

**PUA21004 Certificate II in Public
Safety (Aquatic Rescue)**

**BRONZE MEDALLION & SURF RESCUE
CERTIFICATE**

**ONLINE LEARNING
SYSTEM –
TRAINER GUIDE**

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Online Learning System

The Online Learning System has been developed to assist Trainers conducting Club Education with the information and delivery of the Bronze Medallion – Certificate II Public Safety and the Surf Rescue Certificate course.

If you are a Trainer and would like access to the Online Learning System for your groups, contact the Member Education area at Surf Life Saving WA on (08) 9243 9444 or membereducation@mybeach.com.au to set your access up on the system and arrange a training session.

The following pages contain information regarding the “Trainer” use of the system.

To obtain the “Answer” booklet for the online theory, please contact SLSWA Member Education to obtain a copy – *please note: only qualified Trainers/Assessors are able to obtain a copy.*

Website: www.slscourses.com.au

Courses available:

- Bronze Medallion – Certificate II Public Safety (Aquatic)
- Surf Rescue Certificate

Creating Your Group

Contact SLSWA Member Education via email to arrange for a group and enrolment access to be created for your Club.

SLSWA Member Education requires the following information to create your group/s:

- Senior Trainer (Name, Surfguard No, Email Address)
- Assisting Trainer/s (Name, Surfguard No, Email Address)
- Course (i.e. Bronze/SRC)

SLSWA Member Education will then create your group, and send the Senior Trainer the Enrolment email with the following information to be forwarded to the candidates to allow them to register and log on the course:

- Course website link
- Candidate user guide/instructions
- Course Enrolment Key

Candidates now have the ability to “Self Register” to course website. When a candidate “self registers”, they need to be provided the following information from their Trainer:

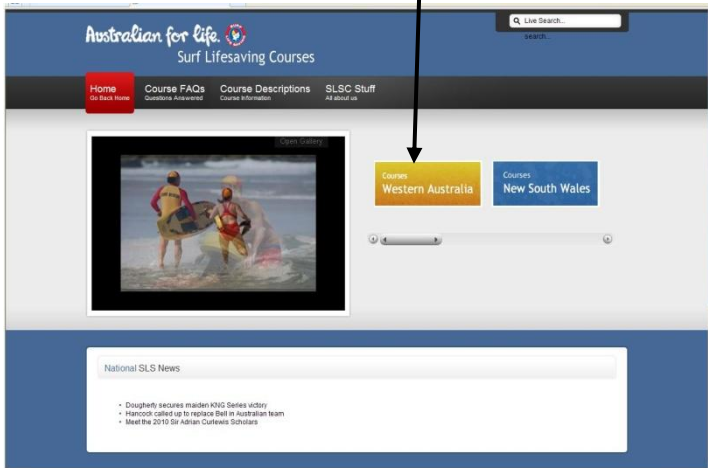
- Surfguard Number
- Enrolment Email containing enrolment key and instructions etc

****Please note that candidates are required to have a “unique” email address and will not be able to share an email address with another Online user.***

Logging On – Trainer

To obtain your Username and Password – follow steps 1 & 2, and then use the “Create new account” link. Follow the steps and once your account is active, contact SLSWA Member Education to request “Trainer Access”. SLSWA Member Education will enrol you as a Trainer under your Club.

1. Go to the website – www.slscourses.com.au, select the “Western Australia” courses portal

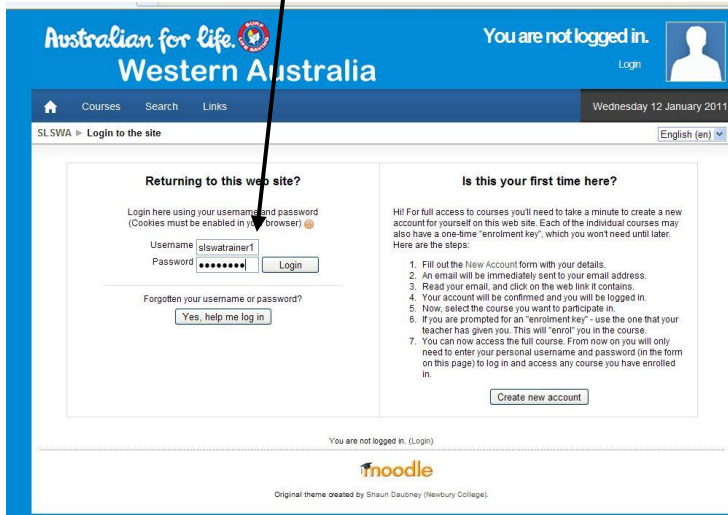


2. This will open the log on screen for the WA Courses.

Click the “Login” option



3. Enter your Username & Password .



Online Trainer

Once you log in, you are taken to the WA front page. The **FRONT PAGE** contains the following information:



USER MENU



Update your name & contact information

Shortcut to courses you are enrolled in

Log out of WA Courses

SITE MENU



Home Button

Club Course Links
– Access your club's Bronze/SRC Course

Quick link to search engines:
• Google
• SLS Administration

Links to relevant Websites i.e. SLSWA

MAIN PAGE



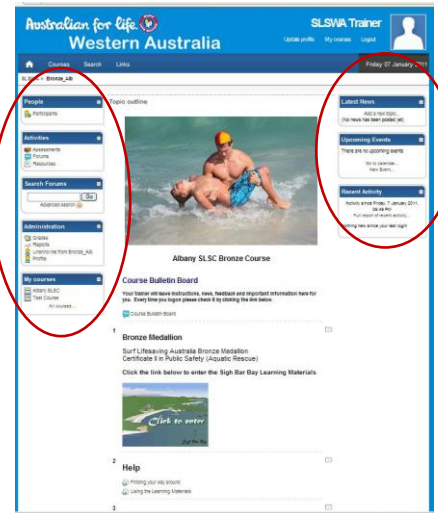
The main WA page contains any relevant updates provided by SLSWA including any latest news.

Accessing Your Training Course

To access your course once you have been registered with SLSWA as Trainer, select the **“MY COURSES”** button on the **USER MENU** or by selecting **“COURSES”** on the **SITE MENU**, then selecting your Club. This will open the **COURSE PAGE**. Your candidates will have a similar view, with fewer options in the **“LINK MENU”**.

***You will not be able to enter another club’s course unless you have the appropriate enrolment key.**

The **COURSE PAGE** contains the following information and quick links:



LINK MENU

QUICK LINK

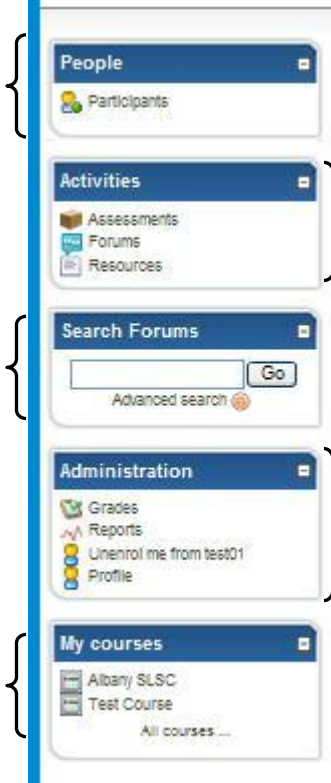
- **Participant Page** - you can send emails/messages to individual or group participants.

SEARCH ENGINE

- **Forums** – enables you to perform a quick search through the forums for a subject

QUICK LINK

- **Course List** – Links to all the courses you are enrolled in as a participant or Trainer



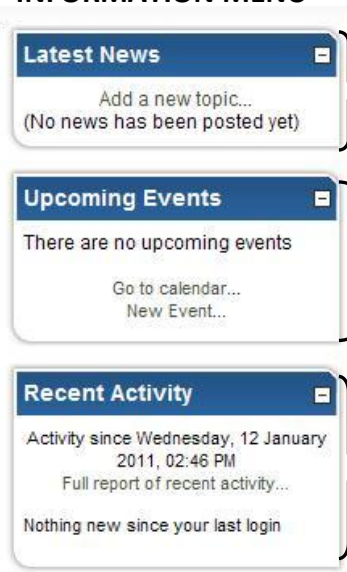
QUICK LINKS

- **Assessment Page** – view reports on selected assessment units. Access assessment task.
- **Forum Page** – allows you to add information to forum/discussion boards for your group/s.
- **Resources Page** – access course/system related resources.

QUICK LINKS

- **Grades Page** – view and print grader report for group or individual participants.
- **Reports Page** – view and export participant activity logs.
- **Unenrol Link** – allows you to “unenrol” from the course.
- **Profile Page** – access to messages received, profile editing page, forum/discussion/blog posts etc

INFORMATION MENU



LATEST NEWS

- View and Add news bulletin messages

UPCOMING EVENTS

- View and Add upcoming events for your group/s

RECENT ACTIVITY


- View the recent course activity of participants for your group/s

COURSE PAGE continued....

The **COURSE MENU** shows you the same information as your candidates and is the course introduction page

COURSE MENU

Topic outline



Course Bulletin Board


Course Bulletin Board

Your trainer will leave instructions, news, feedback and important information here for you. Please check it every time you logon.

1 **Bronze Medallion**

Surf Lifesaving Australia Bronze Medallion Certificate II in Public Safety (Aquatic Rescue)

Click the link below to enter the Sigh Bar Bay Learning Materials

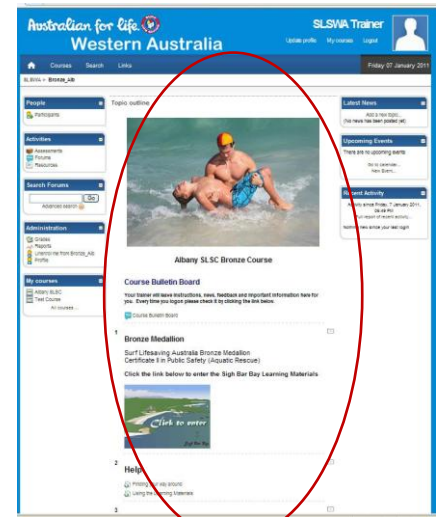


2 **Help**

- Finding your way around
- Using the Learning Materials

3 Not available

You are logged in as SLSWA Trainer (Logout)



BULLETIN BOARD QUICK LINK

- Click on the link to view or add information to the bulletin board. Information can be posted for particular course “Groups” to view.

COURSE ENTRY PORTAL

- Course description and link to the learning materials & assessment questions.
- Click on the picture and then the Surf Club to direct you to the “Sigh Bar Bay” (Cyber Bay) “Training Room” where the learning materials are located.

HELP

- General instructions on accessing the learning materials.

Link Menu

Your Group

Clicking on “Participants” in the LINK MENU will bring you to a page where you can view the members of your Training group. You can use this page to view profiles of your group’s members, or see if they’ve been online recently.

You can also use this page to send a multi-recipient email to your group members. Tick the check-boxes of the people you wish to email, then select “Add / Send message” in the drop-down box below the list.

You will be brought to a message composer screen where you can create your email. It will also provide a list of recipients below where you can quickly remove members from the mailing list.

Clicking “Preview” will take you to a screen where you can see how the email will look before you send it. Click the “Send message” button to send the email, or “Update” to navigate back a screen and add or change the message before sending.

Forums

Clicking on “Forums” in the LINK MENU will take you to a page where you can post messages on the site’s Forums.

These message boards are useful for communicating to your training group, or to people in other Clubs or training groups. Ensure that you read the Forum’s description so that you are communicating with the correct group.

Reports

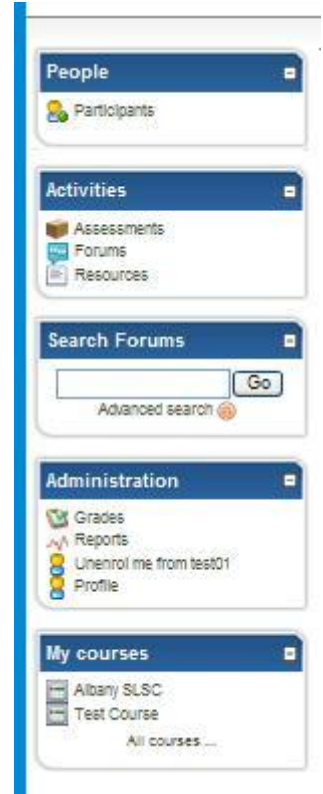
Clicking on “Reports” in the LINK MENU will take you to a screen where you can view activity logs. Here you can track activity for your group; who has been online, attempted which assessments, how long they were online etc.

This is useful for determining whether your candidates are spending enough time viewing the Learning Materials etc.

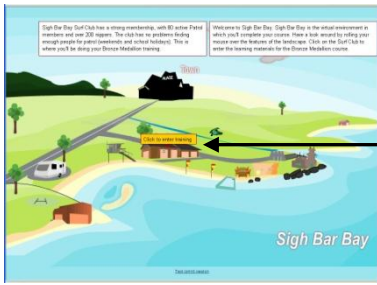
Using the drop-down boxes, you can modify your logs to be specific for the level of detail you require. Select which award, which participant/s, which date/s, activities, actions and the method of display, then click “Get these logs”.

Gradebook

Click on “Grades” in the LINK MENU to view the results from your group. You can drill down to individual results by selecting the participant’s name. Print a copy of each participant’s results to attach to their workbook once 100% is achieved.



Learning Materials & Assessments



To access the Learning Materials for your course, click on the picture in the COURSE ENTRY PORTAL. This opens the “Sigh Bar Bay” link, click on the Surf Club to enter the Meeting Room. The Meeting Room provides the introduction and instructions regarding the Learning Materials & Assessments.

The course consists of eight (8) units for the Bronze, or five (5) in the SRC. Clicking on each tab will open the Learning Materials for that Unit.

The Learning Materials contain all the information candidates will need to know in



conjunction with the Public Safety & Aquatic Rescue manual, provided in several different formats including videos in certain Units. These videos are also available to be viewed via the SLSWA Mybeach website. Within the Unit Topics, candidates are directed to complete online activities and self assessments which are located in the “Surf Club Rooms”. These “Rooms” can be accessed via the link in the topic or by clicking on the white tabs above the units.

These self assessments and activities designed to help them learn and to test their knowledge and are not assessed or graded. A list of the activities and self assessments is located at the end of this chapter.

Assessments

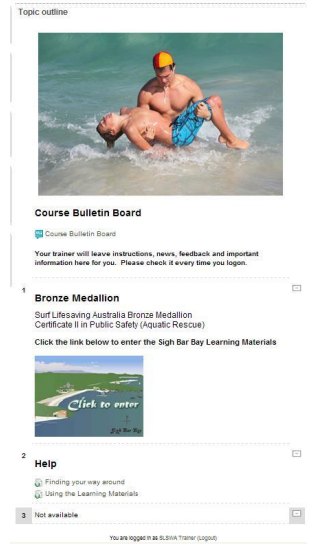
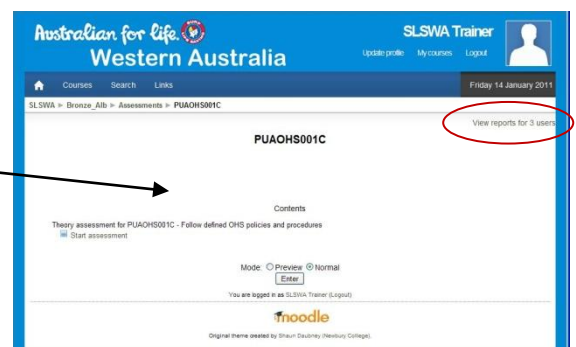


To access assessments for each Unit, select the “Assessment” tab. Click on the “Start the Assessment” link to open the Assessment window.

The Assessment entry screen will appear. Candidates are able to practice the assessments in “Preview” mode by selecting the option before clicking “Enter”. This mode allows the candidates to go through the assessment questions but DOES NOT RECORD RESULTS.

Where a candidate has attempted the assessment unsuccessfully numerous times, they will need to select a “Start new attempt” checkbox that will appear here to continue. If the candidate does not select this option, their assessment screen will open in preview mode and their results will not be recorded.

As a Trainer, you are able to view your Candidate’s reports from this screen by select the link in the top right corner.





When entering the Assessment, the “Start” screen appears. This screen contains instructions for the Candidate on the Theory Assessment process. Candidates progressively answer the questions and once they submit their answer, are notified on whether it is correct or not. Candidates are provided with the opportunity to answer a second set of “Retry” questions for the incorrect answers only. If the Candidate answers these questions correctly, they are awarded 100% competency for this unit.

If Candidates answer the “retry” question/s incorrectly, they should contact their Course Trainer and/or review the Learning Materials again. They will need to complete the entire Assessment again. The Assessment will also default to “Preview” mode so Candidates must ensure they select the “Start new attempt” option and assessment is in “normal” mode at their next attempt to record their results.

If a Candidate has numerous unsuccessful attempts, they will be “Locked Out”. The Candidate will need to log out and wait a period of time before being able to access the assessment again. Candidate’s should be encouraged to discuss any problems with their Trainer before attempting again should this happen.

To ensure scores are recorded, Candidates should close this screen by selecting the “Exit Activity” link above the Assessment chalkboard.



Online Unit Topics

Each unit in the Learning System contains Topics with relevant information to that Unit as well as any related Activities or Tasks listed below. The answers to the activities are provided below.

UNIT 1 – PUAOHS001C Follow Defined OHS Policies and Procedures

Topic 1 – Legislation

- Who is responsible?

Q & A Activity:

Q: All members of a surf lifesaving team have a responsibility to manage risk. Who do you believe is responsible for managing the following risks?

- Faulty equipment causes injury during training (**Answer:** Training Officer or Patrol member)
 - A non-proficient Patrol member is on duty (**Answer:** Patrol Captain, Club Captain, Admin Officer)
 - Blood-soaked gloves are incorrectly disposed of (**Answer:** First Aid Officer, Patrol member)
 - There are insufficient bronze medallion holders on patrol (**Answer:** Club Captain)
 - A fuel bladder is refilled inside the [Gear shed](#) (**Answer:** Patrol Captain, Club Captain)
 - A hose is thrown in the [Gear shed](#) (**Answer:** Patrol member)
 - A membership form is half-completed (**Answer:** Admin Officer, Patrol member)
 - A hole is found in the side rail of a rescue board (**Answer:** Patrol Captain, Club Captain, Patrol member)
 - A non-club member is allowed to use club gym equipment (**Answer:** Admin Officer, Patrol member)
 - Private member information is given out to a media source (**Answer:** Patrol Captain, Club Captain, Admin Officer, Patrol member)
- Sigh Bar Bay's Policies & Procedures
 - Emergency!

Q & A Activity:

Once you have read the Evacuation Plan, have a go at answering this question:

Q: Where is the emergency assembly point at Sigh Bar Bay SLSC?

A: Car Park

- Task 1: OHS Legislation**

Surf lifesaving is guided by Legislation (both State and Federal), Regulations and Codes of Practice.

The objectives of the OHS Laws and Regulations are to:

- promote and secure the safety and health of people at work,
 - protect people at work against hazards,
 - assist in securing safe and hygienic work environments,
 - reduce, eliminate and control the hazards,
 - foster co-operation and consultation between employers and employees, and
 - promote education and community awareness.
- Go to the National OHS legislation website at <http://safeworkaustralia.gov.au>.
 - Download and have a look through Part 2 Subdivision 1-17 and Subdivision 2-18 of the *Model Legislation (Model Work Health and Safety Bill)*.
 - Subdivision 2-18 explains what is *reasonably practicable for a person to do to ensure health and safety practices occur*.



- As a surf lifesaver, think about how you perform your patrol duties to meet a reasonably practical standard. Write down your examples and discuss with your trainer and peers at the next classroom session.

Topic 2 – Contribute to a Safe Workplace

- Manual Handling
- Regulatory Signals
 - Symbolic Signs activity (Gear Shed)
 - Identify OHS Signage activity (Gear Shed)
 - Signaling a Rescue activity (Radio Tower)
- Videos
 - 5 person spinal carry & side shot
- *Task 2: Understanding MSDS*

Hi, I'm Phil, the First Aid Officer. Part of my job here at the club is to make sure the first aid equipment follows all the required safety standards.

All substances in the First Aid Room such as the oxygen tank come with a Material Safety Data Sheet (MSDS). A MSDS reflects the hazards of working with the material on the job.

It outlines proper procedures for handling the product and includes data such as melting point, toxicity, first aid etc.

- Take a look at the MSDS for the oxygen tank in the First Aid Room.
- You will need to go to the First Aid Room (click on the link in the menu above) and click on the oxygen tank to open the MSDS.
- Once you have opened the MSDS, read through it thoroughly.
- Now go to your surf club and ask the First Aid Officer to show you the MSDS for the equipment in the First Aid Room.
- Ask yourself - are these documents easily accessible? Are the SLSC members familiar with the documents?
- Share your thoughts with your training squad at your next face to face training day.

Topic 3 – Risk Management

- Hazard
- Risk
- Activity – Identify Risks & Hazards activity (Beach Enclosure)
- *Task 3 – Risk Management*

- Go to the Beach enclosure and complete the 'Manage the risks' activity.
- During the next week, go to your local beach.
- Find three examples of risk or hazard.
- Identify why each example is a risk or hazard.
- What priority would you give this risk or hazard?
- What control measure(s) would you put into place to manage the risk or hazard?
- Share your thoughts with your training squad at your next face to face training day.

- *Task 4 – Damaged or Faulty Equipment*

A common workplace hazard is damaged or faulty equipment. Damaged rescue boards, broken propeller guards on IRB motors or missing first aid equipment are all examples of a hazard.

It is part of your role as a lifesaver to check equipment regularly and report it to the relevant person if it is found to be faulty or damaged.

- Go to the [First Aid Room](#) and complete the 'Check the first aid kit' activity.
- Go to the [Gear shed](#) and complete the 'Check for faulty equipment' activity.
- Now go to your surf club and check for any faulty equipment.
- Report any suspected damage or faults to the relevant person

UNIT 2 – PUASAR012B Apply Surf Awareness and Self Rescue Skills

Topic 1 – Beach Types and Hazards

- Rip Currents
 - Types of Rip activity (Beach Enclosure)
- Waves
- Formation of Waves
- Activity – Formation of Waves activity (Beach Enclosure)
- *Task 1 – Beach Types*

Beaches can generally be described as one of five basic types:

- Reflective
- Low tide terrace
- Bar and rip
- Longshore trough
- Dissipative

Changing weather conditions can mean that a beach changes from one type to another in a matter of hours.

Correctly identifying beach types means a lifesaver can assess the hazards that may be associated with that particular beach type.

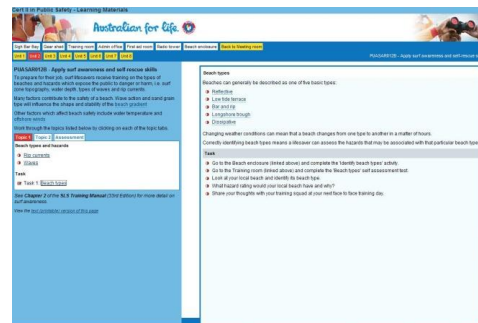
- Go to the [Beach enclosure](#) and complete the 'Identify beach types' activity.
- Go to the [Training room](#) and complete the 'Beach types' self assessment test.
- Look at your local beach and identify its beach type.
- What hazard rating would your local beach have and why?
- Share your thoughts with your training squad at your next face to face training day.

Topic 2 – Surf Survival Skills

- Escaping From Rip Currents
 - Escaping a Rip Current activity (Beach Enclosure)
- *Task 2 – Negotiating the Surf*

An experienced lifesaver constantly notes beach, surf and weather conditions. This awareness will help the rescuer in the surf.

- Go to the [Beach enclosure](#) and read through the 'Contact rescue' scenario.
- What techniques should the rescuer use to negotiate the surf in order to reach the swimmer?
- Write a list of techniques that you can think of. For example, the rescuer should stick to a predetermined path.
- Share your thoughts with your training squad at your next face to face training day.



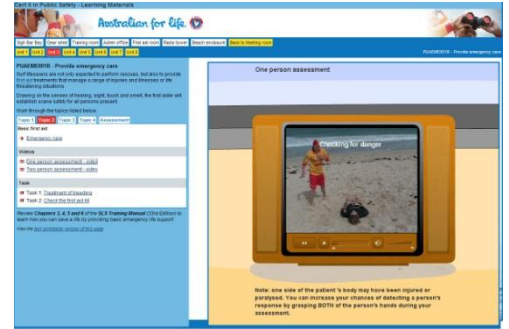
UNIT 3 – PUAEME001B Provide Emergency Care

Topic 1 – Anatomy and Physiology

- The Human Body

Topic 2 – Basic First Aid

- Emergency Care
- Activity (First Aid Room)
 - Emergency Care Assessment activity
 - Priority of Treatment activity
- Videos
 - One Person Assessment
 - Two Person Assessment
- *Task 1 – Treatment of Bleeding*



Bleeding injuries can range from minor superficial bleeding to major injuries. When treating bleeding, you must avoid direct contact with the blood of the patient.

- Go to the First Aid Room and familiarise yourself with the 'Bleeding injury' scenario.
- Write down how you would approach the situation and discuss with your trainer and peers at the next classroom session.
- Organise your thoughts into the following headings:
 1. Follow DRABCD
 2. Patient assessment
 3. Scene management
 4. Injury management
 5. Record incident and restore equipment
 - Refer to Chapter 6 of the Training Manual.
- *Task 2 – Check the First Aid Kit*

Items in the first aid kit must be checked regularly.

 - Go to the First Aid Room and complete the 'Check the first aid kit' activity.
 - Find the first aid kit in your surf club.
 - Familiarise yourself with the items in it.
 - Ask the First Aid Officer for advice on any items that you are unfamiliar with.

Topic 3 – First Aid

- Manage a Fracture
- Activity – Manage a Fracture activity (First Aid Room)
- Heat Exhaustion and Heat Stroke
 - Heat Exhaustion activity (First Aid Room)
- *Task 3 – Venomous Sea Creatures*

The key principles of treating somebody with marine envenomation involve DRABCD, resuscitation (if necessary) and reassuring the patient.

- Go to the First Aid Room and complete the 'Venomous sea creatures' activity.
- Compile an observation checklist that you would use when managing a person that has a marine envenomation.
- Send the observation checklist to your trainer or supervisor.

- Task 4 – Reporting an Incident
 - Go to the First Aid Room and investigate the 'Laceration injury' scenario.
 - When you have read what happened, read through the Sigh Bar Bay OHS policy to see what you need to do to report the incident (you will find Policy 2.3 Occupational Health & Safety in the Policies section of the Admin office).
 - Follow the instructions you find - you will need to print out and fill in an Incident Report Log. This form can be found in the Forms section of the Admin office.
 - Hand the Incident Report Log to your trainer.

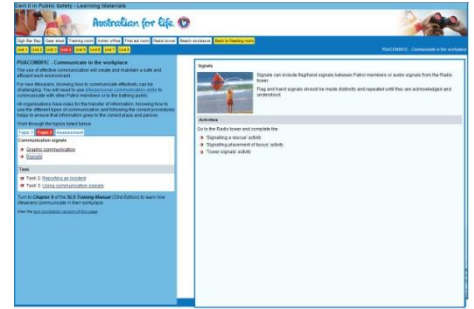
Topic 4 – Resuscitation

- Manage a Rescue
 - Manage a Rescue activity (First Aid Room)
 - Chain of Survival activity (First Aid Room)
- Videos
 - One Person CPR
 - One Person Resuscitation
 - Two Person Resuscitation
 - Spinal Victim Resuscitation

UNIT 4 – PUACOM001C Communicate in the Workplace

Topic 1 – Communication Skills

- Verbal and Non-verbal Communication
 - Verbal & Non-verbal Communication Test (Training Room)
- Communication Barriers
 - Communication Barriers activity (Beach Enclosure)
- Listening Skills
- Communication Skills
- *Task 1*
 - Go to the Beach enclosure and read through the 'Lost child' scenario.
 - What would you do in this situation? What communication skills would you employ?
 - Share your thoughts with your training squad at your next face to face training day.



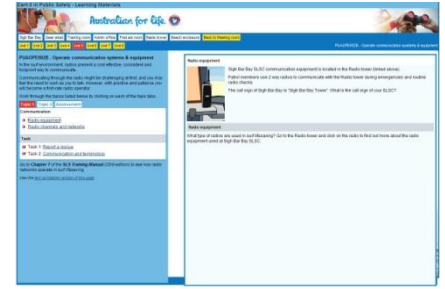
Topic 2 – Communication Signals

- Graphic Communication
- Activities
 - Go to the Gear shed and complete the 'Symbolic signs' activity.
 - Go to the Gear shed and complete the 'Identify signs and flags' activity.
 - Read through the 'Patrol uniform policy' this can be found in the Policy section of the Admin office. Once you have read through the policy, go to the Training room and complete the 'Patrol uniforms' test.
 - Make sure you are familiar with the meaning of all the signs and flags that are used in patrol at your surf club. Ask another Patrol member if you are unsure of the meaning of any signs.
- Signals
- Activities
 - Go to the [Radio tower](#) and complete the:
 - 'Signalling a rescue' activity
 - 'Signalling placement of buoys' activity
 - 'Tower signals' activity
- *Task 2 – Reporting an Incident*
 - If you haven't already done so, go to the [Radio tower](#) and complete the 'Tower signals' activity.
 - Using the information in the activity, complete a Patrol Log for the incidents outlined.
 - You will find a Patrol Log in the Forms section of the [Admin office](#). You will need to print out and fill in this form and send it to your trainer or facilitator.
- *Task 3 – Using Communication Signals*
 - Go to the [Beach enclosure](#) and read through the 'Bluebottles at the beach' scenario.
 - How would you advise the public of the situation? What communication tools would you use to ensure the public were adequately informed? (Remember that visitors will include members of the immigrant community of Sigh Bar Bay Town.)
 - Share your thoughts with your training squad at your next face to face training day.

UNIT 5 – PUAOPE002B Operate Communication Systems & Equipment

Topic 1 – Communication

- Radio Equipment
- Radio Channels and Networks
- *Task 1 – Report A Rescue*
 - Go to the [Radio tower](#) and read through the 'Report a rescue' scenario.
 - Check the Radio Log at your surf club and investigate any incidents that have occurred in the last 6 months.
 - How was the radio used to report the incident? Who was contacted and what was communicated?
 - Share your thoughts with your training squad at your next face to face training day.
- *Task 2 – Communication and Terminology*
 - Go to the [Radio tower](#) and complete the 'Radio terminology' activity.
 - Go to the [Radio tower](#) and complete the 'Using a radio in an emergency' activity.
 - Access the Radio Log of your surf club.
 - Investigate any emergency calls that have been logged.
 - Ask the Patrol Captain or your trainer for help with any terminology that you don't understand.



Topic 2 - Maintenance

- Radio Maintenance
- *Task 3 – Emergency Maintenance*
 - Go to the [Radio tower](#) and complete the 'Radio Emergency Maintenance' exercise.
 - Is the sequence of steps different to the procedure used at your SLSC?
 - Share your thoughts with your training squad at your next face to face training day.

UNIT 6 – PUASAR009B Participate in an Aquatic Rescue Operation

Topic 1 – Rescue Techniques

- Rescue Methods
 - Watch the board rescue videos linked on the left hand side of this page
 - Go to the Beach Enclosure and complete both the “Board Rescue” activities
- Releases and Escapes
 - Go to the Beach Enclosure and complete the “Releases and escapes” activity
- Videos
 - Board Rescue (conscious/unconscious)
 - Tube Rescue (conscious/unconscious)
- *Task 1 – Risks*
 - Go to the [Beach enclosure](#) and complete the 'Rescue methods - risks' activity.
 - Make a list of advantages and disadvantages of each of the rescue methods:
 - contact rescue (without equipment)
 - tube rescue
 - board rescue
 - IRB rescue
 - helicopter rescue
 - Send the list to your trainer/facilitator or share your thoughts with your training squad at your next face to face training day.
- *Task 2 – Causes of Drowning*
 - Go to the [Admin office](#) and complete the 'Drowning prevention measures' activity.
 - Discuss the various factors that increase the likelihood of drowning with your training squad at your next face to face training day.



Topic 2 – Carries and Supports

- Videos
 - Five person carry
 - Spinal stretcher carry – water
 - Spinal stretcher carry – standing
- *Task 3 – Carries and Supports*
 - Go to the [Training room](#) and complete the 'Lifts and carries' self assessment test.
 - Make a list of the different types of lifts and carries you may need to use as a lifesaver.
 - For each type of lift and carry, identify three key points that you should remember.
 - Share your thoughts with your training squad at your next face to face training day.

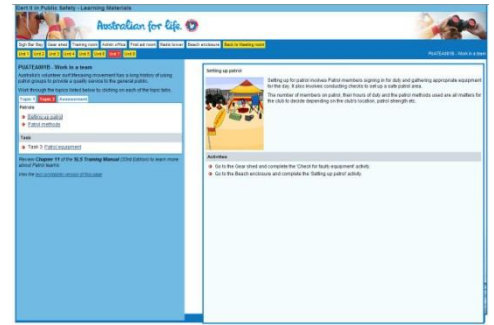
Topic 3 – Rope, Knots and Hitches

- How to Tie Knots and Hitches
 - Clove hitch
 - Figure 8 knot
 - Bowline knot
 - Double Fisherman’s knot
 - Trucker’s hitch
 - Reef knot
- *Task 4 Ropes, Knots and Hitches*
 - Go to the [Gear shed](#) and complete the 'Sections of a rope' activity.
 - While you're in the Gear shed, also complete the 'Identify knots and hitches' activity.
 - Think about which lifesaving duties may require the use of knots and hitches. When might you need to tie a knot, and which type of knot would you use?
 - Share your thoughts with your training squad at your next face to face training day.

UNIT 7 – PUATEA001B Work in a Team

Topic 1 – Roles and Responsibilities

- The Patrol Team
- *Task 1 – Team Work*
 - Go to the [Beach enclosure](#) and complete the 'Team roles' activity.
 - Go to the [Radio tower](#) and read through the 'Team work' scenario.
 - What action would you take in John's situation? How can you ensure that the team's goal of providing a safe beach environment is still achieved?
 - Share your ideas with your training squad at your next face to face training day.
- *Task 2 – Team Roles*
 - Go to the [Admin office](#) and read through Policy 6.5 'Member Safety & Wellbeing, Annexure 2 - Codes of Conduct'.
 - In the [Admin office](#) click on the 'Lifeguard Job Ad' which is on my desk.
 - Read through the advertisement/job description to learn about the roles and responsibilities of a Lifeguard at Sigh Bar Bay SLSC.
 - Create a job description for your own role in your surf club. What responsibilities do you have? What is your role?
 - Send the job description to your trainer/learning facilitator.



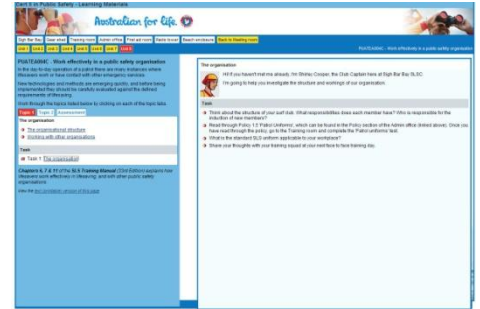
Topic 2 – Patrols

- Setting up Patrol
- Patrol Methods
- *Task 3 – Patrol Equipment*
 - Go to the [Gear shed](#) and open the 'Equipment checklist' (click on the checklist on the notice board in the [Gear shed](#) to open it).
 - Print out the checklist or make up a similar one of your own.
 - Find the items on the checklist by exploring the [Gear shed](#), [First Aid Room](#) etc. at Sigh Bar Bay SLSC.
 - Note the location of the items on the checklist.
 - Where would you find these items in your local SLSC? Make a note of this on your checklist as well.
 - Give your checklist to your trainer or learning facilitator.

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

Topic 1 – The Organisation

- The Organisational Structure
- Working with Other Organisations
- *Task 1 – The Organisation*
 - Think about the structure of your surf club. What responsibilities does each member have? Who is responsible for the induction of new members?
 - Read through Policy 1.5 'Patrol Uniforms', which can be found in the Policy section of the [Admin office](#) (linked above). Once you have read through the policy, go to the [Training room](#) and complete the 'Patrol uniforms' test.
 - What is the standard SLS uniform applicable to your workplace?
 - Share your thoughts with your training squad at your next face to face training day.



Topic 2 – Working With Other People

- Being Assertive
- *Task 2 – Conflict Resolution*
 - Go to the [Admin office](#) and complete the 'Stages of conflict' activity.
 - While you're in the [Admin office](#), explore the difference between assertive, aggressive and passive behaviour by completing the 'Types of behaviour' activity.
 - Go to the [Training room](#) and complete the 'Conflict resolution' self assessment test.
 - Go to the [Radio tower](#) and read through the 'Team work' scenario. Now pretend that you are Harry. Make a list of problems that could arise from your behaviour.
 - Go to the [Beach enclosure](#) and read through the 'Dealing with conflict' scenario. What would you say to the late Patrol member? Which Code(s) of practice may help guide you in this situation?
 - Share your ideas about dealing with potential conflict with your training squad at your next face to face training day.
- *Task 3 – Post Traumatic Stress*
 - Go to the [Radio tower](#) and read through the 'Post-traumatic stress' scenario.
 - What action would you take in Shirley's situation? How could you help Caroline?
 - Share your thoughts with your training squad at your next face to face training day.
- *Task 4 – Diversity*
 - 'The Australian community enjoys a high degree of cultural diversity, yet SLS has remained essentially a white, Anglo-Celtic organisation.'
 - Do you agree or disagree with this statement? Why?
 - What actions has your surf club taken to embrace people of all cultures, ages and religious backgrounds?
 - Share your thoughts with your training squad at your next face to face training day.

Online Activity Rooms

The Online Rooms contain a variety of activities, scenarios & links to assist your candidates in learning through an interactive learning tool.

***Trainers** – to view the answers to the Self Assessment Tests or activity questions; click on the “View the [text \(printable\) version of this page](#)” link on the Room page. This will open a separate screen containing the answers for these activities.

Gear Shed

The Gear shed at Sigh Bar Bay Surf Club is where we keep our equipment such as signs, boards, flags, radio etc.

Roll your mouse over the Gear shed to learn more about what's there. You will need to come back here to complete tasks and activities as you go through your course.

Gear Shed Activities

- Check for Faulty Equipment
- Identify Knots & Hitches
- Identify OHS Signage
- Identify Signs & Flags
- Sections of a Rope
- Symbolic Signs



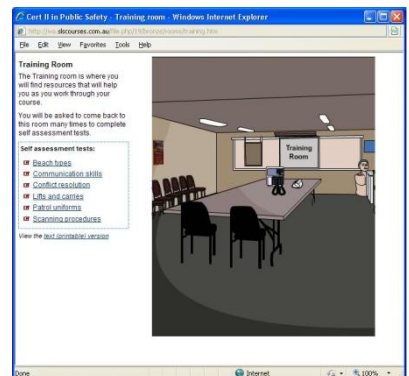
Training Room

The Training room is where you will find resources that will help you as you work through your course.

You will be asked to come back to this room many times to complete self assessment tests.

Training Room Self Assessment Tests

- Beach Types
- Communication Skills
- Conflict Resolution
- Lifts and Carries
- Patrol Uniforms
- Scanning Procedures



Administration Office

The Admin office is where you will find forms and policy and procedure documents which will help you through your course.

Roll your mouse over the office to explore the resources it contains.

Links & Resources

- Forms & Logs
- Policies & Procedures
- Emergency Evacuation Plan
- Lifeguard Job Ad
- SLS Award Structure



Administration Activities

- Stages and Levels of Conflict
- Drowning Prevention Measures
- Counter Measures
- Types of Behaviour

First Aid Room

This is the First aid room where you'll find lots of resources which will help you through your course.

Explore the room by rolling your mouse over the items.

You'll be asked to come here to complete activities and tasks.

First Aid Scenarios

- Bleeding Injury
- Laceration Injury

Activities

- Chain of Survival
- Check the First Aid Kit
- Emergency Care Assessment
- Heat Exhaustion
- Manage a Fracture
- Manage a Rescue
- Priority of Treatment
- Venomous Sea Creatures



Radio Tower

The Radio tower is where you'll find a lot of communication devices. Explore the tower by rolling your mouse over the items in the room.

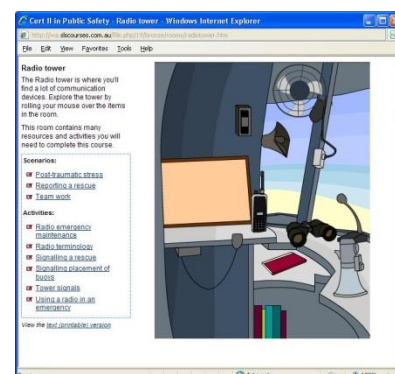
This room contains many resources and activities you will need to complete this course.

Scenarios

- Post-traumatic Stress
- Reporting a Rescue
- Teamwork

Activities

- Radio Emergency Maintenance
- Radio Terminology
- Signaling a Rescue
- Signaling Placement of Buoys
- Tower Signals
- Using a Radio in an Emergency



Beach Enclosure

This is the beach enclosure where the patrol team sets up for patrol.

Scenarios

- Bluebottles at the Beach
- Contact Rescue
- Dealing with Conflict
- Lost Child

Activities

- Approaching a Helicopter
- Board Rescue – Conscious
- Board Rescue – Unconscious
- Communication Barriers
- Escape from Rip Currents
- Formation of Waves
- Identify Beach Types
- Identify Risks & Hazards
- Manage the Risks
- Patrol Methods
- Releases and Escapes
- Rescue Methods – Risks
- Setting up Patrol
- Team Roles
- Types of Rip Currents

