



Surf Life Saving Australia

Title:	Expression of Interest - Powercraft Training Manual Review Working Groups
Document ID:	Circular 70/21-22
Audience:	Education Management and Advisory Committees Lifesaving Management and Advisory Committees State/Territory Centres, Branches & Clubs SLS Members with powercraft expertise
From:	Pamela Simon - National Learning and Development Manager Shane Daw – National Coastal Safety Manager Chris Jacobson - SLSA Chair, Lifesaving Tracey Hare-Boyd – SLSA Chair, Education Matt Thompson- SLSA Chair, Powercraft Advisory Group
Date:	19 April, 2022
Summary:	Surf Life Saving Australia (SLSA) is seeking expressions of interest (EOI) for the Powercraft Training Manual Review Working Groups. The objective of these working groups is to review the <i>Powercraft Training Manual 8th Edition</i> content and update it to meet the current and future needs of the IRB Crew award, Silver Medallion IRB Driver award and the RWC Operator award courses. The updated manual will be divided into two training manuals, one for IRB (Crew and Driver) awards and the other for the RWC Operator award, both manuals will have a review Working Group dedicated to updating the content.

Overview

To ensure course outcomes meet the current and future needs of SLS members, the IRB Crew award, Silver Medallion IRB Driver award and the RWC Operator award courses are to be reviewed and updated to align with current requirements and best practice. In keeping in alignment with previous course reviews this review will be completed in three stages:

1. Curriculum development
2. Powercraft Manual review
3. Course Design

The **first stage** will review/develop a full curriculum for both IRB and RWC operations awards. This will inform the powercraft manual and course design phases. The curriculum development will be undertaken by the powercraft advisory group (PAG) and presented to the Lifesaving committee for endorsement. This stage is almost complete.

The **second stage** will require two Working Groups to review and write content to update the training manual/s. The current *Powercraft Training Manual 8th Edition* covers both IRB (crew and driver) and RWC operations in a hardcopy manual. The 9th Edition Manual/s will move to the SLSA Publications App as an electronic manual and be split into two training manuals, one for IRB (Crew and Driver) awards and the other for the RWC Operator award, each manual will have its own manual review Working Group. We are currently seeking EOI for this second stage of the project to be followed by the **third stage**, course design, which will be completed by the Course Design Working Group, to be formed later in the year.

Working Groups will be appointed based on skills and expertise rather than state-based composition. The manuals will go through two comprehensive rounds of review by the PAG, Lifesaving and Education Committees and a sense check group.

Terms of Reference

Please refer to Appendix 1 for a copy of the Working Group's Terms of Reference (TOR).



Online Expression of Interest Form

Two online expression of interest forms have been created to collect information from members wishing to be part of the working groups, one for the IRB manual review and one for the RWC Operator manual review. Please ensure you select the link that corresponds to your area of interest.

Expressions of interest received will go to your SLS state/territory centre for endorsement before selection. The personal details of nominees collected by Surf Life Saving Australia are for selecting working group members only. They will only be disclosed to the SLSA board, committee chairs and Surf Life Saving Australia staff.

IRB training manual review Working Group EOI:

[Click here](#) to submit your expression of interest for the **IRB manual review Working Group** or enter the following address into your web browser: <https://form.jotform.com/220999213666870>

RWC Operator training manual review Working Group EOI:

[Click here](#) to submit your expression of interest for the **RWC manual review Working Group** or enter the following address into your web browser: <https://form.jotform.com/221000280477848>

Selection Process

1. Completed expressions of interest submitted before COB May 6, 2022 will be accepted.
2. All expressions of interest will be considered as per the Terms of Reference.
3. Applicants will be notified of their further involvement by May 16, 2022

Further information

Please contact the SLSA Learning and Development Coordinator if you have any questions about the process or completion of the online expression of interest form, email: education@slsa.asn.au

Appendix 1: Terms of Reference

Surf Life Saving Australia	
Terms of Reference	
Name:	Powercraft Training Manual Review Working Group
Created/Authorised by:	Pamela Simon - National Learning and Development Manager Shane Daw – National General Manager Coastal Safety Chris Jacobson - SLSA Chair, Lifesaving Tracey Hare-Boyd – SLSA Chair, Education Matt Thompson- Chair, Powercraft Advisory Group
Type of Group:	Working Group
Purpose:	To deliver <i>Powercraft Training Manual/s 9th Edition</i> that meets the current and future needs of the IRB Crew award, Silver Medallion IRB Driver award and the RWC Operator award courses. Following a curriculum review to align powercraft courses with current requirements and best practice the <i>Powercraft Training Manual 8th Edition</i> will be reviewed and updated. The updated manual will be divided into two training manuals, one for IRB (Crew and Driver) awards and the other for the RWC Operator award. To provide interactive functionality and ease of access the manuals will shift to an electronic format that can be accessed through the SLSA Publications app.

Surf Life Saving Australia

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Responsibilities:	<ul style="list-style-type: none"> Review current content and recommend updates Write new content that reflects current best practice Split manual content to form two training manuals, IRB Crew and Driver and RWC Operator Participate in workshops to present and review recommendations Provide advice and guidance on any required images, graphics and videos that need to be produced to support the manual/s content. 												
Authorities and limitations	<ul style="list-style-type: none"> Can make recommendations for improving the powercraft training manual including edits to current content, adding new content and any additional requirements The working group has no delegation for approval of expenditure. The working group is not intended to replace the decision-making authority of SLSA or stakeholders or replace the associated accountabilities of their respective boards or staff. 												
Composition:	<p>The Working Group shall be comprised of:</p> <ul style="list-style-type: none"> 5-7 members SLSA Chair of Lifesaving SLSA Chair of Education The SLSA Learning and Development Coordinator or his/her nominee (who shall act as secretariat) <p>Notes:</p> <ul style="list-style-type: none"> Chairperson to be determined during first meeting Visitors and/or observers may attend meetings by prior consent of the Chair In the absence of the Chair, the Chair shall appoint one of its members to act during such absence The composition of the Working Group should reflect the diversity of our membership. 												
Appointed By:	<p>SLSA Chair of Lifesaving SLSA Chair of Education National Powercraft Advisor</p>												
Reports to:	<p>Education and Lifesaving Committees</p>												
Quorum:	<p>The quorum for any working group meeting shall be at least four (4) members (excluding SLSA staff)</p>												
Meeting Schedule:	<p>The working group shall meet as required to progress the review within the project timeframes. Engagement outside of agreed meetings may also be required.</p> <p>Below is a proposed schedule for the manual review, this may be subject to change.</p> <table border="1" data-bbox="585 1473 1511 2004"> <tr> <td data-bbox="585 1473 756 1626">Initial meeting (via Teams)</td> <td data-bbox="756 1473 1295 1626"> <ul style="list-style-type: none"> Assign content for review to working group members (split manual into IRB and RWC content) </td> <td data-bbox="1295 1473 1511 1626">May 2022</td> </tr> <tr> <td data-bbox="585 1626 756 1771">Content review</td> <td data-bbox="756 1626 1295 1771"> <ul style="list-style-type: none"> Working Group to review assigned content and make recommendation on required changes and write any new content required </td> <td data-bbox="1295 1626 1511 1771">May/June 2022</td> </tr> <tr> <td data-bbox="585 1771 756 1928">Face-to-face workshop</td> <td data-bbox="756 1771 1295 1928"> <ul style="list-style-type: none"> Working group member to present recommended changes and added content Review group to agree on proposed changes </td> <td data-bbox="1295 1771 1511 1928">July 2022</td> </tr> <tr> <td data-bbox="585 1928 756 2004">Consultation</td> <td data-bbox="756 1928 1295 2004"> <ul style="list-style-type: none"> Seek feedback on suggested changes from education and lifesaving committees </td> <td data-bbox="1295 1928 1511 2004">July/August 2022</td> </tr> </table>	Initial meeting (via Teams)	<ul style="list-style-type: none"> Assign content for review to working group members (split manual into IRB and RWC content) 	May 2022	Content review	<ul style="list-style-type: none"> Working Group to review assigned content and make recommendation on required changes and write any new content required 	May/June 2022	Face-to-face workshop	<ul style="list-style-type: none"> Working group member to present recommended changes and added content Review group to agree on proposed changes 	July 2022	Consultation	<ul style="list-style-type: none"> Seek feedback on suggested changes from education and lifesaving committees 	July/August 2022
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	Final updates training manual	<ul style="list-style-type: none"> Update training manual as per agreed changes/ feedback Determine graphics and photography requirements 	August 2022
	Consultation	<ul style="list-style-type: none"> Circulate changes for final feedback Make any required updates 	September 2022
	Finalise manual	<ul style="list-style-type: none"> SLSA to load updated manuals onto the Publications app. Working group to review manual in app. 	October/November 2022
Provision of Recommendations:	All listed members excluding the chairperson and SLSA staff, shall be entitled to contribute to any recommendation at all meetings at which they are present in person, or by proxy. The chairperson shall have the right to determine the final recommendation where a consensus cannot be reached.		