to present at final assessment (ie run a report from Surfguard)
- Produce assessment request for Bronze medallion without Provide Basic Emergency Care (HLTAID010) using the guidance in [HLTAID Credit Transfer Model Guidelines](#)
- Include the evidence of HLTAID010 and HLTAID 011 with the Assessment paperwork sent to Branch (this can be a report from Surfguard in Excel format if the club prefers)

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 [HLTAID Credit Transfer Model Guidelines](#)