



Surf Life Saving Sydney Inc.

Established October 1907
Telephone: (02) 9019 0722
PO Box 6006, Malabar NSW 2036

ABN 74 781 063 539
Facsimile: (02) 9019 0720

Email: admin@surflifesavingsydney.com.au
www.surflifesavingsydney.com.au

ISSUE DATE : 01/07/2009		CIRCULAR NO: 08/09-10	
TO: Clubs, Presidents, Secretaries, Captains, Chief Training Officers		FROM: Director of Lifesaving Michael Hodsdon	
CC : SLSS Management, BOL Management			
SUBJECT: AWARD ASSESSMENT & PROFICIENCY DATE PLANNING SEASON 2009/2010			

Background

The SLSS Board of Lifesaving is committed to communicating with Clubs and Groups and being as flexible as possible in relation to the setting of dates for Proficiency Tests as well as for new award Assessment dates.

As part of the SLSNSW Education Standard Operating Procedure, these dates must be negotiated and published so that all Clubs and Groups, Assessors and Education Officers are aware of the dates of all Assessments and Proficiencies and so audits on the conduct of Proficiencies and Assessments can be conducted.

Information

So that all Clubs and Groups can schedule these dates, Clubs and Groups should discuss both proficiency and new award assessment dates with their District Education Supervisor. This may be performed at a District meeting or individually with each Club.

All dates for new awards assessments & proficiencies will then be included in the SLSS 09/10 Lifesaving/Education Calendar.

New Award Assessment Dates

New Award Assessment dates are negotiated in advance with either the District Education Supervisor or your District Specialist awards Coordinator.

The following **assessment** dates need to be arranged:

Award	Action Required	With
BM Cert II / SRC	Set dates for Dry and Water Assessments with District Education Supervisor	District Education Supervisor
ARC/Resus Certificate	Dates to be negotiated with District Specialist award coordinators	District ARC Award Coordinator
IRB Driver & Crew	Dates negotiated with award Coordinator	District IRB Award Coordinators
ORB/RWC Awards	Dates negotiated with award Coordinator	SLSS ORB & RWC Advisors
SFA	Clubs can set with SLSNSW Training Services	SLSNSW
Defib/Spinal/SMBBM/SMAEC/ Gold Medallion TAADEL301 Provide Training Courses/ TAA Assessors Courses	SLSS will have set dates in Branch Calendar. Any special dates must be negotiated with SLSS Education Manager	Education Manager/Advanced Awards Coordinator

The District Education Supervisors will send through the negotiated dates to the SLSS Education Manager for collation and confirmation. This needs to be completed and returned to the Branch office by COB Thursday 10th September 2009.

District Education Supervisors are asked to email dates to awards@surflifesavingsydney.com.au by this date.

Where an award is trained and assessed by the same person, this person must be a recognised and approved Facilitator. Any request for this type of award processing is to be referred to the SLSS Education Manager for approval prior to the course being run.

Proficiency Test Dates

All Proficiency Test dates need to be arranged with relevant Supervisors / Coordinators and Club Assessors and the dates advised through the sheet attached on a Club and Group by Club basis.

If a Club Assessor can not be arranged, contact should be made with your District Education Supervisor to arrange another Assessor from another Club.

Clubs are to complete the proficiency date request sheet which is attached to this Circular and return it to the SLSS Branch office by **COB Thursday 10th September 2009** for a valid proficiency test to be held / accepted. These forms can be faxed or emailed to the office.

The following **proficiency** dates need to be arranged:

Award	Action	With
BM Cert II / SRC	Set dates in Club	Club Assessors/District Education Supervisor
ARC / Defib / Spinal	Discuss Assessor and proposed dates and confirm	District Education Supervisor
IRB	Dates negotiated with District award Coordinator	District IRB Coordinators
Other Facilitated Awards	SLSS will set dates in Branch Lifesaving & Education Calendar. Any special dates negotiated with Award Coordinator	Education-Manager/Advanced Awards Coordinator

Your Club / Group should fill in the **proficiency test request sheet** and send it to the SLSS Office once you have set your dates and you have discussed and agreed on these dates with your District Lifesaving Supervisor / District Specialist Award Coordinator.

Clubs should also have setup their Proficiency Testing Panels and have started preparing. **SLS NSW will this year be issuing Peach coloured proficiency cards for all clubs** and these must be used for all proficiency tests this season by Clubs and groups. These cards will be distributed to Clubs as soon as SLSS receives them from SLS NSW with the proficiency pack in August.

If you have any questions relating to proficiency tests please contact your District Education Supervisor.

Michael Hodsdon
Hon Director of Lifesaving

Attached – Proficiency Date Request Sheet

