EDUCATION ADMINISTRATION FAQS

What are the award administration processing times and time frames?

- **Credit Transfers Requests** – Processed weekly by SLSNSW. Members can use this SLSNSW Credit Transfer Request Form to submit a request to the SLSNSW Training and Education Team.

- **Powercraft licences** – printed at the start of each month at SLSNSW. Allow 1-2 weeks for them to arrive by mail.

- **Service awards** – processed and printed at SLSNSW during the third week of the month. Allow 1-2 weeks for them to arrive by mail. More information about Service awards is available here.

- **Recognition awards** – processed and printed at SLSNSW during the fourth week of the month. Allow 1-2 weeks for them to arrive by mail. More information about Recognition awards is available here.

- **Junior and Member awards** – processed weekly then printed and engraved in bulk at the end of each month. Allow 2+ weeks for certificates and medallions to arrive by mail.

How do I raise assessment requests for the SRC to BM Transition Program?

The following steps summarise those contained within *SLSA Circular 46/21-22 Transitioning from Surf Rescue Certificate to Bronze Medallion*:

1. Receive an *SRC to BM Transition Application Form* from the course participant to confirm their eligibility to complete the transition program and note which SurfGuard assessment request pathway they need to achieve the Certificate II Public Safety (Aquatic Rescue).

2. Raise new assessment request types in SurfGuard as appropriate to the individual member's pathway:

For members who completed their SRC during or after 2020 and already hold some units of competency:
Part A
Raise a new assessment ID to recognise that the member meets the eligibility criteria and has kept their prior learning current through at least 10 hours on patrol within the last 12 months:

- Assessment Type = RCC/RPL

- Award Type = AQFT

- Award = SRC to BM RPL module.

Part B
Raise a new assessment ID to assess the remaining units of competency, PUA20119 Certificate and SLS Bronze Medallion.

- Assessment Type = Award

- Award Type = SLSA Education

- Award = Bronze Medallion

- Units of competency selected = Remove PUASAR012 + PUASAR013 + PUAOPE013

- Comments *(example)* = SRC to BM Transition Part A Assessment ID is XXXXXX

These members must satisfactorily complete the following BM/Cert II assessment tasks to achieve competency:

- 1 (Part 4-10)

- 4-5

- 8-10

For members who completed the SRC before 2020 and have no units of competency:

- Assessment Type = Award

- Award Type = All Award Types

- Award = Bronze Medallion (equivalent award PUA20119)

- Units of competency selected = All

These members must satisfactorily complete all BM/Cert II assessment tasks to achieve competency.
Note: Some scheduled courses may include no members who completed their SRC before 2020.

What do I do if a member already has a BM yet no Cert II Public Safety (Aquatic Rescue)?

Sometimes returning members may have a Bronze Medallion yet no Cert II Public Safety (Aquatic Rescue).

Your club's CTO will support their member in obtaining the Cert II Public Safety (Aquatic Rescue). Depending on how long ago they completed their BM, they may have the option to achieve the qualification through an assessment-only pathway.

Within SurfGuard, two assessments will need to be raised:
One for the SLSA Bronze Medallion

- Assessment type = Proficiency

- Award type = SLSA Education

- Award = Bronze Medallion

Another for the PUA20119 Cert II Public Safety (Aquatic Rescue)

- Assessment type = Award (or RCC/RPL)*

- Award type = AQTF Qualification

- Award = Certificate II Public Safety (Aquatic Rescue) PUA20119

*If the PUA20119 was achieved via an assessment-only pathway, the Assessment Type in SurfGuard must be 'RCC/RPL'.

## What do I do if I cannot add a TAF or a Participant to an Assessment ID?

If course participants or a TAF do not appear when creating a new assessment, check that they meet the SurfGuard prerequisites to be included in an assessment and/or allocated an award.

You can do this by selecting **Check** from the Education menu in SurfGuard.

If a participant or TAF still cannot be added after checking the cause, advise your Club Chief Training Officer or Branch Director of Education who can assist you to investigate the matter further.
Note:

- Names of TAFs and Participants in the assessment comments box cannot be approved by SLSNSW within SurfGuard.

- A Facilitator can be added to both the trainer and the assessor fields in SurfGuard.
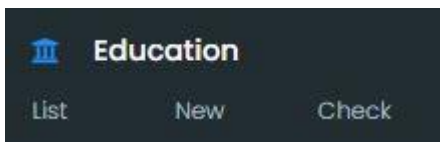
If you would like more information, please click here to be directed to the SurfGuard User Guide.