

# SNB Course & Assessment Bookings

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In order to properly prepare for branch run courses and assessments, bookings must be made using the following guidelines.

## Branch Facilitated Courses

These are courses that are run by one of the Branch Facilitators including:

- Silver Medallion Beach Management
  - Silver Medallion Aquatic Rescue
  - Gold Medallion
  - Advanced Resuscitation Techniques [AID]
  - Spinal Management
  - Training Officer Certificate
  - Assessor Certificate
  - Rescue Water Craft (RWC) Certificate
1. Candidates must be booked into Branch courses by the Club's Chief Training Officer. CTOs should advise the Branch office if they have a delegate in place for bookings.
  2. Typically, CTO's may book up to 4 members into a course, providing the places are available. Any places remaining vacant 2 weeks prior to the course close date will be open to all Clubs regardless of how many candidates they already have booked in.
  3. Bookings for Branch courses close 1 week prior to the course start date, or when it is fully booked, whichever occurs first. Some courses with extensive pre-course work will have much earlier close dates eg. Training Officer Certificate courses close 4 weeks prior.

Spinal Management Courses: For every group of 6 candidates, we need 1 spinal board and 1 set of straps. As not every host club has enough equipment to provide this, it's recommended that clubs book in groups of 6 candidates and provide their own set of equipment for the course. Clubs that don't have 6 candidates should consider buddying up with a neighbouring club to achieve this.

The Branch will not "hold" places for a Club so please ensure your candidates are available and meet the relevant pre-requisites before booking them into a Branch course. It is also preferred that the Club's manage their own waiting lists for courses.

RWC training is run once per year during the off-season. Members must apply in writing, with Club endorsement. Application information is released usually in April each year.

## ARTC Central Venue Assessments

There is a monthly assessment for Advanced Resuscitation Techniques [AID] scheduled on the last Wednesday of each month. Clubs may elect to host an ARTC assessment at a date that suits their training course and should contact the Branch office when planning the training course and assessment.

Bookings close 7 working days prior to the assessment. Clubs should advise Branch of the candidate's names when booking them in for the assessment.

## **IRB Assessments**

IRB Assessments are not typically listed on the Education Calendar until the Club hosting the assessment schedules them. Clubs should advise the Branch of an assessment more than 2 weeks ahead of time as it will be added to the Calendar so that other Clubs are able to take advantage of it.

Clubs scheduling an assessment should provide the Branch with the following information at least 2 week prior to the assessment:

- Date & time of assessment
- Location
- Award being assessed (Crew, Driver or both)
- Number of candidates
- Training Officer(s) name(s)

Clubs may arrange Assessors themselves, however the Branch DoE should confirm the Assessor in Charge. Please note the following:

- All IRB Assessments must have an allocated Assessor in Charge (AIC)
- A minimum of 2 Assessors is required for all IRB assessments. The AIC can be one of these.
- Assessors should not have been involved in training any of the candidates they will be assessing
- IRB Crew may be assessed by Assessors from the same Club
- IRB Driver assessments must have an AIC from another Club

## **Bronze & SRC Central Venue Assessment Bookings**

Please refer to the SNB Central Venue Candidate Bookings for detailed information regarding these bookings.