



POLICY – SKILLS MAINTAINENCE ACTIVITIES 2017-2018 - OCTOBER 2017 APPROVED

Objective

The purpose of this guideline is to 'guide' the decision-making process for Swanbourne-Nedlands SLSC for previously proficient members seeking to return to patrol and other surf club activities.

This guideline is reviewed annually, and refers heavily to the Surf Life Saving Australia Circular regarding Skills Maintenance (Proficiency) requirements for each season.

Authorised Delegates

Swanbourne Nedlands SLSC recognises that Surf Life Saving Australia WA has created an 'authorised delegates' process. Recognising the skill, underpinning knowledge of trainers and assessors and the integrity of skills maintenance being conducted in a consistent manner, Swanbourne Nedlands SLSC authorises only certified and current Trainers and Assessors to conduct Skills Maintenance activities.

Probationary trainers, and trainers and assessors who are not current are encouraged to participate in skills maintenance activities to gain currency but cannot 'sign off' skills work cards.

Process

1. If a member remains non-proficient in any aware for a period of five (5) continuous years or more, will need to re-enrol in the Surf Life Saving WA Bronze Medallion.

If a member is re-doing their Bronze Medallion their member fees will be at the rate of a new Bronze Medallion member to reflect the resource and training costs associated with re-training.

2. If a member remains non-proficient for a period of two to four (2 – 4) continuous years then an in-depth proficiency is required. This includes: online learning and attend a minimum of two proficiency sessions.

Note: an in-depth proficiency must be documented and filed with the SNSLSC Skills Maintenance Coordinator, this includes a gap analysis on what changes have occurred to their awards since they were last proficient (e.g. introduction of digital radios).

3. If a member remains non-proficient for one (1) year then a normal proficiency is conducted.

Record Keeping

Swanbourne Nedlands SLSC is committed to keeping accurate and retrievable records for skills maintenance activities.

- Each completed Skills Maintenance assessment is recorded on the SLSA-provided individual Skills Maintenance Work card, this is accessible in the patrol tower-first aid room.



SWANBOURNE NEDLANDS SURF LIFE SAVING CLUB

- Completed candidate work cards must be legible with the trainer or assessor who conducted the assessment, times and dates. If details are not legible the member will be contacted to determine that the assessment occurred in a fair, flexible, reliable and authentic manner.
- The Club Administrator will, on a weekly basis, scan and save updated Skills Maintenance Work cards to the Swanbourne-Nedlands Google Drive Education Portfolio – Season xx – Skills Maintenance. Duplicates will be updated with the most current record so there is one skills card per member.
- The SNSLSC Education Manager and/or Skills Maintenance Coordinator will update Surfguard with completed Skills Maintenance records.

Responsible Manager

Queries, appeals and more information should be directed to the Education Manager.

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Modification Register

Version	Date	Changes	Officer
1.0	Oct-2016	Skills Maintenance procedure documented at Committee Meeting.	E.Dunning
1.1	6 Oct 2017	Position Guideline created Removed SN member/non-member process	G.Sharpe

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