9 Education and training

9.1 Education programs for students, teachers and the community

LSV is forging new lifesaving and water safety initiatives including various programs for students, teachers and the community.

The tailor made programs are delivered by qualified instructors who conduct a mix of theoretical and practical activities to engage the students in learning about beach safety and awareness along with different lifesaving skills:

Telstra Beach to Bush

Many families who chose the summer holidays as time to travel to the coast are unaware of the potential dangers of recreating in an unfamiliar environment, such as the beach or open waterways. This is why LSV sends their trained Lifeguards from the beach to the bush, to ensure that primary school students are taught key water safety messages, the potential dangers at the beach, the role of a lifesaver and how to make their visits to the beach a safe but fun one.

Meet a Lifeguard

Flexibility is a key element of the ‘Meet a Lifeguard’ program allowing a diverse range of people to benefit from important lifesaving messages. ‘Meet a Lifeguard’ ensures participants receive information from experienced lifeguards on how to make safe aquatic related decisions when enjoying the inland, pool and coastal environments.

School Surf League

To further student’s interest in aquatic safety and lifesaving rescue the School Surf League is open to every Victorian secondary student. This program aims to provide an alternative leisure experience where students can test their abilities against the environment and students from other schools.
Telegames

The Victorian Schools Pool Lifesaving Telegames is a modified pool lifesaving event which enables every student involved to learn potentially lifesaving skills while getting active, having fun and being part of a team. The concept of Telegames is to allow students and schools to participate in a State wide competition which is held in each of their local areas. The student’s results are then posted on the internet for all to view, hence the name 'telegames'.

Resuscitate a Mate

The key messages and elements in the ‘Resuscitate a Mate’ program equips upper primary and lower secondary students with the skills and knowledge to know what to do in an emergency situation. The hands-on approach that this program adopts ensures students not only watch, but participate in potential emergency situations, gaining basic knowledge of first aid and the importance of resuscitation techniques.

How to start a program

To book into or promote any LSV program contact the LSV Education and Training department with some prospective dates, school contacts and the likely number of participants.
9.2 Life Saving in Schools

The Advance Program

Advance is a program for youth development that:

- Provides opportunities for young people’s personal skill development through experiential learning activities that are challenging, fun and age appropriate
- Provides informal, formal and community recognition of young people’s learning and contributions
- Promotes the development of positive relationships between young people, supportive adults and the broader community
- Provides opportunities for young people and adults to work together towards common goals
- Provides benefits to communities and community organisations through young people’s involvement in voluntary activities that provide a service to the community

The Advance program is available to all Victorian government secondary schools and is designed for young people in years nine and above.

Advance is delivered through schools, in a partnership between the Office for Youth, schools and community organisations where:

- The Office for Youth provides program funding, guidelines, curriculum materials and support to plan, implement and evaluate Advance
- Schools provide a learning environment that supports youth development
- Community organisations, such as lifesaving clubs, provide materials, a learning environment and support for the young people’s community activities using a youth development approach

Lifesaving in schools – life saving club – beach program

The LSV ‘Lifesaving in Schools’ club program has been modeled on the successful programs set up between clubs and schools already running in Victoria. This program is a cooperative arrangement between a lifesaving club and a school, where the club has the benefits of new members and the school can develop their students through access to equipment resources and expert trainers and assessors.
Remember, involvement in a lifesaving club develops young people’s fitness and gives them useful life skills in leadership and commitment to their community.

**School involvement**

Through an arrangement with a lifesaving club the school receives access to extensive resources in the form of lifesaving equipment, knowledge and expertise. The club provides these resources in the hope that the course participants integrate with and become active patrolling club members.

Other than minor administrative tasks the school’s main contribution to the program is that they support the involvement and development of students as club members.

This support can be supplied in varying ways. Possible examples are the formal recognition of lifesaving as an extra curricular activity and allowing students to attend patrol obligations rather than Saturday sport or school supplying transport of students to patrols and general encouragement of student involvement in club activities.

The level of student involvement in the club will impact on the club’s consideration of a program subsidy. This subsidy may come in the form of reduced equipment hire costs, reduced clubhouse facility hire costs, absorbing costs incurred for assessment and award processing and the willingness of members to volunteer their time to conduct water safety and training sessions. The greater value to the club through these new members, the less they may charge for the services provided.

**Getting involved with a lifesaving club**

Clubs are keen to be involved in the Life Saving in Schools program as it gives them an opportunity to recruit new members and involve the local community, particularly the youth sector, in their primary activity; providing volunteer beach patrols as part of the wider Victorian emergency services network.

There are also opportunities for the students to become more actively involved in the club and local community by participating in volunteer beach patrols and competing at beach carnivals. Students will attain life skills in the area of public safety (aquatic rescue), radio communications, resuscitation and first aid. Involvement in lifesaving can provide many areas for further student development. Through lifesaving students can develop their leadership, problem solving and communication skills. Also
available are further nationally recognised qualifications in emergency management and VET training and assessment.

In previous successfully run life saving programs between clubs and schools, older students have returned to run the training programs for their younger peers. In doing this they qualify for their training officer qualification, and the nationally recognised 'train small groups' competency whilst also further developing their communication and leadership skills.

The qualifications that can be obtained through LSV are listed in part three of the Surf Life Saving Training Manual 32\textsuperscript{nd} edition version 2. For more details about the qualifications offered or support in developing a Life Saving in Schools program please contact the LSV Education and Training department.

Clubs that are currently participating in Life Saving in Schools programs have found that whilst not all students have continued their involvement with the club after their initial commitment, those students that remain have become valued and valuable members.

LSV’s 58 life saving clubs, situated along the coast line from Portland in the far west to Mallacoota in the far east, offer a wide and varied range of activities and beach conditions (bay and ocean) - there will be a club that meets the needs and/or expectations of most, if not all schools. Support staff at LSV are available to assist in the process of matching schools with the appropriate club, if required.

**Matching school and club expectations**

To ensure that both the school’s and club’s expectations are met, both parties will negotiate a Memorandum of Understanding (MoU).

This agreement outlines the expected outcomes, roles of each partner, provision of resources and their associated costs; training program content and timetable, patrol obligations and club membership information and obligations (these items will vary from club to club and school to school). It is important that these MoUs contain detailed breakdowns. Following is a guide to some of the costs and/or obligations that a school may have to consider.
Club requirement

The lifesaving club has a great many resources that are essential to the smooth running of the lifesaving program. Listed below are the main club responsibilities for running the program:

- **Grant membership to students and teachers involved in the program**

- **Provide use of facilities and equipment required for training:**
  - Allow and facilitate access to club facilities as appropriate for the purpose of training and assessment as agreed to in the memorandum of understanding (MoU)
  - Allow and facilitate use of club equipment ensuring equipment serviceability where appropriate for the purposes of training and assessment as agreed in the MoU

- **Roster students to patrol duties:**
  - Roster students for patrol duties, considering program arrangements for groups to patrol as agreed in the MoU
  - Brief students on patrol responsibilities, including arrangements for inability to patrol (arranging a substitute)

- **Provide a club lifesaving in schools coordinator for the program:**
  - The coordinator is designated from the club to work with the committee ensuring the club’s committee is properly informed of program requirements and progress
  - The coordinator is to facilitate the smooth running of the program by ensuring the club meets its requirements. A position description can be found in the appendix section of this manual.

- **Provide trainers and water safety as agreed in the MoU:**
  - The club will provide trainers and water safety as agreed to in the MoU, ensuring that all LSV regulations are covered during all training sessions
  - The club must provide club officials to attend training sessions and presentations as agreed in the MoU to ensure that the students feel they are a part of the club especially considering it is run through a school program

- **Any other requirements as agreed in the MoU**
In starting a lifesaving program between a club and a school there are two important initial steps, they are:

- Choosing an appropriate club
- The development of, and agreement to, an MoU between the club and the school

Once a relationship has been initiated the school will require certain resources. To simplify this, LSV has developed resources for teachers and students. The Lifesaving in Schools Manual has been developed to help teachers in the planning and integration of lifesaving programs into the school curriculum. A student resource pack has been assembled to ensure that students have the most current resources required for their training (available from the Education and Training department at LSV).
9.3 Training overview

The ongoing development of lifesaving clubs and the education and training of lifesavers is vital in this age where quality assurance and quality service and management are priorities.

LSV offers qualifications from the SLSA awards framework. Information on the qualifications in the SLSA awards framework can be found in the current edition of the SLSA Surf Life Saving Training Manual. The manual includes learning outcomes and awards syllabus for each of the qualifications outlined by SLSA.

In addition to offering the SLSA awards syllabus, LSV is working in conjunction with SLSA and lifesaving bodies in other states to ensure that all lifesaving qualifications are aligned with nationally recognised qualifications and units of competency. Examples of SLSA qualifications that are aligned to nationally recognised awards include:

- SLSA Bronze Medallion aligned to Certificate II in Public Safety (Aquatic Rescue)
- Trainer and Assessor awards aligned to competencies contained in the Certificate IV in Training and Assessment
- Advanced Resuscitation Certificate
- Defibrillation Certificate
- Senior First Aid Certificate aligned to competencies from the Certificate III in Public Safety (Aquatic Search and Rescue)

Registered Training Organisation (RTO)

To ensure LSV is at the forefront of training and assessment, it is a Registered Training Organisation (RTO) accredited by the Victoria Qualifications Authority (VQA). LSV is accredited to deliver Nationally Recognised Training (NRT) and issue Qualifications and Statements of Attainment from the Australian Qualifications Framework (AQF).

To become a RTO, LSV must prove to the government registering body that it has appropriate systems to manage training and the issuing of qualifications and that personnel involved in the delivery
of training and assessment hold specific nationally recognised qualifications or units of competency.

**Scope of Registration**

Scope of Registration is the nationally recognised qualifications, units of competency and accredited courses that LSV has registered with the VQA to deliver. LSV has a dynamic scope of registration which changes to meet the needs of its lifesaving clubs, public course participants and the needs of aquatic safety in Victoria. To view LSV’s current scope of registration, visit the National Training Information Service website at the following location: http://www.ntis.gov.au/?/RTO/21799/Scope.

**VET Code of Practice**

LSV has developed a Code of Practice to ensure that high standards are consistently maintained in the provision of vocational education and training. This code of practice is present in all its policies and procedures and it is a requirement of all LSV training and assessment personnel to abide by it. This code of practice can be found on the LSV website (www.lifesavingvictoria.com.au) under Training Courses.

**Right of Appeal**

If at any stage a participant is unhappy with an assessment decision they have the right to appeal, this can be informal and done verbally on the day of assessment with the assessor. If not resolved on the day the participant has 28 days in which to submit a written appeal to LSV. Appeals will be reviewed by an independent panel. If participants are dissatisfied with the outcome of the appeal they can then take their appeal to the Victorian Qualifications Authority. This policy is inherent at any point where a decision is made about candidate competency.
9.4 Qualification Pathways

Suggested pathways for members to further develop their skills through the SLSA award framework can be found outlined in the Life Saving Award Pathways flowchart.
9.5 **Training structure**

Below is an outline of the organisational structure in relation to LSV club training. Specific details may vary at the club level but the overall process is the same.
9.6 Trainer and Assessor Qualifications

Assessors must hold the following competencies from the Training and Assessment Training Package or equivalent *:

- *Plan and organise assessment (TAAASS401A)
- *Assess competence (TAAASS402A)
- *Participate in assessment validation (TAAASS404A)

*Plan assessment, Conduct assessment and Review assessment from the BSZ98 Certificate IV in Assessment and Workplace Training are recognised as equivalent.

Assessors are also required to hold appropriate life saving club assessor awards as an endorsement of the qualifications they assess.

Club training officers are required to hold the unit of competency *Provide instruction through demonstration of work skills (TAAASS301A)* or equivalent and the appropriate Training Officer’s award for the lifesaving awards they deliver.

See the following flow charts for how to become an assessor and training officer:
Candidate decides to become an assessor and completes "Trainee Assessor Application Form" ensuring he/she holds the appropriate pre-requisites as outlined on the form.

LSV Office receipts and files application and contact D.O. for endorsement.

D.O. does not endorse application.

D.O. endorses application.

Does the Candidate hold Assessment Competencies or equivalent (TAAASS401A Plan and organise assessment, TAAASS402A Assess competence, TAAASS404A Participate in assessment validation)?

Candidate completes the assessors course.

Candidate completes "On the Job" components of the of the assessor course.

Assessment Portfolio reviewed by course facilitator.

Candidate completes the assessors course.

Candidate completes "On the Job" components of the of the assessor course.

Assessment Portfolio reviewed by course facilitator.

Candidate is issued with the appropriate competencies for the course they have completed.

Candidate completes requirements as outlined on the Assessor Evidence Form.

State Assessment Development Officer Reviews trainee assessor’s suitability to be endorsed as a Life Saving Victoria assessor in the award stream(s) the trainee assessor has applied for.

Trainee Assessor approved by Director of Training and Assessment as Life Saving Victoria Assessor in applied for award streams.

Does the Candidate hold Assessment Competencies or equivalent (TAAASS401A Plan and organise assessment, TAAASS402A Assess competence, TAAASS404A Participate in assessment validation)?

Candidate receives feedback on areas for improvement and further opportunities for development and re-assessment.

Candidate completes requirements as outlined on the Assessor Evidence Form.

State Assessment Development Officer Reviews trainee assessor’s suitability to be endorsed as a Life Saving Victoria assessor in the award stream(s) the trainee assessor has applied for.

Trainee Assessor approved by Director of Training and Assessment as Life Saving Victoria Assessor in applied for award streams.

Candidate completes the assessors course.

Candidate completes "On the Job" components of the of the assessor course.

Assessment Portfolio reviewed by course facilitator.

Candidate is issued with the appropriate competencies for the course they have completed.

Candidate completes requirements as outlined on the Assessor Evidence Form.

State Assessment Development Officer Reviews trainee assessor’s suitability to be endorsed as a Life Saving Victoria assessor in the award stream(s) the trainee assessor has applied for.

Trainee Assessor approved by Director of Training and Assessment as Life Saving Victoria Assessor in applied for award streams.
Candidate decides to become a Training Officer and completes the “Training Officer Certificate (TOC) Enrolment Form” ensuring he/she holds the appropriate pre-requisites as outlined on the form and submits to LSV Office.

LSV office staff review enrolment form to check if candidate needs to participate in the pre-requisite TOC Course (TAADEL301A Provide instruction through demonstration of work skills).

- Candidate does not need to sit pre-req course:
  - LSV office staff send TOC Evidence Guide to candidate.
  - Candidate conducts a training program under supervision and fills out the evidence guide.
  - Candidate submits TOC evidence guide to lead assessor on the day of final assessment for program participants.
  - Lead assessor reviews evidence and makes judgement.
  - Candidate is given feedback on areas for improvement and further opportunities for development and re-assessment.
  - Candidate is not yet competent.
  - Candidate is issued with Statement of Attainment for the competency “TAADEL301A Provide instruction through demonstration of work skills”.
  - Candidate is not yet competent.
  - Candidate is issued with the appropriate TOC award.
- Candidate does need to sit pre-req course:
  - LSV office staff enrol candidate in TOC Course and send out course resources.
  - Candidate attends TOC Course.
  - Candidate completes “On the Job” training and assessment by conducting a training program under supervision.
  - Candidate submits completed Assessment Portfolio and TOC Evidence Guide.
  - TOC Course Facilitator reviews evidence and makes judgement.
  - Candidate is not yet competent.
  - Candidate is issued with Statement of Attainment for the competency “TAADEL301A Provide instruction through demonstration of work skills”.
  - Candidate is not yet competent.
  - Candidate is issued with the appropriate TOC award.
Role of the District Officer (DO) and Chief Instructor (CI)

Refer to the appendix section of this manual for an overview of the duties of a District Officer and job description for the Chief Instructor.
9.7 Training resources

LSV in conjunction with SLSA have developed extensive training resources for most of the awards in the SLSA awards framework. These resources include:

- Training manuals
- Participant workbooks
- Assessment portfolios
- Lesson plans
- PowerPoint presentations
- Trainer and assessor guides

Electronic copies of most of these resources can be found on the LSV website under Training Resources (Where appropriate, links from the LSV website will take you to the SLSA website resources).
9.8 Education and training checklist

Which educational programs has your club introduced into your schools and local community?

Which programs would you like/plan to introduce into your local schools and community?

Is there an Life Saving in Schools program running in your local schools?

☐ Yes
☐ No

If yes, how has this benefited your club e.g. has your club membership increased?

If no, is there a local school that your club already has links with that you can approach about the Life Saving in Schools program?

Who is the training manager/chief instructor within your club?

How many club training officers does your club have?

How many club assessors does your club have?

Are all your club members fully aware of the lifesaving awards available to them?

Is the attainment of lifesaving awards encouraged in your club?
In what ways can your club encourage the attainment of lifesaving awards?

Identify how many members within your club hold the following awards (indicate number next to award):

**Training**
- Facilitator
- Assessor
- Training Officer

**First Aid**
- Silver Medallion (AEC)
- Advanced Resuscitation Certificate
- Defibrillation Certificate
- Spinal Management
- Senior First Aid
- Resuscitation CPR Certificate

**Patrolling**
- Gold Medallion
- Silver Medallion (Patrol Captain)
- Bronze Medallion/Certificate II in Public Safety (Aquatic Rescue)
- Surf Rescue Certificate

**Powercraft**
- RWC Operator
- Silver Medallion (IRB Driver)
- IRB Crew Certificate

**Radio**
- Silver Medallion (Radio Operator)
- Radio Operators Certificate
Education and Training feedback form

LSV welcomes feedback to help us improve the quality and effectiveness of this Club Development Manual. If you would like to provide feedback on this section please do so using this form.

Please consider each question and rate them on a 1 to 5 scale, where 1 is poor and 5 is excellent (please circle the appropriate number).

**How did you rate the quality of information?**
1  2  3  4  5

**How can it be improved?**

**How did you rate the design and presentation of this section?**
1  2  3  4  5

**How can it be improved?**

**If you would like to see additional information in this section please specify;**

Please photocopy this form, complete and return to:
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200 The Boulevard
Port Melbourne Vic 3207
Or fax to: (03) 9681 8211