

Bronze Medallion

SNB Central Venue Assessment Guidelines

Preparation and Organisation

Purpose and Scope

This document is intended for Chief Instructors, Assessors, Training Officers and Candidates for the SLSA Bronze Medallion (BZ).

It is intended to provide guidance to Clubs and members on preparing for, conducting and participating in SNB's Central Venue Assessments. This document should be read with care by all stakeholders in the BZ process, especially Board of Education (BoE) members.

Bookings

Clubs wishing to host a Central Venue should email the Branch Education staff member specifying the date and time of the proposed assessment, as well as its scope (BZ, Dry and/or Wet).

- Strict capacity limits are published from time to time in consultation with the Clubs concerned. Branch may decide to open additional venues or postpone bookings if capacities are reached on a particular assessment.
- The Director of Education (DOE) or delegate will solely determine the Assessor-in-Charge at each venue.
- Clubs wishing to book Candidates into ANY assessment (including one they are hosting) must provide names of Candidates at time of booking via email to the Branch Office so that the names can be posted into the sign on book/tracking schedule (See SNB Central Venue Candidate Bookings for detailed information).
- Clubs must ensure that Candidates will meet the minimum age requirement on both days that they are booked in to be assessed (not just on the planned date of their Wet assessment).
- Bookings close 7 days in advance of the assessment date or when the assessment is fully booked, whichever occurs first.
- Assessment Request completed in Surfguard
- Candidates (including re-presents) arriving at an assessment that they are not booked into, will not be assessed.
- BZ assessments are scheduled and run separately to SRC assessments for all components.
- The maximum period of time between a Candidate starting an assessment (eg. Dry assessment) and completing the assessment (eg. Wet assessment) is 3 months. Candidates exceeding this gap must be re-assessed in full. This includes Candidates representing in any one task.

Gear Requirements

At a minimum each Club **MUST** provide the following gear for every 6 Candidates booked in, up to a maximum of three (3) sets of gear. Clubs that turn up to an assessment without equipment and without having made prior arrangements with another Club (including the host Club), may not be assessed. Recommendation - If Clubs present an uneven number of candidates, they should consider bringing an extra person to the assessment to act as a patient eg a probationary Training Officer.

For Dry assessments:

- Manikins- Adult and Infant in working order. Candidates need to be able to demonstrate correct inflation and depth of compression, so the lung bag and return springs should be in working order. Manikins should be cleaned in accordance with SLSA requirements.
- AED training unit in working order. Candidates must be able to turn on an AED and follow the prompts, batteries and remotes should be fully operational. The AED should be programmed correctly to assess patient and shock a patient every two minutes and the pads must be clean enough to adhere to a manikin.
- Oxy-viva unit, including an oxygen cylinder with sufficient oxygen. Candidates must be able to demonstrate that they can turn the oxygen on and off as required and manage the oxygen flow for Assessment Task 4 – Resuscitation – Multi Candidate resuscitation
- Hand-held radio x2 in working order. Batteries must be charged and programmed as per SLSA Requirements including training channels.
- Resuscitation masks - one per candidate. Candidates must have their own personal mask, or a clean mask in accordance with SLSA Requirements.
- First Aid kit. For assessments these **MUST** contain the following items at a minimum:
 - Cotton or Wool Blanket
 - Space/Emergency blanket
 - 2 x bandages (compression or conforming are suitable)
 - 2 x triangular bandages
 - Ice pack (old, used instant ice pack is OK – as is a simulated ice pack)
 - Saline
 - Gloves
 - Face Mask
 - Placebo Epi pen
 - Placebo asthma puffer and spacer
 - Patient handover forms

As Candidates are required to demonstrate the use of these items, Clubs should expect that any packaging may be removed.

For Wet assessments:

- Rescue board – must meet current SLSA requirements (for example, no chips, broken straps)
- Rescue tube (mandatory) + fins (optional) – must meet current SLSA requirements
- First aid kit (as per Dry Assessments)
- Oxy-viva unit (as per Dry Assessments)
- Spinal board
- 2x whistles
- Club or other non-patrol caps—**one per candidate**
- Hi-Vis vest in SLSA approved colours - **one per candidate**

ALL Candidates must wear caps and hi-vis rash vest for ALL Assessment Tasks in the Wet assessment.

Personnel and Paperwork

Each group of Candidates **MUST** be accompanied to both assessment sections by a Training Officer. The Training Officer should bring the following **CURRENT** forms for the group:

- Assessment Sign-off Sheet (which can be found at the back of the BZ Learner Guide) - **one per candidate**, with the following sections signed off:

- Induction and Prerequisite Swim – this should have been **signed off by a Training Officer at the start of the course.**
- Assessment Task 5 – Learner Guide Questions – signed off by an Assessor, who can be from the same Club as the Candidates.

It is the Training Officer's responsibility to ensure that they have downloaded the current versions of all forms from the Members Portal.

Assessment Task 5- Learner Guide

Candidates must EITHER:

- Complete the Learner Guide and submit it to the Club Assessor; OR
- Print out the Course/Chapter Completion Certificate from the e-Learning platform (access via Members Portal / Lifesaving Online / Courses) and submit it to the Club Assessor; OR
- A combination of both of the above options and submit all to the Club Assessor.

Hosting Clubs

For Dry assessments, the host club needs to provide access to clear areas sufficient to conduct the assessment **and** waiting areas where Candidates have suitable shelter and access to facilities.

For Wet assessments, the host club must provide an IRB (and accompanying IRB personnel) for water safety. The IRB and personnel should be on the beach in readiness 20 minutes before the scheduled assessment start time, to consult with the Assessor-in-Charge and place buoys ready for the Run-Swim-Run.

Clubs are required to provide a range finder to assist with setting the Run- Swim-Run course. Please consult Branch prior to assessment day if a range finder is not available.

The host Club is expected to provide some refreshments (especially water) for Assessors and have sunscreen available for Candidates and Assessors. In addition, Assessors require a suitable space in the Clubhouse to complete paperwork following the assessment.

Clubs to provide 6 posts to be used to attach flags for Patrol Scenarios areas. Posts can be star pickets of about 1.2m in height. Flags will be supplied by Assessor-In-Charge on the day.

It is up to the host Club to provide water safety equipment and personnel and to ensure there is adequate water safety for candidate numbers. No part of the wet assessment is to commence until water safety is in position.

Risk Assessments

A Risk Assessment is to be conducted before every Wet Assessment, consistent with the SLSA Water Safety Policy 1.1 June 2014. Completion is the joint responsibility of the Assessor-in-Charge and the host Club's water safety supervisor. Completed documentation should be filed at the host Club. If the smart phone App is used, email a copy of the form to the host Club.

If at any time conditions are deemed too dangerous to conduct an assessment (ref. risk assessment form and SLSA SOP's), the Assessor-In-Charge can determine the assessment be moved to another location or deferred. Conditions can also change throughout the assessment and the Assessor-In-Charge is to continually monitor conditions for the duration of the assessment.

All aquatic activities are to conclude by 4pm during Daylight Saving Time and 3pm during standard time to align with carnival requirements and allow time for search and rescue operations.

The Assessor-In-Charge should ensure the Patrol Captain and any Council Lifeguards are informed of the commencement and likely completion time. Discuss water safety and proposed location of assessment. If there

are concerns about the assessment process by the Patrol Captain, the Assessor-In-Charge will advise SurfCom and the Duty Officer.

Assessor Coordination

- The **Director of Education (DOE)** or their delegate has sole discretion to appoint the Assessor-in-Charge at any particular assessment
- The **Assessor-in-Charge** should not be regularly involved in the assessing of Candidates. It is their role to:
 - Ensure safe conduct of the assessment, including but not limited to aquatic risk assessment
 - Oversee the assessment, including allocation of Assessors to stations and to offer a second opinion in the cases of borderline or disputed assessment results.
 - Field serious complaints about the assessment or the conduct of Assessors, Training Officers or Candidates
 - Brief and debrief Assessors at the assessment.
 - Brief Training Officers and Candidates upon arrival.
- **Probationary Assessors** are welcome to attend any Central Venue assessment to improve their skills.
 - The Assessor-in-Charge will pair Probationary Assessors up with Endorsed Assessors.
 - At no point should Probationary Assessors be solely responsible for determining a candidate's competence in any Assessment Task.
 - Probationary Assessors are expected to maintain the same standards as Endorsed Assessors and are equally bound to follow the SLSNSW Academy Handbook, Standard Operating Procedures (SOPs) and Code of Conduct.
- **Training Officers** – probationary and endorsed – are welcome to observe assessment tasks at the discretion of the Assessor-in-Charge.

Conduct of Assessments

Assessment Guidelines

Assessments are to be conducted in accordance with the **current** Delivery and Assessment Guides for this Award.

These Delivery and Assessment Guides are only available to **current** Endorsed Trainers, Assessors and Facilitators via the Restricted Resources section of the Library on the Members' Portal.

To provide transparency, the sections of the Delivery and Assessment Guides that relate to the specific Dry and Wet Assessment Tasks have been reproduced in full in this document.

Nerves

Candidates are often nervous at assessments and Assessors will do their best to help Candidates deal with their nerves.

Reasonable Adjustments

Assessors are permitted to make 'reasonable adjustments' to assessment activities based on a candidate's specific circumstances.

These include adjustments for:

- Disabilities; and
- Language, literacy or numeracy (LLN) issues.

If Candidates have any special circumstances that may be relevant, Trainers and Candidates should discuss these with the Assessor-in-Charge when signing in to Assessments.

Candidates that are deemed Not Yet Competent (NYC)

In the event that a Candidate is deemed NYC, the Candidate and their Training Officer will be provided with written feedback from the Assessor(s) concerned.

The Assessor **must** provide the Candidate with a completed Assessment Feedback Form 205 (TA205), which must referenced the specific requirements in the Training Manual in which the Candidate was deemed NYC.

The Assessor-In-Charge must also be provided with a copy of the Form before the end of the Assessment. Electronic copies are suitable (ie. a photo taken with a smart phone) so long as they are clearly legible.

Rules of Assessment

As SLSNB Assessments are conducted in accordance with Registered Training Organisation (RTO) requirements:

- Candidates that are deemed NYC in an Assessment Task **cannot** be reassessed for that Assessment Task at the same Assessment. Further training must be conducted before Candidates are represented and evidence must be accumulated over time.
- Candidates that are deemed NYC must be booked into another assessment via the Branch office using the normal booking process. Assessors-in-Charge are not equipped to take assessment bookings.
- Candidates that are deemed NYC in the primary assessment and recovery position of a live patient, 1 person adult and /or infant manikin CPR, are not permitted to complete the remaining 4 person CPR assessment task.
- Candidates deemed NYC in any other Dry Assessment Tasks may complete the remaining Dry Assessment Tasks at the same Assessment. Candidates **cannot** participate in the Wet Assessment activities until they have been assessed as Competent in both the Learner Guide Assessment Task and **all** of the dry assessment tasks.
- Candidates that are deemed NYC in the Run-Swim-Run Assessment Task are **not** permitted to complete the remaining Wet Assessment Activity (Rescues) at the same Assessment (Run-Swim-Run is the required level of fitness and surf skills required for the Rescue Activity).
- Candidates that are deemed NYC in any of the Wet Assessment Tasks except for Run-Swim-Run, can complete the other Assessment Tasks at the same Assessment **except for** Assessment Task 8 – Patrol Scenario.

Grievances and Appeals

Any complaints about the assessment and/or the conduct of Assessors or candidates and Training Officers should be fielded by the Assessor-In-Charge. In cases where the dispute cannot be resolved by the AIC, the Director of Education (DOE) or the Branch Bronze Medallion Advisor should be notified as soon as practical.

Injury

In case of injury please ensure the completion of appropriate documentation. The host club is responsible for entering incident logs onto Surfguard. Copies of all details should be provided to the Branch office. Any serious injury must be reported to the Duty Officer on call and Surfcom advised. The Assessor-In-Charge is responsible for the paperwork. All stakeholders in the assessment are bound to follow the SLSNSW Academy Volunteer Handbook, SLSA SOPs, and the SLSA Code of Conduct.

Duty Officer 0417 692 993
Surfcom 9982 5666

On Assessment Day

Report Times

Candidates and Training Officers to sign in no later than 15 Minutes before the Assessment start time.

Sign in

Candidates must sign in to the assessments in person, at which time they need to provide their Assessment Sign-Off Sheets to the Assessors to be checked.

Candidates and Trainers must ensure that the required sections of the Assessment Sign-Off Sheet have already been completed, namely the Course Induction, Swim, Learner Guide theory questions and the questions on the reverse that need to be completed prior to a candidate being assessed. If attending a Wet assessment, all Dry assessment tasks must be signed off as Competent.

If the Sign-Off Sheet has been completed correctly and the Candidate is eligible to be assessed (meets minimum age and completed the pre-requisites), the Candidate will be marked as present on the Attendance Sheet and will be allocated a number (written on hand and paperwork) that will be used to track them during the assessment.

For the Dry components of the assessment, Candidates are normally required to hand their Assessment Sign-Off Sheets to the Assessors to be signed off as they complete each Assessment Task and must ensure that Assessors mark their number off on the Candidate Tracking Sheets.

For the Wet assessment components, the Assessment Sign-Off Sheets will be retained by the Assessors until the completion of the assessment and Candidates must ensure that Assessors mark off their number as they complete each Assessment Task.

Briefing by the Assessor-In-Charge

All Candidates must be present for the briefing by the Assessor-In-Charge. The Assessor-In-Charge will explain how the Assessment will be conducted and answer any queries.

The Assessor-In-Charge will provide a debrief for Assessors following the assessment and coordinate the signing of paperwork.

Post Assessment

At the end of the Assessment, the Assessor-In-Charge will:

- Ensure that Candidates are advised whether they have successfully completed all of the required Assessment Tasks;
- Co-ordinate the signing of the Candidates' Assessment Sign-Off Sheets. The Assessment Sign-Off Sheets will be returned to the Training Officers; and
- Facilitate a debriefing session with the Assessors, and provide feedback to Training Officers, Chief Training Officers and Branch if there are any areas of concern.

Course Paperwork and Award Processing

Chief Training Officers must ensure that course paperwork for Candidates that have successfully completed **all** of the Assessment Tasks is returned to Branch within 14 days of the assessment (to enable SLS NSW to meet requirement for awards to be allocated within 30 days of completion).

Please refer to the Branch website for Course Paperwork and Award Processing Guidelines on the Branch website for detailed information: <http://surflifesaving.net.au/pages/education/course-paperwork-award-procesing.php>