



POLICY – SKILLS MAINTAINENCE 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.

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

As per "SLSWA Skills Maintenance Information Booklet v2019", a member's proficiency is valid until the 31 December each year unless stated otherwise in SurfGuard or via Circular (e.g., Provide First Aid has a three-year proficiency requirement).

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

As per “SLSWA Skills Maintenance Information Booklet v2019”, if a member is non-proficient in any award for any period of time, then they are required to 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. For example, a member may have obtained their Bronze Medallion when use of an Automated External Defibrillator (AED) was not taught in the Bronze Medallion, therefore the member would have to be trained and assessed in this skill and knowledge.

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 SLSCA-provided individual Skills Maintenance Work card, this is accessible in the patrol tower-first aid room.
- 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 Workcards 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. Dave Parsons
Education Manager, Swanbourne Nedlands SLSC
education@swannysurfclub.org.au



SWANBOURNE NEDLANDS SURF LIFE SAVING CLUB

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

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