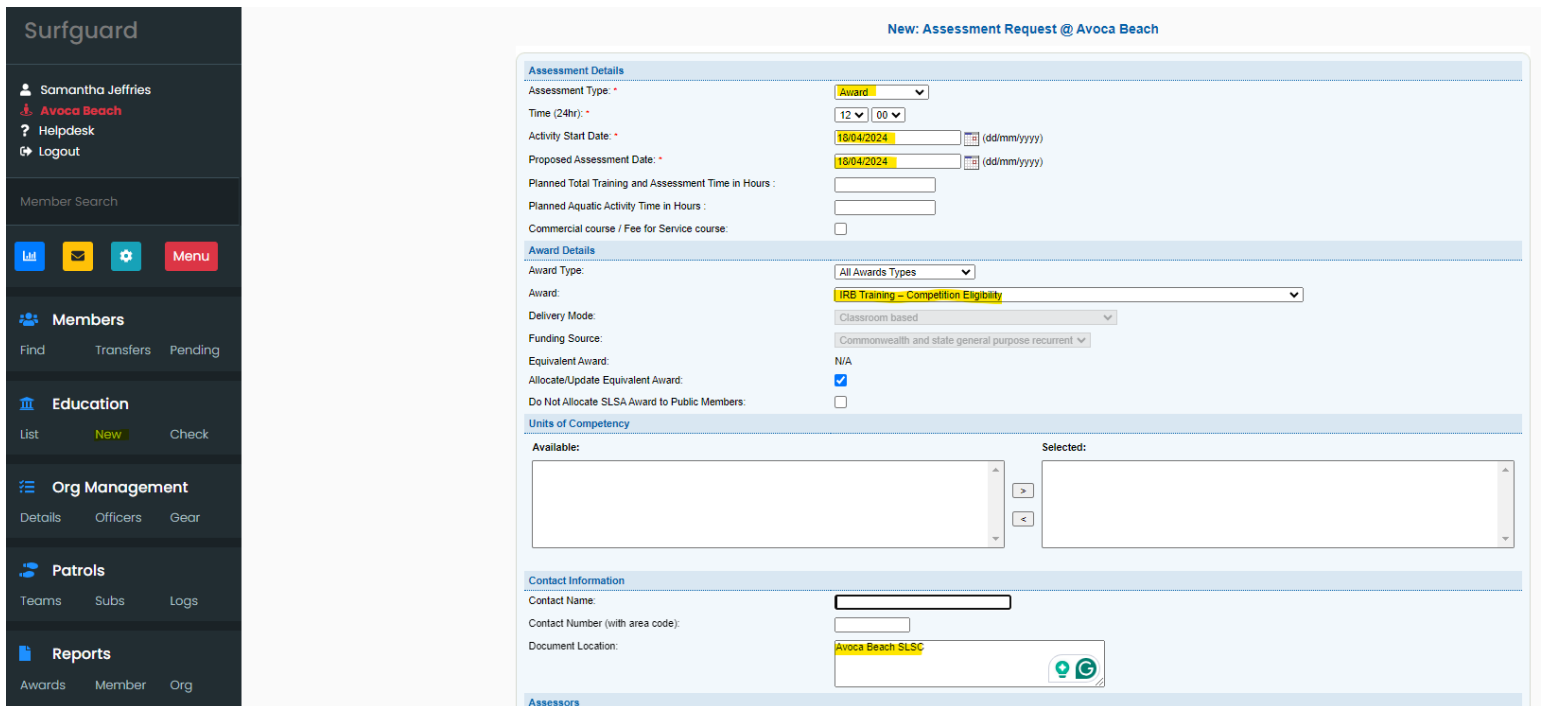


Memorandum

To:	2024 Sharkskin NSW IRB Series Team Managers
From:	Jim Pinnington, Surf Sports Manager;
Date:	15 May 2024
Pages:	2
Subject:	Club Guide: How to Enter the IRB Training – Competition Eligibility award in Surfguard

1. Create a “New” Assessment Request – select NEW under the Education tab on left hand side of Dashboard.
2. Add the Activity Start Date and Proposed Assessment Date accordingly.
3. Select “IRB Training – Competition Eligibility” award in Award details.
4. Ensure the location of supportive documentation is listed in “Document Location” box.



The screenshot shows the 'New: Assessment Request @ Avoca Beach' form in Surfguard. The left sidebar contains navigation options like 'Members', 'Education', 'Org Management', 'Patrols', and 'Reports'. The main form area is divided into several sections:

- Assessment Details:** Includes fields for Assessment Type (set to 'Award'), Time (12:00), Activity Start Date (10/04/2024), Proposed Assessment Date (10/04/2024), Planned Total Training and Assessment Time in Hours, Planned Aquatic Activity Time in Hours, and Commercial course / Fee for Service course (unchecked).
- Award Details:** Includes Award Type (set to 'All Awards Types'), Award (set to 'IRB Training - Competition Eligibility'), Delivery Mode (Classroom based), Funding Source (Commonwealth and state general purpose recurrent), Equivalent Award (N/A), Allocate/Update Equivalent Award (checked), and Do Not Allocate SLSA Award to Public Members (unchecked).
- Units of Competency:** Features two lists: 'Available' and 'Selected', with arrows indicating the ability to move items between them.
- Contact Information:** Includes fields for Contact Name, Contact Number (with area code), and Document Location (set to 'Avoca Beach SLSC').
- Assessors:** A section at the bottom for listing assessors.

5. Scroll down to Comments - Ensure any comments regarding the allocation of this award is noted in the “Comments” box
6. Candidates – click on “Get Candidates” this will list all eligible members to the “Available” list – Please highlight the members that have satisfied the 20hrs of IRB Competition Training. Click the arrow to drop them in the “Selected “box.

Candidates:

Branch: Organisation:

Include Non Financial Members

Filter Available Members Further: (recommended for organisations with a large amount of members)

Member ID:

First Name:

Last Name:

Available:

Selected:

7. Once all candidates have been added to the “Selected” box – **“Save”**
8. The assessment request will be sent to SLSNSW for approval and members will be allocated the IRB Training – Competition Eligibility award.

If you are experiencing any issues, please contact surfsports@surflifesaving.com.au