



SWANBOURNE NEDLANDS SURF LIFE SAVING CLUB

POLICY – SKILLS MAINTENANCE ACTIVITIES

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 regularly and refers heavily to the Surf Life Saving Australia Circular regarding Skills Maintenance (Proficiency) requirements for each season.

This can be found in the Members Area Document Section.

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.

Proficiency

A member's proficiency is valid until the 31st of December each year unless stated otherwise in SurfGuard or via Circular.

Any member who is not proficient by the 31 December, or has not completed appropriate awards shall not be allowed to:

- perform patrols
- operate rescue craft or
- compete in surf lifesaving competitions

Until such time as they have met the proficiency requirements as determined for that season.

Skills maintenance sessions may be conducted after 31 December under the requirements/approval of the local State/Branch. Any member completing their proficiency after 31 December each season shall be eligible to patrol but shall not be permitted to participate in any SLSA Championship competition until 1 July later in that year (see SLSA Policy 5.04 for further details on competitor proficiency/patrol requirements). When a skills maintenance session is successfully completed (or a member gains a relevant award after 30 June, in a particular year) the proficiency or qualification is current until 31 December in the following season.

In-Depth Proficiencies

If a member is non-proficient in any award for any period of time, then they may be required to



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complete skills maintenance elements identified through a training gap analysis. This must be conducted to determine what differences occur between the award as it currently stands and what skill and knowledge the award consisted of at the time the member was last proficient. If the gap analysis determines there is a gap in skill and/or knowledge, the participant may be required to undertake training and assessment in the gap(s) identified.

IF YOU HAVE BEEN NON-PROFICIENT FOR MORE THAN 1 SEASON, PLEASE GET IN CONTACT WITH THE PROFICIENCY OFFICER AS SOON AS POSSIBLE
(proficiency@swannysurfclub.org.au)

Record Keeping

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

- 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
- 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.

Education Manager, Swanbourne Nedlands SLSC
education@swannysurfclub.org.au



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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
1.2	30 Mar 2020	Update to proficiency and in-depth proficiency to align with SLSWA Skills Maintenance Information Booklet v2019	D Parsons
1.3	20 Jul 2023	Update to record keeping. Removed individual Skills Maintenance Work cards. Added proficiency officer contact.	C. Brigg

Club Rooms

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