

**PUA21004 Certificate II in Public
Safety (Aquatic Rescue)
BRONZE MEDALLION & SURF RESCUE
CERTIFICATE**

**ONLINE LEARNING
SYSTEM –
USER GUIDE**

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Welcome to the Online Learning System

The Online Learning System has been developed to provide an interactive tool for Candidates to assist with providing the required information and assessment of the Bronze Medallion – Certificate II Public Safety and the Surf Rescue Certificate course.

The Online Learning System is used in conjunction with face to face and practical sessions in a blended learning format.

The Online Learning System provides you, as a Candidate, with the ability to complete the theory section of the Bronze Medallion/Certificate II in Public Safety or Surf Rescue Course at your own pace, in your own environment. The system can be accessed anywhere there is a computer with web access.

Accessing the Online Learning System

Before accessing the Online Learning System, your Club Trainer will provide you with:

- Introduction email – this email should contain information regarding your course i.e. start times, requirements etc and should contain contact information for your Trainer/s
- Surfguard ID – This is your Surf Life Saving membership number. You will need this number to enrol onto the Online Learning System
- Enrolment Key – This is the code to enable you to enter into the correct group for your course

You will also require:

- Email address – you will need a “unique” email address to create your account. The system will not allow duplicate email addresses and the email must be “live” as you will need to confirm the account via a link in an email sent to you

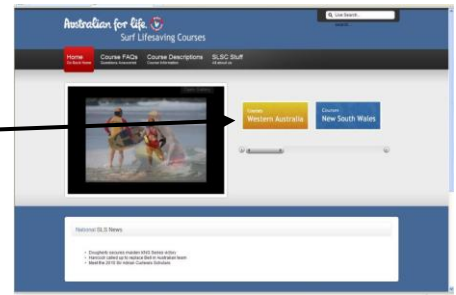
Once you have all of the above information, follow the steps in this Guide to create your account and begin your course.

Additional Resources

To complete your Bronze/Certificate II or Surf Rescue Certificate course, you will also need the 33rd Edition Public Safety and Aquatic Rescue manual. You are also required to complete a Candidate Assessment Book. Please contact your Club Trainer if you have not received these resources.

Creating Your Account

To start creating your new Online Learning account, go to www.slscourses.com.au, select the “Western Australia” courses portal.



This will open the log on screen for the WA courses. Click the “Login” option in the top right corner.



You will see this screen each time you log onto the WA site.

Read through the enrolment instructions on the right hand side and select the “Create New Account” link



Entering Your Information

To create your account, complete the required information listed with an *:

USERNAME – select an easy to remember username

PASSWORD – create a password using a minimum of 8 characters. Your password must have a minimum of 1 digit and 1 lower case letter (i.e. password1)

EMAIL – your email address **MUST** be unique and live

CITY/TOWN – Enter your **CLUB** in this section i.e. Sorrento for Sorrento SLSC

Re-CAPTCHA – Enter the reCAPTCHA words in the space provided. This is a security function to reduce SPAM. ****Please note that this function is disabled in some Employer systems and you may not be able to complete this process on a work computer.***

SURF LIFE SAVING MEMBERSHIP NUMBER – Enter the membership number provided by your Trainer. This is a unique number and duplicates cannot be accepted by the system

Once you have entered the required information select the “Create my new account” button.

Confirming Your Account

Once you have created your account, an email will be sent to the registered email address containing a link to confirm the account details.

When you receive your email, click on the link to confirm your login request. You will be taken to the confirmation screen.

Click on the **“Courses”** button to select your Club course.

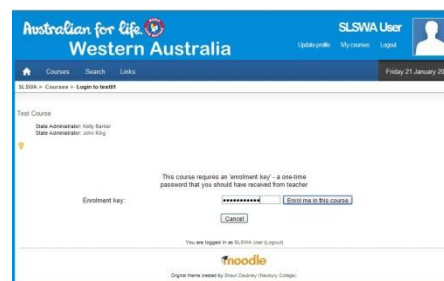


Enrolling in Your Course

Select your Club from the correct Course category i.e. Bronze or SRC



You will be asked to enter the **“Enrolment Key”** for the course. The **“Enrolment Key”** should have been provided by your Trainer and will be located in the email sent from your Club. If you do not have an enrolment key – contact your Club Trainer.



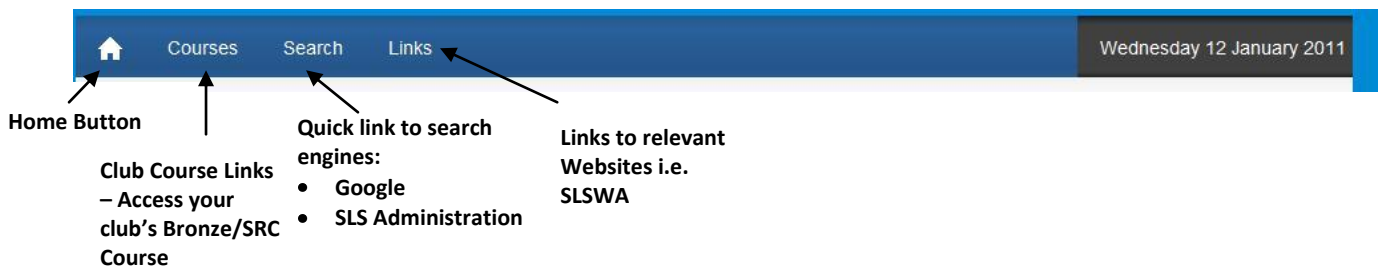
Understanding Your Course Front Page

Once you are enrolled in your course, you are taken to your Course Front Page. The **FRONT PAGE** contains the following information:

USER MENU



SITE MENU



QUICK LINK

Participant Page - 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. You can also use this link to send an email to any of your group members. Click on the member’s name, select the “Send Message” button.

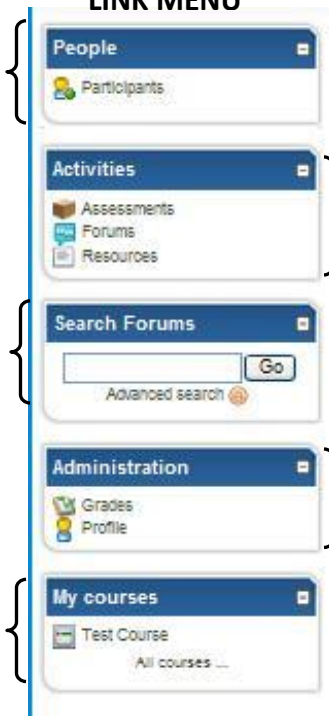
SEARCH ENGINE

- **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

LINK MENU



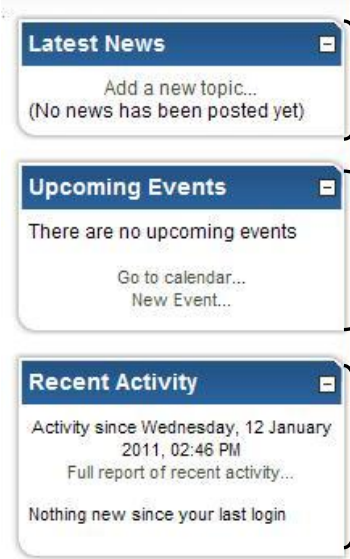
QUICK LINKS

- **Assessment Page** – links to the Assessments and allows you to check your progress
- **Forum Page** – allows you to view information/notes posted by Trainer/s to the Forum Page.
- **Resources Page** – access course/system related resources.

QUICK LINKS

- **Grades Page** – view and print an overview of your grades for all assessments
- **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 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

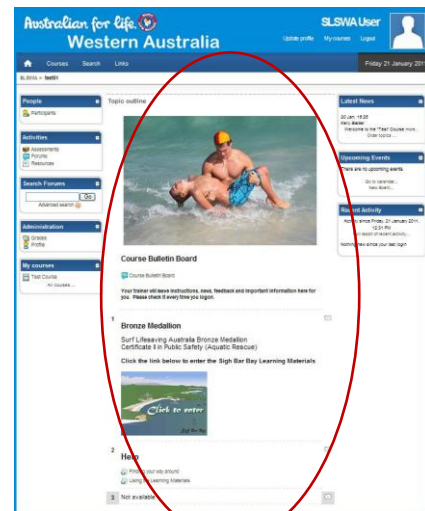


2 **Help**

- 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 information that has been posted to the Bulletin Board

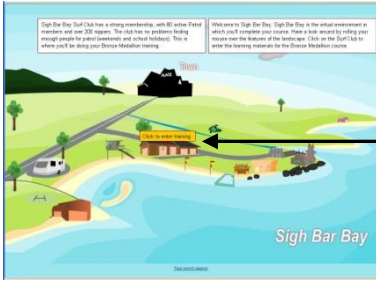
COURSE ENTRY PORTAL

- 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.

How to Use The 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 you 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.

Working your way through each Unit (the Yellow Tabs), you will be 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 are designed to help you learn and to test your knowledge and are not assessed or graded.

Once you have worked your way through the Topics in the Unit, you can attempt the Assessment. Each Unit contains 1 Assessment. You must achieve 100% to complete the Assessment and be deemed competent.

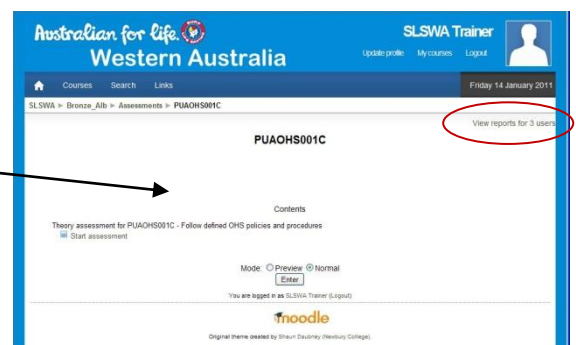
Assessments



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. You are able to practice the assessments in “Preview” mode by selecting the option before clicking “Enter”. This mode allows you to go through the assessment questions but **DOES NOT RECORD RESULTS**.

When you are ready to attempt the assessment in Scoring Mode, ensure that “Normal” button has been selected. If you have attempted the assessment unsuccessfully numerous times, you will also need to select a “Start new



attempt” checkbox that will appear here to continue. If you do not select this option, your assessment screen will open in preview mode and the results will not be recorded.



When entering the Assessment, the “Start” screen appears. Read through the instructions on the Theory Assessment process.

Click on the “Start” button and you can work through the questions. Once you submit your answer, you are notified whether it is correct or not. You will be provided with the opportunity to answer a second set of “Retry” questions for the incorrect answers only. If you answer these questions correctly, you are awarded 100% competency for this unit.

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

Retry Questions

If you answer the “retry” question/s incorrectly, you should contact their Course Trainer and/or review the Learning Materials again. You will also need to complete the entire Assessment again to achieve 100% competency. The Assessment will also default to “Preview” mode so you must ensure you select the “Start new attempt” option and assessment is in “normal” mode at the next attempt to record the results.



Assessment Lock Out

If you have numerous unsuccessful attempts, you will be “Locked Out”. You will need to log out and wait a period of time before being able to access the assessment again. You should discuss any problems with their Trainer before attempting again should this happen.

Online Help

- 1) Your first point of contact regarding queries with the online system or the questions should be your Club Trainer.
- 2) Check the Course website “Frequently Asked Questions” for any common issues and solutions that arise.
- 3) If you have continual “system” issues, ensure you have read through all the instructions on the site and in this booklet. If the issues continue, please contact SLSWA Member Education on (08) 9243 9444 or membereducation@mybeach.com.au