

SERVICE MEMBER - APPLICATION FORM

LSV Service Members are entitled to deliver **non-accredited** community training and awards with the support of LSV.

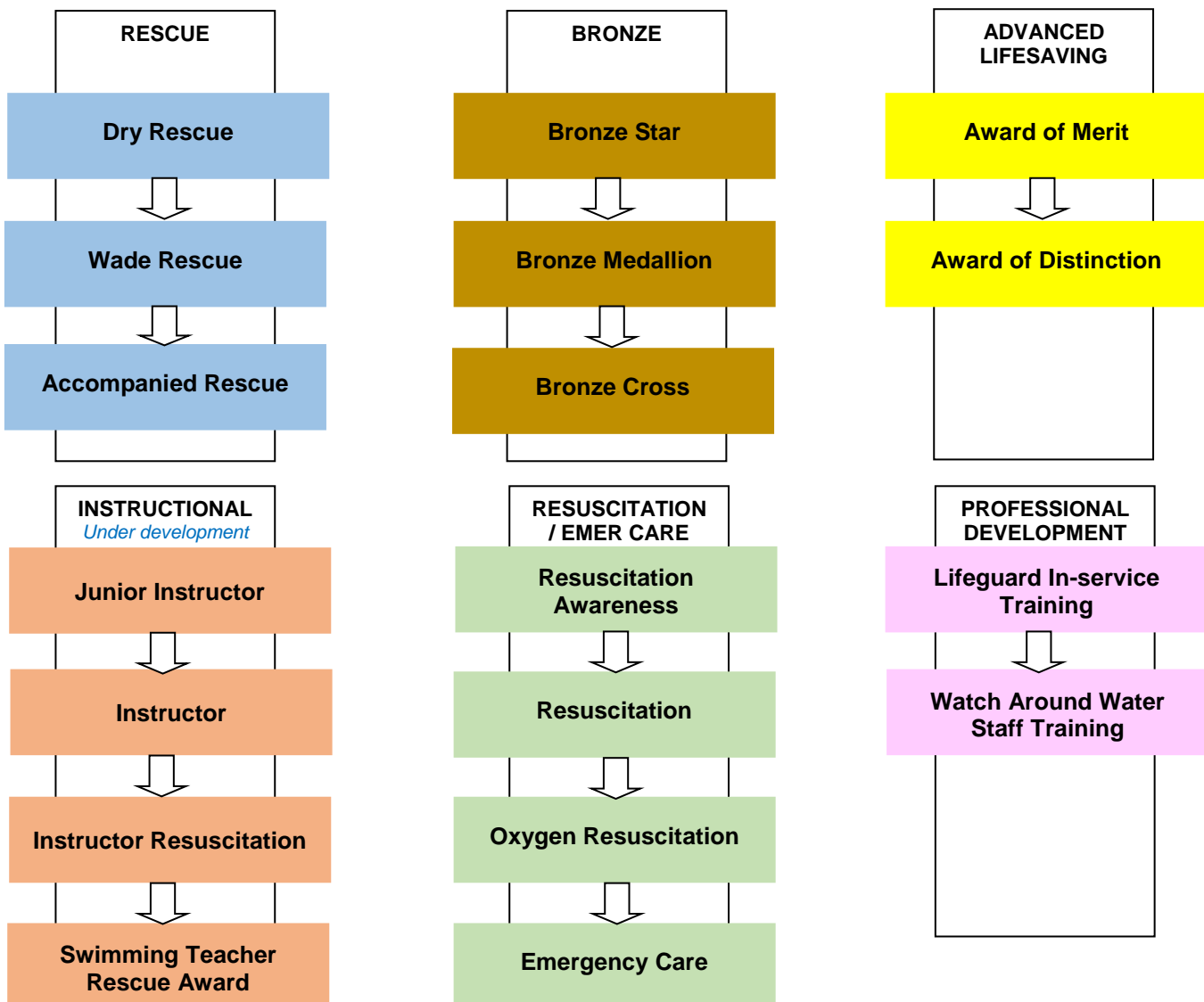
Name _____ **Date of Birth** _____

Street Address _____ **Suburb** _____

Postcode _____ **Phone** _____

E-mail _____

1. I have provided my 'teaching / training' pre-requisite and my 'award specific' pre-requisite/s. Please tick
2. I understand that as a Service Member I'm unable to deliver accredited training. Please tick
3. I am happy for my details to be made available to individuals / groups and on the LSV website. Please tick / cross
4. I have read and agree to the Service Member Code of Practice. Please tick
5. I have provided my Working with Children Check (VIT registrations cannot be accepted). Please tick



Service Member Teaching Pre-requisite

Although service members deliver non-accredited training, it is vital that they hold the necessary teaching / training and award specific pre-requisites to ensure they have the skills and knowledge to deliver under the program. Service members are required to hold at least one current 'teaching' pre-requisite from the list below as well as all necessary 'award specific' pre-requisites for the award/s they intend to delivery.

Teaching Pre-requisites

- VIT Registration
- Bachelor of Education
- Diploma of Education
- SLSA Training Officer Certificate
- TAE Training and Assessment
- Swimming and Water Safety Teacher Qualification
- Teacher of Lifesaving (*under development*)

Strand	Endorsement/s (Please Tick)	Award	Award Specific Pre-requisite
Lifesaving Programs (Rescue, Bronze, Advanced)	<input type="checkbox"/>	Dry Rescue	Pool Bronze Medallion incl. Provide CPR (HLTAID001) or Pool Lifeguard (SISSS00111) incl. Provide First Aid (HLTAID003)
	<input type="checkbox"/>	Wade Rescue	
	<input type="checkbox"/>	Accompanied Rescue	
	<input type="checkbox"/>	Bronze Star	
	<input type="checkbox"/>	Bronze Medallion	
	<input type="checkbox"/>	Bronze Cross	
	<input type="checkbox"/>	Award of Merit	
	<input type="checkbox"/>	Award of Distinction	
Instructional <i>Under development</i>	<input type="checkbox"/>	Junior Instructor	Pool Lifeguard (SISSS00111) incl. Provide First Aid (HLTAID003)
	<input type="checkbox"/>	Instructor	
	<input type="checkbox"/>	Instructor Resuscitation	
	<input type="checkbox"/>	Swimming Teacher Rescue Award	
Resuscitation / Emer Care	<input type="checkbox"/>	Resuscitation Awareness	Provide CPR (HLTAID001)
	<input type="checkbox"/>	Resuscitation	Provide First Aid (HLTAID003) or Provide Advanced First Aid (HLTAID006)
	<input type="checkbox"/>	Oxygen Resuscitation	
	<input type="checkbox"/>	Emergency Care	
Professional Development	<input type="checkbox"/>	Lifeguard In-service Session 1 (All Year Pools)	Pool Lifeguard (SISSS00111) incl. Provide First Aid (HLTAID003)
	<input type="checkbox"/>	Lifeguard In-service Session 2 (All Year Pools)	
	<input type="checkbox"/>	Lifeguard In-service Session 3 (All Year Pools)	
	<input type="checkbox"/>	Lifeguard In-service Session 4 (All Year Pools)	
	<input type="checkbox"/>	Lifeguard In-service Session 5 (Seasonal Pools)	
	<input type="checkbox"/>	Lifeguard In-service Session 6 (Seasonal Pools)	
	<input type="checkbox"/>	Watch Around Water Staff Training	

I wish to renew my Service Membership for a period of (please tick one) **12 months (\$60)** or **24 months (\$110)**

Invoice (PO attached)

Credit Card (Visa / Mastercard)

Credit Card Number _____ / _____ / _____ Expiry Date _____ / _____

Card Holders Name _____ Card Holders Signature _____

LSV SERVICE MEMBER - CODE OF PRACTICE

1. Service Member - Introduction

The Service Member program was introduced by LSV to support individuals in providing non-accredited training to Victorian communities. The intention includes the teaching of vital first aid and water safety skills to contribute to the mission of 'preventing aquatic related death and injury in all Victorian Communities and the Vision that all Victorians will learn water safety, swimming and resuscitation'.

2. Program Benefits

The Service Member benefits include access to, i) course resources, ii) industry professionals, iii) discounts on merchandise, iv) equipment hire, v) networking events, vi) public liability insurance (for course delivery). Service members are recognised LSV partners. The program has the objective of combining LSV's resources / expertise with Service Member delivery skills and community relationships.

3. Non-accredited Training

It is paramount that Service Members are honest with all clients regarding the Service Member delivery and award processes. Service Members deliver **non-accredited** community awards and Industry in-service training with the support of LSV.

As some Community Members may require accredited training, this must be discussed during the initial consultation with any potential client. In addition, it should be confirmed at the time of the session/s being booked and with candidates / attendees at the time of the workshop / session. To assist in the understanding of the program provisions and limitations, LSV has included this information in, i) this application form, ii) on the awards claim form and iii) in the course resource materials.

4. Program Commitment and Exclusivity

The Service Member program requires an ongoing commitment from both LSV and the Service Member. The program is considered non-exclusive with uptake and growth monitored and managed at the sole discretion of LSV.

Service Members are required to hold a current copy of the 'RLSSA - Swimming and Lifesaving' manual to ensure the delivery of current water safety content.

Service Members can wear LSV uniform whilst delivering awards. This can be purchased through the Client Services team at LSV by emailing service.member@lsv.com.au

5. Service Member Course Fees

Service Members reserve the right to set their own fees for the awards they are authorised to deliver under the agreement.

6. LSV Payment

Payment to LSV is due on a 'per person / per award' basis (excluding In-service Pool Lifeguard Training). Payment details are provided to LSV following the delivery of an award through the completion of an online or hard copy 'Award Claim Form'.

7. Service Member Application

The completion and return of this form to LSV is the first component of a registration. The completed form will be reviewed and processed by the LSV Public Training and Pool Safety team.

Access to Service Member resources will be provided once the application has been processed. Service Members should not deliver any awards under the auspice of LSV until they have been advised that their application has been successfully processed.

8. Non-Conformance

LSV standard processes for non-conformance and continuous improvement will be applicable across the full scope of the Service Member program. LSV will endeavor to work with all Service Members regarding the highest standards of delivery and will be open and transparent regarding dispute resolution. LSV reserves the right to cease or cancel any Service Member agreement through the provision of formal written correspondence to the Service Member.

9. Feedback

Client and stakeholder feedback is important to the continuous improvement of all services provided by LSV. Should any person have feedback about the Service Member program, the individual should email service.member@lsv.com.au.

All feedback will be managed in line with existing LSV policies. All complaints in writing will receive a formal response.

10. Privacy

LSV collects information for individual assessments and to maintain internal databases. The summary information is also utilised for State and National reporting and benchmarking.

11. Marketing

Should LSV market or advertise its products and services, it will do so in an ethical manner. LSV will market its products and services with integrity, accuracy and professionalism, avoiding vague and ambiguous statements.

12. Organisational Policies

By becoming a Service Member, I confirm that I have read and understood the LSV Safeguarding Children policy; <http://lsv.com.au/clubs-members/support/member-welfare/>

LSV SERVICE MEMBER - FREQUENTLY ASKED QUESTIONS (FAQ's)

Before reading any FAQ's, please read the 'LSV Service Member - Code of Practice' (above). This Code of Practice provides information on the program including i) what it is, ii) what it includes, iii) what it excludes, iv) how to apply and v) how to feedback.

Q. Can I deliver accredited training as a Service Member?

A. In short 'no'. The Service Membership model is designed to support the delivery of community awards and does not meet the compliance structures associated with accredited training under the Australian Skills Qualification Authority (ASQA). Service Members wishing to deliver accredited training in partnership with LSV should email training@lsv.com.au or visit <https://lsv.com.au/training-all/lsv-third-party-providers/>

Q. Where can I access the Service Member award resources?

A. The Service Member resources will be provided to you on application / reapplication and following any content updates. If you have difficulty accessing the resources or wish to provide feedback on the resources, please email service.member@lsv.com.au

Q. What professional development opportunities are available?

A. LSV has developed a specific Service Member professional development pathway. This will be based on the provision of quarterly Service Member masterclasses. The masterclasses will cover 1. Rescue and Bronze Strand, 2. Advanced Lifesaving Strand, 3. Resuscitation / Emergency Care Strand and 4. Professional Development Strand.

Q. Why have the award specific pre-requisites changed?

A. The pre-requisites have changed to improve award quality and increase training opportunities. By ensuring the skills and knowledge associated with the pre-requisites exceeds that of the subsequent awards, Service Members will have a higher level of skill and increased knowledge, above that of the awards they deliver. By using mainstream courses such as Pool Lifeguard (S1SS00111) and Provide First Aid (HLTAID003) as pre-requisites, Service Members will have increased access to these courses. In addition, LSV will be better placed to support Service Members achieve these pre-requisites into the future.

Q. Why do I need to provide a Working with Children Check (WWCC)?

A. The Victorian Government have announced the introduction of compulsory Child Safe Standards for organisations which work with children in Victoria. LSV is committed to reducing the risks of abuse and harm to children and young people, and will ensure all staff; members, affiliated Clubs, consultants, contractors and licensees understand and adhere to these standards. One commitment under this policy is the requirement for all stakeholder to hold a current Working with Children Check.

Q. Why do you need my students / candidates email address?

A. Having student / candidate email addresses enables LSV to accurately manage the data held in the LSV student management system (Axcelerate), which maintains all records in line with training and privacy related standards. Email addresses also allow electronic certificates to be sent to students in a more effective manner than postal certificates.

Q. Why will there no longer be pop-out CPR cards?

A. Whilst a pop-out card fit nicely in wallets, they don't contain all of the necessary information. To provide a clear and consistent approach to the issuance of all Service Member awards it has been removed.

Q. Why do I need a purchase order number for my application and / or award claim forms?

A. For those not paying by credit card, a purchase order (PO) number acts as confirmation of payment authority. This authority is necessary to occur prior to an application or an award claim form being processed in line with best practice accounting standards.

Q. What ongoing communications will I have to support my role as a Service Member?

A. LSV will follow up all quarterly master class workshops with a newsletter to all Service Members. This newsletter will provide details of the masterclass as well as information updates and development opportunities which impact Service Members.

Q. Why can't awards be sent directly to candidates?

A. Awards will be emailed to candidates following successful completion. The same award will also be available to the candidate at any time by logging into their online profile. Whilst hard copy awards will no longer be sent to individual award recipients, they can be sent (as a batch) to either the Service Member or a nominated group organiser.

Q. How do I renew my Service Membership?

A. Memberships can be renewed through the online portal or by re-completing this form. From 2020 this process will be online only.

LSV SERVICE MEMBER - UNDERSTANDING YOUR RESOURCES

All Service Member resources are centrally located and easily available to approved Service Members. To find the i) Service Member Guide (SMG) and / or ii) PowerPoint you need for the award/s you deliver follow the instructions below.

Accessing Service Member Guides (SMG):

- 1) Open the Service Member Resource drop-box
- 2) Select and open the 'Strand' you want.
- 3) Select and open the 'Award' you need (two resources will display - PDF x1, PowerPoint x1)
- 4) Select the PDF and check / confirm the code is correct (see table below - third column).
- 5) Download and save the SMG to your laptop.

Accessing Service Member PowerPoints (PP):

- 1) Open the Service Member Resource drop-box
- 2) Select and open the Strand you want.
- 3) Select and open the Award you need (two resources will display - pdf x1, PowerPoint x1)
- 4) Select the PowerPoint and check / confirm the code is correct (see table below - fourth column).
- 5) Download and save the SMG to your laptop.

Using Service Member PowerPoint (PP):

- 6) Open the downloaded PowerPoint
- 7) Select the 'Slide Show' option from the toolbar
- 8) Select the 'Customer Slide Show' option
- 9) Select the PowerPoint you need (see table below - fifth column)

Strand	Award	Service Member Guide (SMG)*	PowerPoint (PP)	Custom Slide Set
Lifesaving Programs (Rescue, Bronze, Advanced)	Dry Rescue	DR-SMG	LSP-MST-PP	DR-F-F2F-PP
	Wade Rescue	WR-SMG		WR-F-F2F-PP
	Accompanied Rescue	AR-SMG		AR-F-F2F-PP
	Bronze Star	BS-SMG		BS-CC-F2F-PP
	Bronze Medallion	BM-SMG		BM-CC-F2F-PP
	Bronze Cross	BC-SMG		BC-CC-F2F-PP
	Award of Merit	AOM-SMG		AOM-F-F2F-PP
	Award of Distinction	AOD-SMG		AOD-F-F2F-PP
Instructional <i>Under development</i>	Junior Instructor	JUINS-SMG	INS-MST-PP	JUINS-F-F2F-PP
	Instructor	INS-SMG		INS-F-F2F-PP
	Instructor Resuscitation	INRES-SMG		INRES-F-F2F-PP
	Swimming Teacher Rescue Award	STRA-SMG		STRA-F-F2F-PP
Resuscitation / Emer Care	Resuscitation Awareness	RA-SMG	RES-MST-PP	RA-CC-F2F-PP
	Resuscitation	RE-SMG		RE-CC-F2F-PP
	Oxygen Resuscitation	ORE-SMG		ORE-CC-F2F-PP
	Emergency Care	ELS-SMG		ELS-CC-F2F-PP
Professional Development	Lifeguard In-service Session 1 (All Year Pools)	INS1-SMG	PD-MST-PP	INS1-F-F2F-PP
	Lifeguard In-service Session 2 (All Year Pools)	INS2-SMG		INS2-F-F2F-PP
	Lifeguard In-service Session 3 (All Year Pools)	INS3-SMG		INS3-F-F2F-PP
	Lifeguard In-service Session 4 (All Year Pools)	INS4-SMG		INS4-F-F2F-PP
	Lifeguard In-service Session 5 (Seasonal Pools)	INS5-SMG		INS5-F-F2F-PP
	Lifeguard In-service Session 6 (Seasonal Pools)	INS6-SMG		INS6-F-F2F-PP
	Watch Around Water Staff Training	WAW-SMG	WAW-MST-PP	WAW-F-F2F-PP

* All Service Member Guides will be provided with a version number