

Surf Life Saving Sydney Northern Beaches Inc.
Board of Education and Assessment

Minutes of Meeting – Thursday 20th January 2011 commencing at 7.10pm
Branch Headquarters

1. Attendance

As per attendance book.

2. Apologies

As per attendance book.

3. Minutes

The minutes of the December meeting were adopted.

4. Business Arising from the Minutes

Nil

5. New members

Mark White (Warriewood) – Probationary assessor IRB. Appointed mentor Rick Harris.

6. General Business

ARTC proficiencies:

SLSNSW has advised that many Clubs do not have enough proficient ARTC members to fulfil their lifesaving agreements. All Clubs are reminded to complete these as soon as possible.

Proficiency audits:

There have been a couple of complaints that proficiencies are not being properly conducted. Michael Wasley will be contacting these Clubs and organising to do an audit of their proficiencies and ask some members to redo their run swim runs to show competency. These Clubs will be notified in the near future.

A reminder Clubs will need to send in proficiency cards at the end of January for auditing purposes.

Cert IV TAA:

Michael Wasley has contacted an external RTO to upgrade our Cert IV holders to the new TAE units of competency. Please send a certified copy of your certificate through to the office and these will be collated and sent through to the provider for processing.

There is also money in the budget to fund new Certificate IV's for members. It is hoped to be able to train 1 – 2 members per Club. Clubs are asked to put lists of members together in prioritised order and send through to the Office. There is also the possibility of Clubs funding extra members in this group if they are interested.

Members are reminded that the window to upgrade their BSZ is closing. Once the new TAE units are adopted members will need to redo the courses. SNB Branch will organise to run an update course – details to follow.

Emergency Management Courses:

Michael Wasley has spoken to Emergency Management NSW to organise several courses for our members. These will be primarily for Duty Officers (Managing Emergency Operations), Surfcom volunteers (working in an Emergency Operation Centre) and Emergency Services Officers (Emergency Risk Management). Members will be advised the dates of these courses as soon as they are scheduled.

ARTC:

ARTC assessors held a meeting last Tuesday night to review the process for assessments and look at ways to streamline the assessment process. Candidates need to be booked for the assessment at least 1 week in advance, listing the training officer's name and contact details. A confirmation email

will be sent back after booking confirming the details and the equipment the Club needs to bring to the assessment. The major change will be that after candidates complete the written component they will be rotated through 4 workstations (in no particular order) and then move on to the team resuscitation and scenario sections. Assessments will be limited to 30 candidates. Please ensure only those candidates that are competent are presented for assessment – resuscitation skills need to be of a very high standard.

Assessment Issues:

Please ensure that the rules for assessment are followed for all assessments conducted in our Branch.

- Probationary assessors must never assess without an endorsed assessor present
- There must always be more than one assessor at an assessment
- Assessor numbers are 2 assessors for the first 6 candidates and 1 assessor for each six thereafter
- There must always be an external assessor present
- There must always be a senior assessor at any water components assessment.
- Patrol scenarios cannot be effectively run with one or two candidates
- If you have trained the group you can be there for the assessment and assess other candidates, but need to take a step back from your own candidates due to conflict of interest.

Assessments need to be booked through the Branch Office at least one week prior to the assessment. This will allow time for it to be advertised in the Week in Review as there are often single or small groups of candidates who have missed an assessment who need to know what other dates are available within the Branch.

If you are attending an assessment, please contact the hosting Club to enquire what equipment you are required to bring to the assessment. It is not fair to expect the Club to provide enough equipment for everyone attending.

There will be a meeting for all senior assessors on Thursday 10th February at 6.30pm at the Branch Office to discuss plans for assessments for the remainder of the season.

Age for assessments:

Please note that candidates need to be the correct age for the relevant award on the date of the assessment. The two month window was only set up to allow an assessment request to be entered, it does not allow the award to be processed.

AED's:

Please ensure training and live AED's are kept in separate locations within the Surf Club to avoid any mix up in an emergency.

Paperwork:

Please ensure all necessary paperwork is submitted. Any incomplete paperwork from assessments will be returned to the Club.

Cert III in Public Safety:

The Public Safety package was reviewed last year. As soon as SLSNSW has finalised the resources SNB will be running the course.

Meeting closed at 7.50pm.

Next Board of Education and Assessment Meeting
Thursday 17th February 2011