



Skills Maintenance Information Booklet v2019

1st August 2019



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Introduction

This support document contains information relevant to SLS Skills Maintenance that is applicable to all SLS awards. It should be read in conjunction with the annual SLS skills maintenance circular containing information relevant to annual updates that is available to download from the SLS Members Area News and Events webpage.

What is skills maintenance?

Surf lifesaving clubs are responsible for ensuring that their members maintain their skills to the minimum standard set by Surf Life Saving Australia. The guiding principle for skills maintenance is that surf lifesaving clubs must be able to meet their service level agreements with confidence in the lifesaving skills and abilities of their active patrolling members.

Skills maintenance checks are necessary to:

- ensure ongoing competency of members in their area of training and activities
- maintain the standards of knowledge and expertise of surf lifesavers
- satisfy legal and statutory requirements
- reinforce and maintain our service commitment to the bathing and beach going community.

Components of skills maintenance

Each year there is a theory component to assess knowledge of course and industry updates that have occurred within the previous 12 months as well as SLS pre-season announcements. There is also a practical component to assess the minimum lifesaving performance requirements for each SLS award.

Theory component

Members are required to be notified of the national pre-season updates and then answer questions which relate to them.

Members are encouraged to complete the theory component online as assessment marking and record keeping is automated online to reduce any administrative burden placed upon SLS trainers and assessors. Each year every member with an existing SLS Members Area account will be automatically allocated the most recent online SLS Skills Maintenance Course so that will appear in their 'My Training' Library when they login to the eLearning platform via the SLS Members Area.

Members completing the theory component online:

- require a SLS Members Area account
- will receive the national pre-season updates by a video announcement from SLSA then correctly answer questions which relate to the updates outlined in the video.
- will have their completion results automatically carried across into the new SLSA Assessing app
- can present an electronic or printed copy of their certificate of completion to their assessor or endorsed delegate.

Members completing the theory component offline will need to:

1. Receive the pre-season updates from their assessor or endorsed delegate.
2. Complete the current season's *SLS Skills Maintenance Workbook* (written theory questions)
3. Present their completed *SLS Skills Maintenance Workbook* to their assessor or endorsed delegate for marking.

Practical component

Practical components are completed at a surf lifesaving club. Members register to attend a skills maintenance session/event at their local surf lifesaving club or may register to complete the skills maintenance practical at another surf lifesaving club as SLSA sets the minimum requirements for skills maintenance.

The practical components related to the skills maintenance requirements for each SLS award are outlined in the annual SLSA skills maintenance circular.

Frequency of skills demonstration

Each component of a required skills maintenance need only be demonstrated once in any one (12 month) season. For example, this means that a member who has successfully completed the resuscitation component of their Bronze Medallion skills maintenance need not repeat the skills maintenance check for that part of the ARTC skills maintenance.

The principle outlined above also applies to fitness testing. In other words, a fitness test for a higher award, such as the Gold Medallion, will be evidence that a member has passed the fitness component of the Bronze Medallion (Run/Swim/Run) proficiency.

It is expected that all patrolling members maintain their minimum fitness levels for the awards that they wish to remain proficient in and a member may be requested at any time during the season to complete an additional skills maintenance check by the club, or authorised SLS official.

A member who is deemed not-yet-competent (NYC) during a skills maintenance check at any time during the season is deemed to be non-proficient until such time as another skills maintenance check is completed successfully. Further, this member cannot participate in patrol activities or compete at carnivals until the skills maintenance check has been completed successfully.

Proficiency

A member's proficiency is valid until the 31 December each year (any reference to this date should read 31 July in Northern Australia approved surf lifesaving clubs) unless stated otherwise in SurfGuard or via Circular (e.g., Provide First Aid has a three-year proficiency requirement).

Any member who is not proficient by the 31 December, or has not completed appropriate awards shall not be allowed to:

- perform patrols
- operate rescue craft or
- compete in surf lifesaving competitions.

Until such time as they have met the proficiency requirements as determined for that season.

Skills maintenance sessions may be conducted after 31 December under the requirements/approval of the local State/Branch. Any member completing their proficiency after 31 December each season shall be eligible to patrol but shall not be permitted to participate in any SLSA Championship competition until 1 July later in that year (see SLSA Policy 5.04 for further details on competitor proficiency/patrol requirements).

When a skills maintenance session is successfully completed (or a member gains a relevant award after 30 June, in a particular year) the proficiency or qualification is current until 31 December in the following season.

In-depth proficiencies

If a member is non-proficient in any award for any period of time, then they are required to complete skills maintenance elements identified through a training gap analysis. This must be conducted to determine what differences occur between the award as it currently stands and what skill and knowledge the award consisted of at the time the member was last proficient. If the gap analysis determines there is a gap in skill and/or knowledge, the participant may be required to undertake training and assessment in the gap(s) identified. For example, a member may have obtained their Bronze Medallion when use of an Automated External Defibrillator (AED) was not taught in the Bronze Medallion, therefore the member would have to be trained and assessed in this skill and knowledge. Refer to Appendix 1 for an overview of changes to the Bronze Medallion Award and refer to your SLS state/territory centre for other awards.

Support resources

All SLS training resources should be available in the SLS Members Area Library for members to view and refresh their knowledge at any time.

SLSA Assessing app

The SLSA Assessing app is available to support SLS members who wish to reduce the burden of paperwork associated with assessing skills maintenance. SLS assessors and endorsed delegates can download the app from the *Apple App Store* or *Google Play Store* and access it using their SLS Members Area login details.

Key features:

- Participants can register for skills maintenance events and sessions prior to attending a practical session.
- You can record participant completion status during or after a practical session.
- Results can be recorded using a 'tick all' option.
- Multiple assessors and endorsed delegates can be at different locations assessing different components for the same group at the same time.
- Skills maintenance theory component is automatically marked if completed online.

Refer to the *SLSA Assessing App User Guide* and 'how to use' videos available on the [SLSA IT Helpdesk](#) website for more information about the SLSA Assessing app.

Online courses

Many SLS online courses are available for members wanting to refresh their lifesaving knowledge prior to attending their practical skills maintenance session. This is not a requirement of skills maintenance and the completion of any online training will not result in the member obtaining the full SLSA award. Members accessing these online training resources will require a [SLS Members Area](#) account and still have to complete all skills maintenance requirements outlined in the annual SLSA skills maintenance circular.

SLSA recommends that all current patrol captains and vice captains undertake the *Silver Medallion Aquatic Rescue* online course as part of their skills maintenance. This online course forms the theory component of the search and rescue (SAR) module of both the Silver Medallion Beach Management and Silver Medallion Aquatic Rescue (SMAR) courses.

Refer to the *SLSA eLearning User Guide* available on the [SLSA IT Helpdesk](#) website for more information about the online SLSA courses available, as well as the frequently asked questions by both members and trainers/assessors/facilitators. There is also the [Every Day Lifesaver App](#) available which uses gamification to make learning DRSABCD more engaging and is a great online tool for members to refresh their knowledge of how to perform a primary assessment.

Training Videos

At the time this document was published, the following SLS training videos are available in the [SLS Members Area](#) Document Library for members to view in preparation for their skills maintenance and for general refresher training.

Aquatic rescue related:

- Board Rescue - Conscious Patient (2:47)
- Board Rescue - Unconscious Patient (1:49)
- Tube Rescue - Conscious Patient (3:09)
- Tube Rescue - Unconscious Patient (1:20)
- Patient Drag and Lay (1:38)
- Rock Rescue (1:24)

Emergency care related:

- Resuscitation - 1 Person (4:36)
- Resuscitation - 2 Person (4:00)
- Resuscitation - 4 Person including Oxy Viva and Defibrillator (2:14)
- Stingers (fourteen chapters in SLSQ, SLSNT and SLSWA document libraries)
- Pain Management (Methoxyflurane) (5:19)

Spinal care related:

- Spinal Board Carry - Patient in Water (2:39)
- Spinal Training Scenario 1 – Victim lying on the ground (2:23)
- Spinal Training Scenario 2 - Walk Up (0:46)
- Spinal Training Scenario 3 - Patient in Standing Position (2:23)

IRB related:

- IRB Awareness - Launch, Landing, Lift and Carry (2:50)
- IRB lift and Carry (0:20)

Suggested scenarios for use on patrol

SLSA have developed work cards and suggested scenarios that assessors and authorised delegates may use to process skills maintenance checks during quieter times on routine patrol activities. The work cards are accessible in the [SLS Members Area](#) Document Library. This learning technique is a valuable, pro-active way to revise and further develop skills throughout scheduled patrols.

Endorsed delegates

For some awards, the Club Executive may nominate suitably qualified members to act as their delegate for the purpose of assessing skills maintenance activities. The exception to this is that all Powercraft award holders (except IRB Crewperson) must be observed by qualified Assessors.

An endorsed delegate must:

- Be at least 18 years of age
- Be proficient in the award that they are assessing skills maintenance in.
- Be familiar with the process of reasonable adjustment.
- Adhere to the program of skills maintenance requested by the SLS club.
- Complete any paperwork required accurately and return in a timely manner.

The following endorsed delegate awards are currently available in SurfGuard for allocation and are valid for a period of 12 months:

- Endorsed delegate – Surf Rescue Certificate
- Endorsed delegate – Bronze Medallion
- Endorsed delegate – Silver Medallion Aquatic Rescue
- Endorsed delegate – Advanced Resuscitation Techniques Certificate
- Endorsed delegate – Spinal Management
- Endorsed delegate – IRB Crew.

Endorsed delegates should be selected on the basis of expertise in the awards being assessed. For example: Patrol Captains may assess skills in rescue techniques, radio use and signals; IRB Drivers may assess IRB Crew skills; and, first aid or ARTC trainers may assess resuscitation skills. Where club members are qualified emergency medical or ambulance officers, they may also assess resuscitation and advanced resuscitation skills.

Endorsed delegate's full names should be minuted at a Club Executive meeting annually and they will need to be briefed prior to conducting any assessment on:

- what skills maintenance activities are to be run
- the skills they are required to assess
- the key competencies they should be looking for in assessing skills (e.g., depth and rate of compressions in CPR, personal safety and patient care in a tube rescue, safely navigating conditions on a board, operational knowledge of radio use)
- the process of reasonable adjustment and how it might be applied
- what paperwork needs to be completed
- who paperwork should be returned to and by when

Where a delegate has assessed skills maintenance activities this must be recorded on the paperwork submitted. A list of participants, the skills assessed, the date assessed and the name of the person running the assessment is a sufficient record. Where a delegate has been used, a Club Executive must add their own name and signature to the paperwork. Paper records from delegates should be filed with the club's records for the season.

NOTE: There is no requirement for the delegate to enter any information into SurfGuard. This will need to be done by club officials authorised to enter data into SurfGuard.

Refer to the table below for some key questions for chief training officers and club captains to consider when selecting endorsed delegates.

Questions to consider	Points to remember
What skills do you want to delegate to someone other than an assessor in your SLS club?	This does not have to be the whole award – it can be skills within an award (i.e., run-swim-run, radio operations).
Who has the required skills and knowledge to be a delegate for these skills?	Delegates must be proficient in the award they are delegated to conduct skills maintenance for. Skills maintenance for all Powercraft awards (except IRB Crew) need to be conducted by an endorsed assessor. This does not have to be groups of people (i.e., patrol captains) – it can be individuals (i.e., specific patrol captains).
Do these members wish to be delegates?	The chief training officer or club captain may feel that someone is perfect but remember that they may not want this responsibility. Ask them and explain what it entails (i.e., taking part in a briefing, paperwork required).
When is your next Club Executive meeting?	Delegates will need to be recorded as delegates in the meeting notes, so the above needs to take place before your next meeting.
How will you brief your delegates?	A briefing will need to take place for delegates on what skills need to be run and the key competencies they are looking for, as well as the process of reasonable adjustment and the paperwork process (what needs to be completed and by when). This could be a formal briefing which takes place for all delegates before conducting any skills maintenance or could take place on the proficiency day with assessors/training officers supporting delegates through the process this season.

Skills maintenance reporting

Surf lifesaving clubs, branches and state centres have several reporting options to monitor the proficiency status of their members.

SurfGuard reporting on proficiency status

There is a *SLS Skills Maintenance SurfGuard Custom Report Template* for each organisation level (SLS club, branch, state centre) in SLS Members Area Document Library that you can upload into SurfGuard and run. It is a restricted resource for trainers and assessors.

When uploading the report, be sure to:

- select the organisation level in SurfGuard that you require the report for prior to entering the custom report menu.
- Select the scheduled report status before running the report if you wish to have this report automatically sent to your email at selected times during a selected date range.

VIEW DOCUMENTS

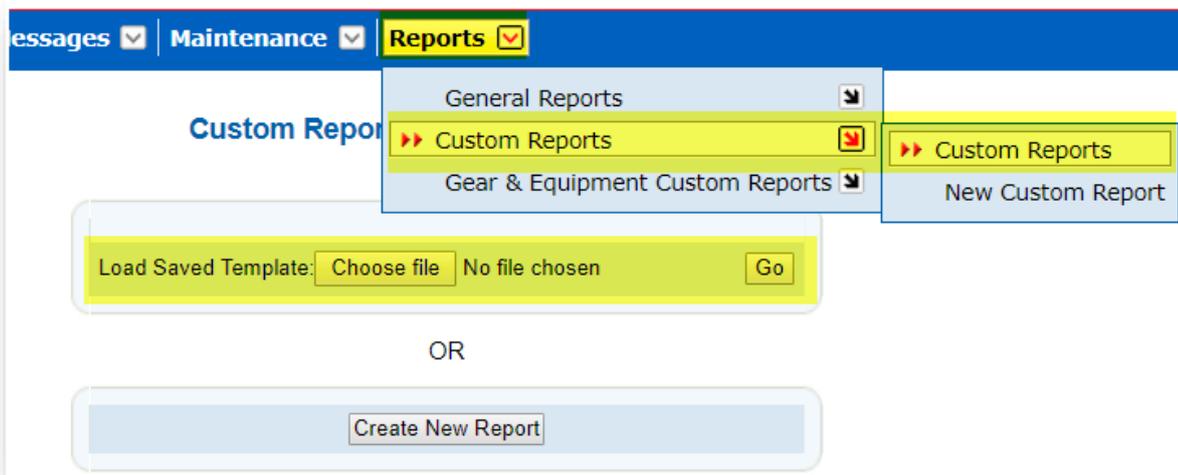
Organisation: Surf Life Saving Australia | Search: Custom Report Template | Sort by: Most relevant | Reset

Documents (4)

Categories	Skills Maintenance - SurfGuard Custom Report Template - National Level	Skills Maintenance - SurfGuard Custom Report Template - Branch Level	Skills Maintenance - SurfGuard Custom Report Template - Club Level	Skills Maintenance - SurfGuard Custom Report Template - State Level
All	Updated 17 Jun 2019	Updated 17 Jun 2019	Updated 17 Jun 2019	Updated 17 Jun 2019
Sports	File size 47.01 kB	File size 46.63 kB	File size 46.7 kB	File size 46.8 kB
Lifesaving	File type XML	File type XML	File type XML	File type XML
Education	Skills Maintenance - SurfGuard Custom Report Template - National Level	Skills Maintenance - SurfGuard Custom Report Template - Branch Level	Skills Maintenance - SurfGuard Custom Report Template - Club Level	Skills Maintenance - SurfGuard Custom Report Template - State Level
Member Services	DOWNLOAD	DOWNLOAD	DOWNLOAD	DOWNLOAD
Circulars/Publications				
Governance/Policies				
Administration				
Work Health & Safety				
Nippers				
Other				

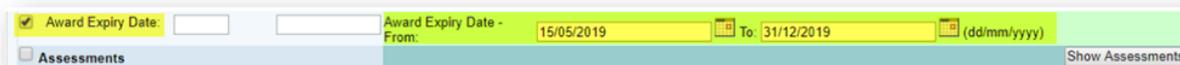
Step 1:

Upload into SurfGuard the appropriate skills maintenance customer report for the organisation level you wish to report on.



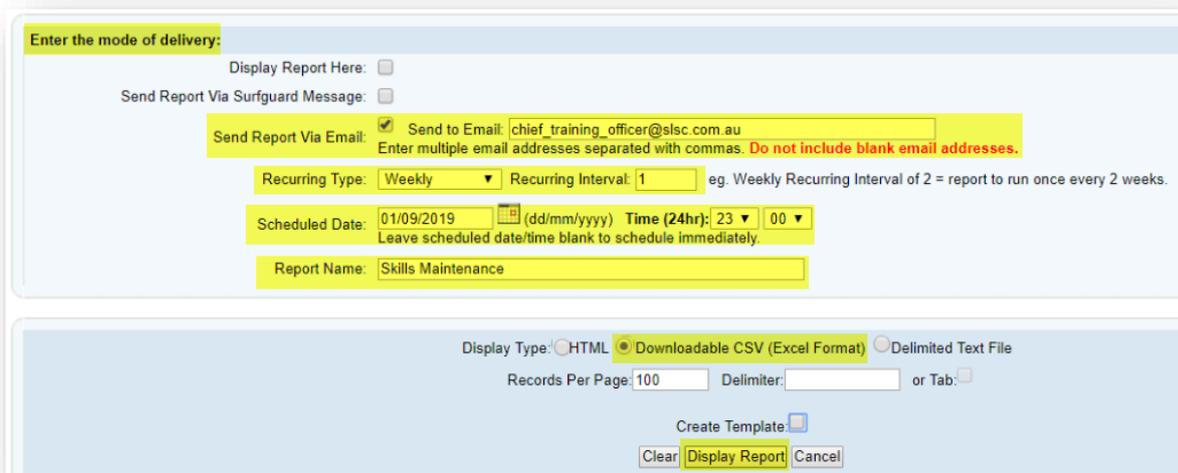
Step 2:

Update the 'Award Expiry Date' year to the current year, e.g., change 2018 to 2019, 2019 to 2020



Step 3:

Enter in your preferred mode of delivery options before displaying the report.



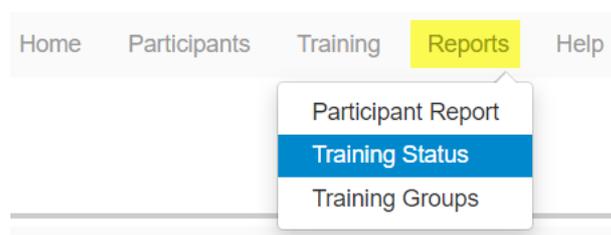
eLearning reports on theory component completed online

Club chief training officers with SLSA eLearning admin access can run training status reports in the SLSA eLearning platform to identify members with SLS Members Area Accounts who have completed online theory components. Clubs are advised to refer to their SurfGuard club officer settings to note who their current chief training officer is as well as submit a request to the [SLSA IT Helpdesk](#) for any additional assessors and endorsed delegates who require admin access to run skills maintenance reports.

Surf lifesaving clubs using the new SLSA Assessment mobile application may also see at any time the online course completion status of members with SLS Members Area accounts who are registered in the app for a specific skills maintenance event.

Step 1:

Go to the training status report within the SLSA eLearning platform's Reports menu (admin access required to view)



Step 2:

Enter in your preferred mode of delivery options before displaying the report.

Training Status Report

Sub Organisation: Avalon Beach

Training Item - Select an individual, bundle or group item

Individual: Select a training item

OR

Bundle: *Bronze Medallion Skills Maintenance 2018/19

OR

Group: Select a training item

Date Training Was Assigned: SLS Year From: 01/09/2018 To: 30/04/2019

Date User was Created: SLS Year From: 01/09/2018 To: 30/04/2019

Date Course was Completed: Last 365 days From: 29/05/2018 To: 29/05/2019

Deployment

Interstate deployment

SLSA set the minimum standard required for skills maintenance. Members who are visiting another club and wish to patrol, or who are transferring to a new club and have already conducted their skills maintenance, are only required to bring proof of membership and proof of completion of their skills maintenance. All clubs are required to accept this evidence as having demonstrated an acceptable level of skill for active lifesaving. Clubs must give visitors and transferring members a short induction before commencing patrolling duties in a new location. The *SLS Club Induction* template is available in the [SLS Members Area](#) Document Library (WHS Category).

Overseas deployment

Where SLS members are offered an opportunity to travel overseas on behalf of SLS, and as a consequence miss scheduled skills maintenance sessions or return outside of the set date for renewal of awards for the season, they can apply to their SLS state/territory centre to have their skills maintenance completed.

These members will still be delivering SLSA awards while on assignment, and therefore maintaining the currency of their skills in these awards. SLS need to be flexible and accommodate these members who can't fulfil the requirements of the annual skills maintenance by virtue of them undertaking international development work, while not compromising SLS standards.

Suggested Procedure:

- The responsibility still lies with the individual member to maintain financial status and maintain their proficiency
- Members must be financial at time of application for proficiency
- Member deployed overseas applies to their State Education Manager to have their awards made proficient. The process from here is the decision of the state and can be managed individually. Evidence must be provided that they have maintained currency in the skills for the awards which they are seeking proficiency. This evidence may take the form of letters from the host, video, documents used for training, etc.
- Where evidence cannot be provided due to the skills not being utilized while offshore (eg Powercraft), extension of time should be given to allow the member the opportunity to complete the said skills maintenance next time they return to their club
- A maximum extension of time for any award proficiency is three years.

Reasonable adjustment for skills maintenance assessments

As an inclusive organisation, SLS offers members reasonable adjustment for skills maintenance assessment where appropriate.

The principle of reasonable adjustment means 'to alter or change the conditions under which someone performs a task to enable them to demonstrate a similar level of competence as any other person performing the same task'. Basically, the assessment process and conditions may be altered so long as the requirements remain the same so as not to disadvantage an individual.

If you are unsure about whether a reasonable adjustment can be made, you should seek a second opinion from another assessor or facilitator and be sure to make a note of any reasonable adjustments you have made within the SLSA Assessment App or on your final paperwork.

Surf lifesaving activities require a reasonable level of fitness and physical ability. While SLSA encourages participation from all members of the community, we expect that active patrolling lifesavers are physically capable of performing lifesaving and rescue functions. If a member is unable to perform lifesaving and rescue functions, they should report their injury and follow the return to surf duties process before completing skills maintenance at a later date to maintain their award proficiency.

To make a reasonable adjustment, read the assessment carefully and give consideration to the following:

- The requirements of the task—What is this particular task actually assessing?
- The assessment conditions under which the task is to be performed—If the conditions at the time are different, will this make the task harder?
- The ability to replicate the skill being demonstrated—Would the member be able to do the assessment again at another time without the adjustment?
- How you will record what reasonable adjustment was made along with the outcome, e.g., recording individual participant responses to theory questions if the questions were asked and answered verbally

NOTE: Reasonable adjustment cannot be made if a member is not able to perform resuscitation on an adult on the floor or has an injury that prevents them from performing lifesaving and rescue functions.

Examples of reasonable adjustment

Example 1

The requirements of the run-swim-run are to demonstrate an individual's ability to:

- Run a medium distance on the sand
- Swim a medium distance in the surf
- Perform both of these at a reasonable pace

If the surf conditions are moderate-to-rough on the day you are conducting the activity, you may make a reasonable adjustment along the following lines:

- Adjustment Option 1: allow extra time for your members to complete the activity. How much time you allow is up to your discretion and judgement— you must feel confident that the members are able to demonstrate the skills in the time you allow. Too much time will not meet the criteria of 'reasonable pace'.
- Adjustment Option 2: reduce the distance members are required to swim. Again, you will need to use your discretion and judgement – is the distance you have determined sufficient to demonstrate competence in surf swimming?

Example 2

The requirements of the theory component are to read and answer written questions in English. A learner with issues relating to language, literacy or numeracy may be asked to demonstrate a process rather than explain it in writing.

Providing feedback

The theory and practical components of SLS skills maintenance is reviewed each year by the national lifesaving management and advisory committees.

Feedback on any component of SLS Skills Maintenance can be supplied these committees at any time within the online feedback form of the online skills maintenance course or by contacting SLSA using the details below:

Mail: Surf Life Saving Australia, PO Box 7773, Bondi Beach NSW 2026

Phone: (02) 9215 8000

Email: info@slsa.asn.au

Appendix 1 – Bronze Medallion award change summary

Year	Change
2002/03	<ul style="list-style-type: none"> • 32nd edition training manual released • 7 units of competency aligned to 32nd edition training manual • Full Certificate II in Public Safety (Aquatic Rescue) obtained after 20 hours patrol • WHS information added
2004/05	<ul style="list-style-type: none"> • RPL or credit transfer to full Cert II is available to proficient members
2005/06	<ul style="list-style-type: none"> • 32nd edition training manual (version 2) released • Oxygen therapy and oxygen aided resuscitation added to the resuscitation component of the Bronze • 'C' in DRABC changed to 'check signs of life' • Certificate II in Public Safety (Aquatic Rescue) compulsory for all new members undergoing proficiency the year after qualification • Requirement for 'on the job training' replaced with 'patrol familiarisation' activity
2006/07	<ul style="list-style-type: none"> • Members who do not have a Certificate II in Public Safety (Aquatic Rescue) after December 30 will no longer be able to patrol
2008/09	<ul style="list-style-type: none"> • 33rd edition training manual released • Two-person tube rescue added • Section on systems of the body added
2009/10	<ul style="list-style-type: none"> • Defibrillation awareness added — 'D' added to DRABCD • Resuscitation rates and protocols replaced with 30:2
2010/11	<ul style="list-style-type: none"> • Radio proficiency added
2011/12	<ul style="list-style-type: none"> • IRB awareness added • 'S' added to DRSABCD, send for help
2012/13	<ul style="list-style-type: none"> • 2 new signals added: <ul style="list-style-type: none"> – Submerged patient missing (Code X) – All clear • Inclusion of CPR on infants • Treatment of anaphylaxis, using an autoinjector
2013/14	<ul style="list-style-type: none"> • 34th edition training manual released • Theory paper added to skills maintenance assessment
2016/17	<ul style="list-style-type: none"> • 34th edition (revised July 2016) training manual released • ARC guideline changes: <ul style="list-style-type: none"> – Compression rate (100 – 120 compressions per minute) – Heart attack first aid treatment (give aspirin unless anaphylaxis is a contraindication) – Shock first aid treatment (no longer raise legs) – Heat exhaustion first aid treatment (give electrolyte sports drink) – External bleeding first aid treatment (no longer raise bleeding limb) – Spinal management (removal of standing spinal and application of a cervical collar)
2017/18	<ul style="list-style-type: none"> • October 2017 reprint of <i>SLSA 34th edition Public Safety and Aquatic Rescue (revised July 2016)</i> • ARC guideline change—checking resuscitation equipment (notably oxygen pipe connection, assembly or resuscitation bag valve devices). • EpiPen administration (now 3 seconds and no massaging injection site)
2018/19	<ul style="list-style-type: none"> • ARC guideline changes: <ul style="list-style-type: none"> – Severe bleeding (prioritise management of severe bleeding over airways) – Tourniquets (use of two) – Haemostatic dressing (to manage severe bleeding) – New guideline for first aid management of a diabetic emergency (9.2.9)