

**Surf Life Saving Sydney Northern Beaches Inc.**

**Board of Education Meeting**

**Minutes**

**15<sup>th</sup> March 2017**

SNB Headquarters, Unit 9/1 Vuko Place, Warriewood 2102

**ATTENDANCE:** Adrienne Lowe, Director of Education; Belinda Dobson, SNB Lifesaving & Education Co-ordinator; Justin Utteridge, Long Reef; Jessica Menzies, Newport; Kieran Menzies, Newport; Steven Rahme, Nth Palm Beach; Steve Haggett, Nth Narrabeen; Mike Le Geyt, Sth Curl Curl; Kyra Jenkins, North Steyne; Andrew Hjorth, Mona Vale; Peter Fenley, Bilgola; Geoff Bateman, Mona Vale; Lindsay Davis, Freshwater; Rob Cook, Narrabeen Beach;

**APOLOGIES:** Terry Boardman, Queenscliff; Andy Cross, Nth Narrabeen; Alex Wye, Nth Curl Curl; Greg MacMahon, Collaroy; Karla MacBean, Collaroy; Tim Markovitch, Palm Beach; Guyren Smith, Newport;

**PROXIES:** Jess Menzies, Newport;

**Meeting Opened:** 7.00 pm

**MINUTES**

Item	Area	Discussion	Action	Date
	Welcome	The Director welcomed everyone to the meeting.		
579	Previous Minutes	The minutes from the meeting held on 15 <sup>th</sup> February 2018 were accepted.  Nominated by Justin Utteridge Seconded by Mike Le Geyt		
580	Business Arising	Item # 559 – ART [AID] Assessment Task 1 Online questions are different to those in the Learner Guide SLSNSW was not aware of the inconsistency and are looking into it. They will advise if the online questions can be used in place of the written questions for Assessment Task 1	SLSNSW to advise	
581	Business Arising	Item # 560 – Cert II PSAR - RPL Still in progress		
582	Business Arising	Item # 561 – ARTC to ART [AID] upgrade for patrolling members Trial resources are now being mapped to the units of competency by SLSNSW. It's looking positive that we will have them approved as an upgrade path for next season.  No word yet on an upgrade path for members with the old ARC award to the ART [AID].		
583	WH&S	Recently the Branch office received a complaint from a member of the public with regards to a club using the local beach pool for member training. On the day concerned, the beach was closed and, what is presumed to be a Bronze training group used the pool for some water-based training instead of going in the surf. Allegedly, the group were disrespectful to other users of the pool by swimming into other users, among other things.		

		<p>Clubs are reminded that they should ensure all members are respectfully to other users of the pool at all times and trainers should ensure candidates are reminded to act courteously.</p> <p>Clubs are also advised that if they know they will be using the pool ahead of time, it is possible to book lanes via the Council. SLSC's are not charged for pool use, however, Council will take into account other bookings before approving so make sure you take into account other regular users when considering booking dates &amp; times.</p>		
584	Applications from Members	<p><b>Endorsed Assessor Applications</b>  Mike Le Geyt- South Curl Curl (ART)  Seconded by Lindsay Davis &amp; Steve Haggett  Approved</p> <p><b>Training Officers endorsed since last meeting:</b>  Dave Roberts, Avalon Beach (Bronze)  John Crawford, Newport (Bronze)  Matthew Thomas, Newport (Bronze)  Scott Newey, Newport (Bronze)  Nathan Doyle, Newport (IRB)  Jessica Menzies, Newport (ART)</p>		
585	Correspondence	<p><b>SLSNSW – Nominations for SLSNSW Director Positions</b>  Nominations close 30<sup>th</sup> March 2018</p>		
586	Correspondence	<p><b>SLSNSW – VET Funding Projects email update</b>  This email was sent to all Cert IV holders, however some members appear to not have received it. The Branch will ask NSW to double check their email list.</p> <p><b>TOC Course – Accelerated Pathway</b>  SLSNSW are investigating options for members who have been involved in training for some time as “content experts” but do not have the qualifications to be endorsed.</p> <p><b>CTO Introduction &amp; Training</b>  If you would like to assist in some way in improving the training and support available for new and existing Chief Training Officers, please contact <a href="#">Steve Allan</a>.</p>		
587	Correspondence	<p><b>Cert IV TAE40116</b>  The TAE Training Package was updated in April 2016. One of the changes was to the core units of the <i>TAE40116 Certificate IV in Training and Assessment</i>, which were amended to include ‘Design and develop assessment tools’ and ‘Address adult language, literacy and numeracy (LLN) skills’.</p> <p>In July 2017, Skills Ministers agreed that trainers and assessors who do not hold the relevant units would have until 1 April 2019 to meet the new credential requirements.</p> <p><b>SLS NSW is now opening enrolments for TAE40116</b>  Address adult language, literacy and numeracy (LLN) skills.</p> <p>For further details, including information on how to enrol ref to</p>		

		the latest VET Funding Project email sent from NSW.		
588	e-Trainu Update	Recent feedback from Sth Curl Curl CTO on the e-Trainu system has been sent to SLSA and is being reviewed.		
589	Educheck	<p>SLSNSW are about to send out information on Educheck to club's CTOs. Clubs are required to complete Educheck every 2 years and this year Club's will need to submit responses via Survey Monkey.</p> <p>Educheck aims to achieve the following:</p> <ul style="list-style-type: none"> <li>• Reminds Clubs of what is needed to meet the minimum RTO compliance requirements</li> <li>• Helps Clubs plan for greater sustainability of education within the Club</li> <li>• Assist Clubs with planning education goals</li> <li>• Responses will help to guide projects and work at the Branch and State level, and identify issues</li> </ul> <p>The survey will only be open for 5 weeks and is due by the 17<sup>th</sup> April. Please ensure your CTO or delegate complete the survey. Expect it to take about 35-45 min to complete.</p>		
590	SNB Strategic Plan – Education	<p>The Director presented the Education portion of the SNB Strategic Plan, the entirety of which was presented to the BoM last week. (See attached slides).</p> <p>It was noted that some measures will change as the Branch has already met them. Some things are restricted by SLSA and SLSNSW.</p> <p>The Director requested clubs to provide her with feedback.</p>		
591	Powercraft Report	<p>Applications for this winter's RWC Training Program will be opened soon. The committee will be looking at RPL options for applicants who may not meet some of the requirements within SLS but may meet them through other means.</p> <p>RWC training will be held at Nth Palm Beach from early July. Applicants should be aware that they will be required to meet a minimum number of patrol hours on the RWC, once the award is achieved, and that the training program itself must be committed to.</p> <p>IRB Assessment Guidelines are in review and will be ready for the start of next season.</p> <p>It was requested that the circular regarding IRB Crew training during Bronze training be resent. The Branch will reissue it with these minutes.</p>		
592	Bronze Report	<p>Nothing to report due to minimal number of assessments since last meeting.</p> <p>The Bronze PSAR manual is under review nationally. Assessors who are interested in participating in a Branch review should contact <a href="#">Lindsay Davis</a>.</p>		

593	Gold Report	Nothing to report. Next assessments are Saturday 17 <sup>th</sup> March and 22 <sup>nd</sup> April.		
594	SRC Report	Nothing to report		
595	ARTC Report	As per earlier items		
596	Facilitated Course Report	Training Officer Course is starting this weekend. Further Facilitated courses will be run over the off-season.		
597	General Business Bronze/SRC Assessments	<p>Bronze Assessors are needed for the upcoming Bronze &amp; SRC assessments, particularly the SRC assessment on 24<sup>th</sup> March at Avalon Beach. Plus a few more at the SCC and Newport assessments. Please contact <a href="#">Belinda</a> ASAP if you are available to assess. Latest information can be viewed on the live calendar.</p> <p>Clubs that are presenting candidates at these assessments should also be aware that Belinda will be on leave from 6<sup>th</sup> April until May. Assessment paperwork should be submitted to her ASAP following the assessment to ensure it is processed before this time.</p>		
598	General Business Lifesaving Competition	Steve Haggett reported that SNB had a great result at the State Championships Lifesaving events with medals in Champion Lifesaver, Patrol Competition and First Aid events across many age groups. Hopefully it will be repeated at Aussies in April.		
599	General Business ESO Course	<p>Clubs asked how they can get more members qualified as ESOs so that they are better able to manage ocean swim events, etc.</p> <p>Marcial Nunura manages the ESO course and the list of qualified members. Clubs should speak to him directly with regards to identifying qualified members and getting members booked onto an ESO course.</p>		
600	Recognition SNB Awards of Excellence	<p>The SNB Awards of Excellence will be held on Friday 22<sup>nd</sup> June 2018. Club are encouraged to recognise their Education team members by submitting nominations for the following awards:</p> <p style="text-align: center;"><b>Trainer of the Year</b> <b>Assessor of the Year</b> <b>Facilitator of the Year</b></p> <p>And don't forget there is also the <b>Initiative of the Year</b> award so if you've been doing something new that's had good results, consider it.</p> <p>Nominations are due to the Branch office by 24<sup>th</sup> May 2018.</p>		

**Meeting Closed:** 7.52pm

**Next Meetings:** Season Review and 2018/19 Planning meeting - Thursday 17<sup>th</sup> May, 7pm  
Mental Health First Aid Course - Bookings by 1<sup>st</sup> May. Course mid-June  
Board Of Education - 21<sup>st</sup> June, 7pm