

LEARNING & ASSESSMENT GUIDE

SLS Bronze Medallion

PUA21004 Certificate II in Public Safety (Aquatic Rescue)

Surf Rescue Certificate (SRC)

(No units of competency issued)

Australian for life.



About this guide

This Guide has been developed for SLSWA and its affiliated States and Territory Trainers to assist them to delivery training using approved developed assessment tools for the qualification PUA21004 Certificate II in Public Safety (Aquatic Rescue).

The Guide also provides information for SLSWA and its affiliated States and Territory Assessors to assist them to prepare, assess and make a judgement on competence against the qualification PUA21004 Certificate II in Public Safety (Aquatic Rescue).

Written feedback about this Guide is welcomed. Please send to:

Member Education

Surf Life Saving Western Australia

PO Box 382

NORTH BEACH WA 6020

Authorisation

This Guide is an authorised, version-controlled document. The content provided in this Guide reflects organisational policy and procedures, where these exist. Therefore, this is an authoritative document that replaces all previous Surf Life Saving WA documents associated with this topic, where applicable.

Contents

ABOUT THIS GUIDE	2
AUTHORISATION	2
PREREQUISITE REQUIREMENTS	6
<i>Bronze Medallion/Certificate II</i>	6
<i>Surf Rescue Certificate (SRC)</i>	6
RESOURCES & MATERIALS	7
<i>Training Materials</i>	7
<i>Training Resources</i>	7
<i>Assessment Materials</i>	7
ROLES & RESPONSIBILITIES	8
<i>Trainer</i>	8
<i>Training Responsibilities</i>	8
<i>Assessor</i>	9
<i>Assessment Task Responsibilities</i>	9
<i>Assessor In Charge</i>	9
<i>Assessment Task Responsibilities</i>	10
FINAL ASSESSMENT	11
<i>Bronze/Certificate II Assessor Requirements</i>	11
<i>Surf Rescue Certificate Assessor Requirements</i>	11
<i>Bronze/SRC Assessment Guidelines</i>	12
<i>Assessing Activities</i>	12
<i>Equipment and Preparation</i>	13

Download the Unit of Competency Booklet from www.mybeach.com.au/taresourcesbronze

UNITS OF COMPETENCY

UNITS OF COMPETENCY – BRONZE MEDALLION/CERT II	
<i>PUAOHS001C – Follow Defined OHS Policies & Procedures</i>	
<i>PUATEA004C – Work Effectively in a Public Safety Organisation</i>	
<i>PUASAR012B – Apply Surf Awareness and Self Rescue Skills</i>	
<i>PUAEME001B – Provide Emergency Care</i>	
<i>PUAOPE002B – Operate Communications Systems and Equipment</i>	
<i>PUACOM001C – Communicate in the Workplace</i>	
<i>PUASAR009B – Participate in an Aquatic Rescue Operation</i>	
<i>PUATEA001B – Work in a Team</i>	

Download the Session Plans Booklet from www.mybeach.com.au/taresourcesbronze

SESSION PLANS.....

SESSION PLANS

SESSION PLAN - INDUCTION.....

SESSION PLAN – SAFETY & WELLBEING

SESSION PLAN – SURFAWARENESS & SELFRESCUE.....

SESSION PLAN – FIRST AID.....

SESSION PLAN – RADIO OPERATIONS

SESSION PLAN – COMMUNICATIONS

SESSION PLAN – RESCUES & CARRIES

SESSION PLAN - PATROLS

Download the Online Learning System – Trainer Guide Booklet from www.mybeach.com.au/taresourcesbronze

ONLINE LEARNING SYSTEM – TRAINER GUIDE.....

ONLINE LEARNING SYSTEM.....

Creating Your Group

Logging On – Trainer

ONLINE TRAINER

ACCESSING YOUR TRAINING COURSE.....

LINK MENU.....

Your Group.....

Forums

Reports.....

Gradebook.....

LEARNING MATERIALS & ASSESSMENTS

Assessments.....

ONLINE UNIT TOPICS

Online Activity Rooms

Download the Additional Resources Booklet from www.mybeach.com.au/taresourcesbronze

ADDITIONAL RESOURCES

ASSESSMENT ACTIVITIES

ORDER OF ACTIVITIES

TIPS FOR DESIGNING ACTIVITIES

ACTIVITY GUIDES EXPLAINED

AT – 1 ACTIVITY GUIDE – SIGNALS

AT – 2 ACTIVITY GUIDE – RADIO

AT – 3 ACTIVITY GUIDE – FIRST AID

AT – 4 ACTIVITY GUIDE – RESUSCITATION

AT – 5 ACTIVITY GUIDE – RUN-SWIM-RUN

AT – 6 ACTIVITY GUIDE – RESCUES AND CARRY

AT – 7 ACTIVITY GUIDE – PATROL

SELF-ASSESSMENT AND REVIEW QUESTIONS

SUPPLEMENTARY QUESTIONS

Contact SLSWA Member Education to obtain a copy of the Theory Question & Answer Booklet

THEORY QUESTIONS & ANSWERS

THEORY QUESTIONS & ANSWERS

Retry Questions

UNIT 1 - PUAOHS001C - Follow Defined OHS Policies and Procedures

UNIT 1 - RETRY

UNIT 2 - PUASAR012B - Apply Surf Awareness and Self Rescue Skills

UNIT 2 – RETRY

UNIT 3 - PUAEEM001B - Provide Emergency Care

UNIT 3 – RETRY

UNIT 4 - PUACOM001C - Communicate in the Workplace

UNIT 4 – RETRY

UNIT 5 - PUAOPE002B - Operate Communication Systems & Equipment

UNIT 5 - RETRY

UNIT 6 - PUASAR009B - Participate in Aquatic Rescue Operation

UNIT 6 - RETRY

UNIT 7 - PUATEA001B - Work in a Team

RETRY – UNIT 7

UNIT 8 - PUATEA004C - Work Effectively in a Public Safety Organisation

RETRY – UNIT 8

Prerequisite Requirements

Before starting this course, ensure the candidates have satisfactorily completed any prerequisite requirements.

The prerequisite requirements are:

Bronze Medallion/Certificate II

Activity	Prerequisite	Highly Desirable
400m pool swim in less than 9 minutes	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Induction prior to commencing the course	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Surf Rescue Certificate (SRC)

Activity	Prerequisite	Highly Desirable
200m pool swim in less than 5 minutes	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Induction prior to commencing the course	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Prerequisite The skills and/or knowledge have a direct impact on successfully completing the associated training. These competencies **MUST** have been completed prior to commencing the course.

Highly Desirable The skills and/or knowledge associated with these competencies would be beneficial and completion is recommended prior to commencing the course.

Resources & Materials

Training Materials

SLS Current Edition Manual (latest version obtained from SLS)

Attendance Sheet

SLS Bronze/Cert II PowerPoint Presentations (latest version obtained from SLS website)

Trainer & Assessor Manual

Candidate Assessment Book (latest version can be downloaded from www.mybeach.com.au/assessbooks) – 1 per candidate



Training Resources

Computer & Data Projector

Whiteboard

Training Room

SLS approved rescue equipment

First Aid kit

Resuscitation manikins

Patrol Gear

Communications equipment – Radios/Flags

Adequate water safety

Assessment Materials

The following documents are required to be presented to the Assessor In Charge prior to the final assessment being conducted. Candidates are unable to undertake the final assessment should the documentation be missing or incomplete.

- Candidate Assessment Book - completed
- Training Attendance Sheet - completed
- Form 14 – Surf Guard

The Assessor In Charge is responsible for providing and completing the below form at the conclusion of the final assessment. The Assessor In Charge will collate all assessment documentation and return to SLSWA as soon as possible after the assessment.

- Assessment Report Form (Assessor In Charge) – download from www.mybeach.com.au/forms

Roles & Responsibilities

(For the full list of roles & responsibilities see: Training, Assessment & Proficiency Guidelines – available on SLSWA website)

Trainer

Training disclosures

Prior to commencing training, trainers should openly and transparently discuss with candidates:

- Their rights and obligations (include appeal and complaint procedures)
- Any special needs candidates may have and how these will be accommodated during training
- The nature of the training, and the expectations placed on candidates

Deliver quality training using approved SLS training resources

Prepare candidates for assessment

Gather quality evidence using approved SLS materials (see Training Responsibilities below)

Ensure candidates complete a Training Evaluation Form (copy located end of this book)

Provide complete assessment materials as listed above (Resources & Materials) to the Assessor In Charge prior to final assessment being undertaken.

Training Responsibilities

Course Prerequisite (Bronze/SRC)

Verify prerequisite swim time and ensure accurate recording and signatory by an authorised person. Ensure the time is recorded and signed off in the appropriate section on the SIGN OFF CARD.

Training Checklist (Bronze Only)

Ensure candidates record training dates against the session content progressively throughout course on the Training Checklist and confirm completion by signing the SIGN OFF CARD prior to final assessment.

Individual Skill/Scenarios Checklist (Bronze/SRC)

Ensure candidates check off individual skill/scenario sessions that have been conducted as part of their training progressively throughout course and confirm completion by signing the SIGN OFF CARD prior to final assessment.

Patrol Activity (Bronze/SRC)

Ensure candidates complete the 3 tasks (2 for SRC) involved in the Patrol Activity prior to final assessment. Confirm completion by signing the SIGN OFF CARD prior to final assessment.

Theory Assessment (Bronze/SRC)

Ensure candidates complete the Theory Assessment either in the Theory Assessment Booklet or via the Online Learning Tool. Candidates must receive a 100% pass mark and all written information must be written in PEN. Where the candidate has chosen to complete via the Online Learning Tool, attach the Assessment Grade Report and confirm completion by signing the SIGN OFF CARD.

Preliminary Assessment (Bronze/SRC)

Candidates must complete a Preliminary Assessment with an independent Club Assessor to determine their ability to proceed to the final assessment and whether there are training gaps to be filled. Ensure Club Assessor signs and dates the required section on the SIGN OFF CARD.

Assessor

Assessment disclosures

Prior to commencing assessment, assessors should openly and transparently discuss with candidates:

- Their rights and obligations (include appeal and complaint procedures)
- Any special needs candidates may have and how these will be accommodated during assessment
- The nature of the assessment, and the expectations placed on candidates

Following assessment, Assessors should discuss the results of the assessment with candidates (preferably individually) and provide feedback. This is especially important for those candidates who were deemed to be Not Yet Competent (NYC) in an assessment, so that they can then work with their Trainer to improve their skills and knowledge and prepare for re-assessment.

Attend pre-assessment briefing and conduct assessment

Complete the assessment documentation accurately and appropriately to ensure evidence complies to RTO standards

Provide support to the AIC and carry out duties as requested

Ensure your name is recorded on the SLSWA Assessment Report Form

Assessment Task Responsibilities

Final Assessment Work Card

Ensure name and signature are recorded next to each assessment task for the candidates being assessed.

Assessor In Charge

Arrange appropriate number of assessors to complete assessment in consultation with Training Consultant

Ensure SIGN OFF CARD has been completed and signed as appropriate

Ensure candidates complete Part A of the Candidate's Assessment Acknowledgement prior to final assessment

Ensure candidates complete Part B of the Candidate's Assessment Acknowledgement after final assessment

Brief candidates and Assessors prior to beginning Final Assessment on the process for the day

Provide and complete Assessment Report Form (available from SLSWA website)

Collate course/candidate paperwork and return to SLSWA including all Assessment Materials list above

Assessment Task Responsibilities

Sign Off Card

Once final assessment has been completed and candidate has been deemed competent/not yet competent (Final Practical Assessment Work Card completed by Assessor/s), complete the Final Assessment section on the SIGN OFF CARD

Final Assessment

Bronze/Certificate II Assessor Requirements

- Assessors are required to be sourced from another Club and have not been involved in the candidate training
- Recommended ratio 1:6
- Assessor contact list can be obtained from SLSWA where required to source additional Assessors

Candidates should undergo a thorough induction, complete all activities listed on the SIGN OFF CARD and must satisfactorily complete all 7 Final Assessment tasks in order to be assessed as competent in the Bronze Medallion, and to be eligible for the national qualification.

Final Assessment Tasks:

Dry (Controlled Environment)

- Resuscitation & Defibrillation
- Radio Operations
- Basic First Aid
- Signals

Wet (Beach Location)

- Run Swim Run
- Scenario – Patrol & First Aid
- Scenario – Rescues & Carries
- Scenario – Spinal Care (observed)

Surf Rescue Certificate Assessor Requirements

- Assessors are required to have not been involved in the candidate training program
- Assessor can be from the candidate club
- Recommended ratio 1:6

Candidates should undergo a thorough induction, complete all activities listed on the SIGN OFF CARD and must satisfactorily complete all 6 Final Assessment tasks in order to be assessed as competent in the Surf Rescue Certificate.

Final Assessment Tasks:

- Resuscitation including patient assessment
- Basic First Aid
- Signals
- Run Swim Run
- Patrol
- Rescues – Board & Tube

Bronze/SRC Assessment Guidelines

Those designing activities should attempt to make the situations as real as possible with the use of the same equipment, emotions, injuries/illnesses and environments that candidates are likely to encounter while on patrol.

Many assessment activities will need to be run at least twice, with a change in some elements, to ensure that every participating candidate is given every opportunity to demonstrate the skills and knowledge that need to be assessed. This can be achieved by, for example, rotating candidates through several different resuscitation roles in the resuscitation activity.

Candidates involved in the activities should be given a pre-briefing describing the situation in which they are about to participate. This might include an introduction to the equipment available for their use, surf and beach conditions and what elements the Assessor will be looking for. Candidates should use this opportunity to ask questions, ensuring they are clear on all aspects of the assessment activity.

Candidates who are unsuccessful in any activity are able to be reassessed in that task. These candidates should discuss this option with their trainer(s) and assessor(s) on the day of assessment.

Assessors, Trainers and Candidates will find all of the knowledge and skills required for each of these tasks in the 33rd edition manual, "Public Safety and Aquatic Rescue" and the Online Learning System – Sigh Bar Bay:

- Signals Activity - Ch 8
- Radio Activity - Ch 7
- First Aid Activity - Ch 3, Ch 6
- Resuscitation Activity - Ch 3, Ch 4, Ch 5
- Run-swim-run Activity - Ch 2
- Rescues and Carry Activity - Ch 9, Ch 10
- Spinal Care Activity - Ch 6
- Patrol Activity - Entire manual, but especially Ch 11

Assessing Activities

Assessors must be aware of the requirements of the Certificate II in Public Safety (Aquatic Rescue), Bronze Medallion and the Surf Rescue Certificate. **ASSESSORS SHOULD NOT "OVER ASSESS" BEYOND THESE REQUIREMENTS.**

Once a candidate has successfully completed one of the assessment tasks, the assessor should complete the appropriate section of the candidate's "Final Assessment Work Card". If the same Assessor is responsible for assessing the same candidate in multiple tasks, they can sign once across the appropriate areas on the form.

Once all tasks have been signed off, the Assessor In Charge should complete the "Final Assessment" section on the SIGN OFF FORM for each candidate.

The candidate must also ensure that they have completed the "Candidate Assessment Acknowledgement".

The following documents are to be forwarded to SLSWA as soon as possible after the final assessment:

- Assessment Report Form
- Form 14

- Attendance List
- Candidate Work Book

Equipment and Preparation

Prior to running the assessment tasks, Assessors should ensure that candidates have access to all of the equipment required for that task. A list of suggested equipment is provided beneath the observation checklist for each activity.