

Skills Maintenance Guide

SEASON 2020/21
(with COVID adjustments)



Quality Training for Quality Lifesavers

VOLUNTEER TRAINING | VERSION 1.1 | NOVEMBER 2020



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What is Skills Maintenance?

Clubs are responsible for ensuring members maintain their skills to the minimum standard set by SLSA. The guiding principle for skills maintenance is that lifesaving clubs are able to meet their service level agreements with confidence in member lifesaving skills and abilities.

All active lifesavers are required to complete a skills maintenance assessment to show currency in the life saving award/s they hold and wish to retain.

Skills maintenance assessments are necessary to:

- Ensure ongoing proficiency of members in their area
- Maintain the standards of knowledge and expertise of lifesavers
- Satisfy legal and statutory requirements
- Reinforce and maintain our service commitment to the beach-going community

All members who wish to undertake patrol duties or compete in competitions at a State or National level, should undertake annual skills maintenance activities to maintain proficiency.

What does Skills Maintenance cover?

Skills maintenance includes practical assessment activities and (for some awards) an online learning/theory component. Skills Maintenance is in place for the awards listed below and should be completed on an annual basis, unless stated otherwise.

Course Category	Lifesaving Award	Online Theory	Practical Activities
Aquatic Rescue	Surf Rescue Certificate (SRC)	Y	Y
	Bronze Medallion (BM)	Y	Y
	Radio Operator Certificate (ROC)	Y	Y
First Aid & Emergency Care	Advanced Resuscitation Techniques (ART)*	Y	Y
Powercraft	Side-by-Side Vehicle (SSV) (formally ATV)	N	Licence Check
	Inflatable Rescue Boat Crew (IRBC)	Y	N
	Inflatable Rescue Boat Driver (IRBD)	Y	Licence Check
	Rescue Water Craft Operator Certificate (RWC)**	Y	Y

* Maintenance of ART award only. Does not lead to the issuance of qualifications.

** LSV Operations course - select entry.

Note: Silver Medallion Aquatic Rescue / Gold Medallion award holders are usually subject to a practical assessment as part of skills maintenance. This will not occur for the 2020-21 season. All current award holders will have their awards extended automatically until Dec 31st 2021 in Surfguard, once they have updated their Bronze Medallion proficiency.

Note: Silver Medallion Beach Management award holders will have their awards extended automatically until Dec 31st 2021 in Surfguard, once they have updated their pre-requisite award proficiencies.

How does COVID-19 impact Skills Maintenance in 2020/21?

The challenges associated with COVID-19 will impact new awards training and skills maintenance activities in the 2020/21 season.

In terms of skills maintenance, the impact includes:

- Skills maintenance planning
- Skills maintenance activities
- Skills maintenance delivery

The below provides an overview of the type of steps taken to ensure member safety and member preparation associated with skills maintenance activities. It considers the minimum SLSA requirements and LSV's service level agreement obligations. In addition, it is consistent with risk treatment options/preferences, as set out in the risk management standard (elimination, substitution, isolation, engineering, administration and PPE).

- **Elimination of activity.** e.g. Silver Medallion Aquatic Rescue is not considered to be a critical operational award, so has been removed from the skills maintenance process for the season.
- **Substitution of activity.** e.g. activities (example CPR) previously demonstrated by members may be delivered as a TAF demonstration / or replaced with additional theory questions.
- **Isolation of activities.** e.g. members restricted in an area under a set restriction (e.g. Stage 3 / stage 4) will not be able to go into / out of different zones.
- **PPE requirements.** e.g. face masks will be required in line with Government restrictions / the health mandate at the time of the skills maintenance activity.
- **Engineering.** e.g. clubs will need to ensure there is sufficient space and reduced member numbers to allow for the social distancing mandate to be met.
- **Administration.** e.g. new (bronze) content will be delivered via the online learning component of the skills maintenance activity and additional state-run sessions will be put on.

Specific adjustments on activities are included in the award requirement tables in the following pages. For further information please contact the volunteer training team on 03 9676 6980 or visit <https://lsv.com.au/clubcovidrecovery/>

On Patrol Practice

As skills maintenance will be a resource intensive exercise for clubs, TAFs and equipment usage, it is recommended that the activities listed below are practised and refreshed regularly on patrol.

- Board rescues of conscious and unconscious patients
- Tube rescue of conscious and unconscious patients
- Individual spinal management techniques (trapezius grip, vice grip, log roll, strapping)
- Individual ART techniques (BVM, opi airways, suction)
- Donning and dothing of PPE

What is the member Skills Maintenance process?

A summary of the skills maintenance process is provided below:

- A) Book into the selected skills maintenance session through the member training portal
- B) Receive a confirmation email and check all details are accurate
- C) Access and complete the online learning / theory exam in the member training portal (if appl)
- D) Attend the face-to-face session/s and present your online theory completion certificate
- E) Get your skills maintenance card signed off by an endorsed TAF
- F) Provide your completed card to the skills maintenance session Coordinator on completion
- G) If successful - Monitor Surfguard for updated training records

If unsuccessful - Book into another session and resit the outstanding assessment item/s

Members should aim to complete their annual skills maintenance by attending scheduled sessions advertised by their club, or the state-run session conduct by LSV. If circumstances dictate that a member must complete skills maintenance away from his or her home area, they should seek permission from the Training and Assessment Officer responsible for the area where the skills maintenance is being delivered. Such permission should not be unreasonably withheld.

All patrolling members should complete relevant skills maintenance activities on or before 31 December each year.

Members are still able to complete a skills maintenance after this date; however, the member cannot utilise that skill after the expiry until they complete skills maintenance.

- **Proficiencies obtained on/after 1 July is valid until 31 December the following year**
- **Proficiencies gained on/prior to 30 June is valid until 31 December of the same year**

Although valid until 31 December, clubs should attempt to have as many members proficient as early as possible in the season.

A member may be requested at any time during the season to complete an additional proficiency check by a club Chief Instructor or Training and Assessment Officer (or Assistant).

A Member with a 'proficiency not achieved' status at any time during the season is deemed to be non-proficient until another proficiency check is completed with a 'proficient' outcome. During the 'proficiency not achieved' period, the member cannot participate in patrol activities relating to their non-proficient award/s.

Any Member completing their proficiency after 31 December shall not be permitted to participate in any SLSA Championship competition until the 1 July in that year (Refer SLSA Policy 5.4).

Award: Surf Rescue Certificate (SRC)

Category: Aquatic Rescue

DRSABCD	Attend a TAF demonstration covering: <ul style="list-style-type: none"> • An adult manikin • An infant manikin
Resus COVID adjustments	Attend a TAF demonstration covering key COVID-19 technique adjustments for resuscitation
Radio operations	Attend a TAF demonstration covering: <ul style="list-style-type: none"> • Pre-operation checks • Knowledge of local operating channels and uses • Inter-patrol communications Rescue procedures and requests for assistance
Signals	Demonstrate four (4) signals (chosen by the TAF)
Fitness	100m run - 100m swim - 100m run unaided (in 5 minutes or less) <ul style="list-style-type: none"> • Run 100m from a flag, around a marker and to waist-deep water • Swim 100m around two swimming buoys and back to waist-deep water • Run 100m from waist-deep water around a marker and back to the flag
Board / tube cleaning	Attend a TAF demo covering the correct cleaning protocol for standard rescue equipment including a rescue board and / or rescue tube
Knowledge	Contribute to a TAF led Q&A session covering the key components of the award
Online content	Complete the online learning resource and theory questions

Award: Bronze Medallion (BM)

Category: Aquatic Rescue

DRSABCD	Attend a TAF demonstration covering: <ul style="list-style-type: none"> • An adult manikin • An infant manikin
Resus COVID adjustments	<ul style="list-style-type: none"> • Attend a TAF demonstration covering key COVID-19 technique adjustments for resuscitation
Radio operations	Attend a TAF demonstration covering: <ul style="list-style-type: none"> • Pre-operation checks • Knowledge of local operating channels and uses • Inter-patrol communications • Rescue procedures and requests for assistance

Spinal management	Attend a TAF demonstration (on a manikin) covering: <ul style="list-style-type: none"> • Trapezius grip • Vice grip roll-over Attend a TAF led verbal discussion covering: <ul style="list-style-type: none"> • Log-roll • Spinal board strapping and extrication
Signals	<ul style="list-style-type: none"> • Demonstrate four (4) signals (chosen by the TAF)
Fitness	200m run - 200m swim - 200m run unaided (in 8 minutes or less) <ul style="list-style-type: none"> • Run 200m from a flag, around a marker and to waist-deep water • Swim 200m around two swimming buoys and back to waist-deep water • Run 200m from waist-deep water around a marker and back to the flag
Board / tube cleaning	Attend a TAF demo covering the correct cleaning protocol for standard rescue equipment including a rescue board and / or rescue tube
Knowledge	Contribute to a TAF led Q&A session covering the key components of the award
Online content	Complete the online learning resource and theory questions

Award: Radio Operator Certificate (ROC)

Category: Aquatic Rescue

Practical	Attend a TAF demonstration covering: <ul style="list-style-type: none"> • Pre-operation checks • Knowledge of local operating channels and uses • Inter-patrol communications • Rescue procedures and requests for assistance
Online content	Complete the online learning resource and theory questions

Award: Advanced Resuscitation Techniques (ART)

Category: First Aid and Emergency Care

Oxygen resuscitation	Attend a TAF demonstration covering: <ul style="list-style-type: none"> • Full cycle of CPR on Adult • Full cycle of CPR on Infant
Advanced resuscitation	Attend a TAF demonstration covering: <ul style="list-style-type: none"> • Oropharyngeal (OP) airways • Suction equipment
ART COVID adjustments	Attend a TAF demonstration covering key COVID-19 technique adjustments for advanced resuscitation
Knowledge	Contribute to TAF led Q&A covering the key components of the award
Online content	Complete the online learning resource and theory questions

Award: Side-by-Side Vehicle (SSV) - (formally ATV)

Category: Powercraft

Licence check	Presentation of current driver's license to TAF / delegate and have license number and expiry date recorded on a skills maintenance card.
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Award: Inflatable Rescue Boat Crew (IRBC)

Category: Powercraft

Online content	Complete the online theory questions.
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Award: Inflatable Rescue Boat Driver (IRBD)

Category: Powercraft

Licence check	Presentation of current marine license to TAF / delegate and have license number and expiry date recorded on a skills maintenance card.
Online content	Complete the online theory questions.

Award: Rescue Water Craft Operator Certificate (RWC)

Category: Powercraft

Practical	As determined by LSV Operations (plus licence presentation).
Online content	Complete the online theory questions.

Who can deliver Skills Maintenance?

The table below provides an overview of what qualifications/awards enable a Trainer, Assessor or Facilitator to deliver skills maintenance activities in each award.

Course Category	Lifesaving Award	Qualification	Hold Base Award*
Aquatic Rescue	Surf Rescue Certificate (SRC)	TOC	Y
	Bronze Medallion (BM)		Y
	Radio Operator Certificate (ROC)	or	Y
First Aid & Emergency Care	Advanced Resuscitation Techniques (ART)*	ASC	Y
Powercraft	Side-by-Side Vehicle (SSV) (formally ATV)**	or	N
	Inflatable Rescue Boat Crew (IRBC)	TAE	N
	Inflatable Rescue Boat Driver (IRBD)**	or	N
	Rescue Water Craft Operator Certificate (RWC)**	DIP	Y

* The base award and pre-requisites must be held and current.

** Licences can be checked by a club delegate, who is not an endorsed TAF.

Skills maintenance processing is completed by Club Chief Instructors and finalised by the Area Training and Assessment Officer (their Assistants and Delegates). The process makes use of the traditional Form 14, enabling quick and accurate data entry directly into Surfguard.

All information needed for the delivery of skill maintenance activities (including information on the Form 14 creation/submission process) is included in the Skills Maintenance Handbook.

Are there any further support resources?

There are a number of SLS training videos that are available in the SLS Members Area Document Library for members to view in preparation for their skills maintenance and for general refresher training.

Aquatic rescue related:

- Board Rescue - Conscious Patient
- Board Rescue - Unconscious Patient
- Tube Rescue - Conscious Patient
- Tube Rescue - Unconscious Patient
- Rock Rescue

Emergency care related:

- Resuscitation on the beach (DRSABCD) Video
- Resuscitation in the surf lifesaving club (DRSABCD) Video
- Resuscitation in the surf lifesaving club (DRSAB) - Including a complication Video
- Stingers (chapter fourteen in SLSQ, SLSNT and SLSWA document libraries)
- Pain Management (Methoxyflurane)
- SLS Tourniquet training video

Spinal care related:

- Spinal walk up - lowers themselves
- Spinal walk up - assisted to ground
- Spinal Board including extended arm roll-over
- Trapezius grip

IRB related:

- IRB lift and Carry
- Two person carry - IRB variation

https://members.sls.com.au/SLSA_Online/modules/login/index.php

LSV Club COVID Recovery webpage

<https://lsv.com.au/clubcovidrecovery/>

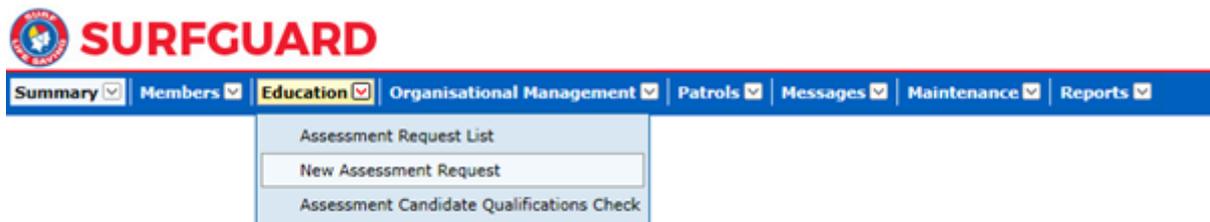
How do you process Skills Maintenance evidence?

Skills Maintenance processing will follow the same logic as last season (2019-20).

A Form 14 must be created in Surfguard for each award assessed. Creation of a Form 14 ensures all members attending the Skills Maintenance session are of age and hold the current pre-requisite requirements (if applicable). To create a Form 14 - follow the instructions below:

Processing Tip: It will save you time if you sort the Skills Maintenance cards alphabetically, then batch them by date completed.

1 Hover over Education drop-down and select New Assessment Request.



2 In the Assessment type drop-down, select Proficiency

3 Enter the Activity Start Date & Proposed Assessment Date as the date of the skills maintenance

Assessment Details

Assessment Type: *

Time (24hr): * :

Activity Start Date: * (dd/mm/yyyy)

Proposed Assessment Date: * (dd/mm/yyyy)

Planned Total Training and Assessment Time in Hours:

Planned Aquatic Activity Time in Hours:

Commercial course / Fee for Service course:

4 Scroll the Available Awards and click on the relevant award then select by clicking the > button

Award Details

Award Type:

Award:

Available Awards:

- Professional Diver Rescue
- ATV Operator Induction
- Award for Non Award Member (120 days)
- Basic Emergency Care
- Basic Life Support (AID)
- Endorsed Delegate - ARTC
- Endorsed Delegate - Bronze Medallion
- Endorsed Delegate - IDB Crew

Selected Awards:

- Bronze Medallion

Delivery Mode:

Funding Source:

Equivalent Award:

Allocate/Update Equivalent Award:

Do Not Allocate SLSA Award to Public Members:

5 Skip Units of Competency

6 Make sure your contact details are correct

Contact Information

Contact Name:

Contact Number (with area code):

Document Location:

7 Search for assessor/s and select using the > button

8 You can also select trainer/s in the same manner using the > button if required

Assessors

Enter either the Assessor's Member ID or all or part of the Assessor's name before clicking Get Assessors/Facilitators.

Search Assessor Member ID:

Search Assessor First Name:

Search Assessor Last Name:

Available:



Selected:

Trainers

Enter either the Trainer's Member ID or all or part of the Trainer's name before clicking Get Trainers.

Search Trainer Member ID:

Search Trainer First Name:

Search Trainer Last Name:

Available:



Selected:

9 Skip Enrolment Source Details

10 Add any relevant details into regarding the assessment into the comments field

11 In the candidate field, select both tick boxes

- Retrieve all candidates whether or not their proficiency is expiring.
- Include Non-Financial Members

12 Click 'Get Candidates' button

How do you report on Skills Maintenance activities?

There is a Skills Maintenance SurfGuard custom report template for each organisation level (SLS club, branch, state centre) in SLS Members Area Document Library that you can upload into SurfGuard and run. It is a restricted resource for trainers and assessors.

When uploading the report, be sure to:

- Select the organisation level in SurfGuard for which require the report before entering the custom report menu.
- Select the scheduled report status before running the report if you wish to have this report automatically sent to your email at selected times during a selected date range.

VIEW DOCUMENTS

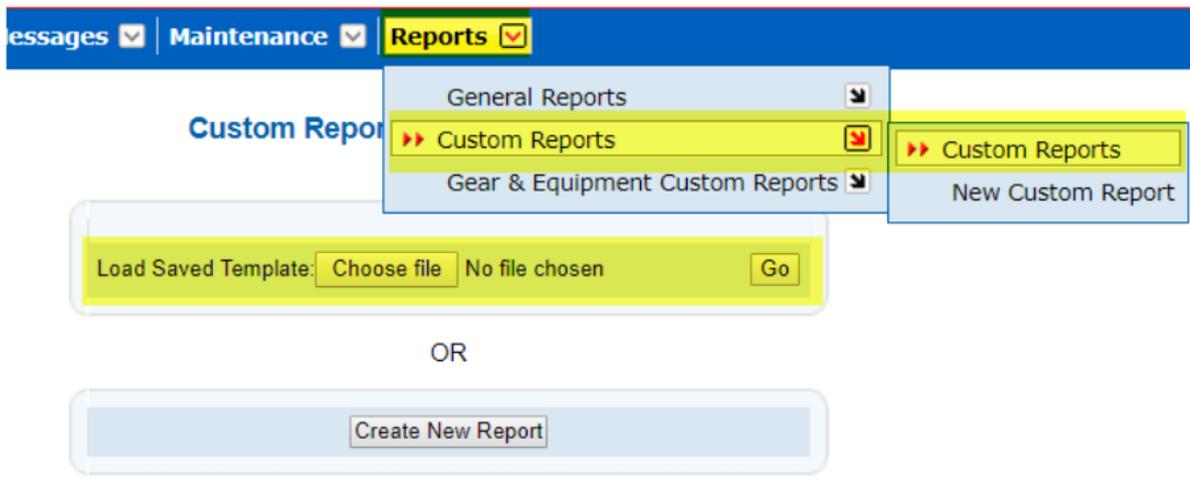
Organisation:
 Search:
 Sort by:

Documents (4)

Categories	Skills Maintenance - SurfGuard Custom Report Template - National Level	Skills Maintenance - SurfGuard Custom Report Template - Branch Level	Skills Maintenance - SurfGuard Custom Report Template - Club Level	Skills Maintenance - SurfGuard Custom Report Template - State Level
<ul style="list-style-type: none"> All Sports Lifesaving Education Member Services Circulars/Publications Governance/Policies Administration Work Health & Safety Nippers Other 	<p>Updated 17 Jun 2019 File size 47.01 kB File type XML</p> <p>Skills Maintenance - SurfGuard Custom Report Template - National Level</p> <p>DOWNLOAD</p>	<p>Updated 17 Jun 2019 File size 46.63 kB File type XML</p> <p>Skills Maintenance - SurfGuard Custom Report Template - Branch Level</p> <p>DOWNLOAD</p>	<p>Updated 17 Jun 2019 File size 46.7 kB File type XML</p> <p>Skills Maintenance - SurfGuard Custom Report Template - Club Level</p> <p>DOWNLOAD</p>	<p>Updated 17 Jun 2019 File size 46.8 kB File type XML</p> <p>Skills Maintenance - SurfGuard Custom Report Template - State Level</p> <p>DOWNLOAD</p>

STEP 1:

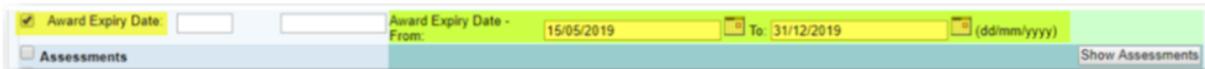
Upload the appropriate Skills Maintenance customer report for the organisation level you wish to report on.



The screenshot shows a navigation bar with 'Messages', 'Maintenance', and 'Reports' menus. The 'Reports' menu is expanded, showing 'General Reports', 'Custom Reports', and 'Gear & Equipment Custom Reports'. The 'Custom Reports' option is highlighted. Below the menu, there is a 'Load Saved Template' section with a 'Choose file' button and a 'Go' button. Below that, there is an 'OR' separator and a 'Create New Report' button.

STEP 2:

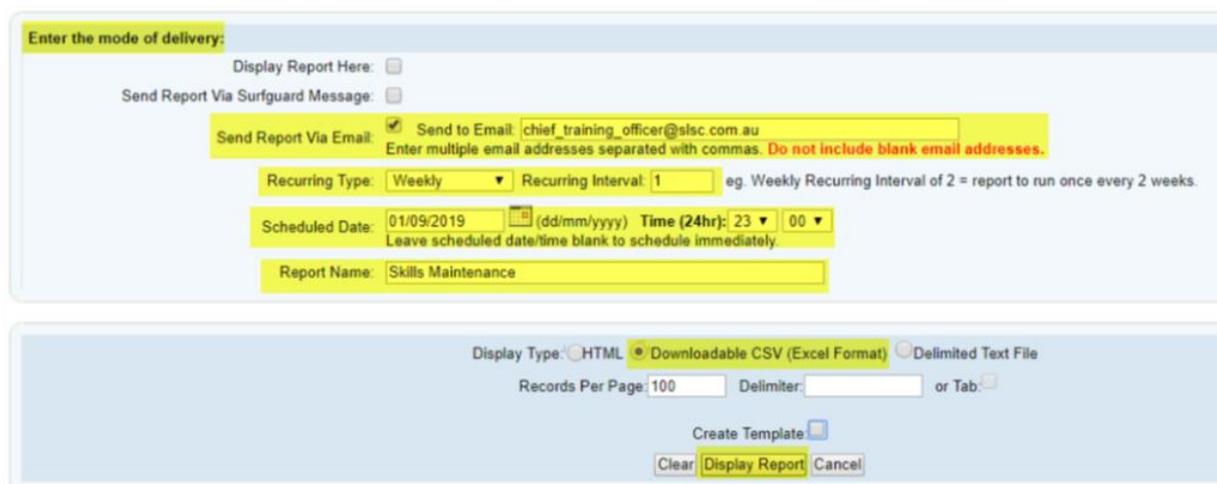
Update the year to the current year, e.g., 2018 to 2019, 2019 to 2020.



The screenshot shows a filter bar with 'Award Expiry Date' and 'Assessments' sections. The 'Award Expiry Date' section has a 'From' date of 15/05/2019 and a 'To' date of 31/12/2019. The 'Assessments' section has a 'Show Assessments' button.

STEP 3:

Enter in your preferred mode of delivery options before displaying the report.



The screenshot shows the 'Enter the mode of delivery' section. It includes options for 'Display Report Here', 'Send Report Via Surfguard Message', and 'Send Report Via Email'. The 'Send Report Via Email' option is selected, and the email address 'chief_training_officer@slsc.com.au' is entered. The 'Recurring Type' is set to 'Weekly' and the 'Recurring Interval' is set to '1'. The 'Scheduled Date' is set to 01/09/2019 and the 'Time (24hr)' is set to 23:00. The 'Report Name' is 'Skills Maintenance'. Below this, there are options for 'Display Type' (HTML, Downloadable CSV (Excel Format), Delimited Text File), 'Records Per Page' (100), and 'Delimiter'. There are also buttons for 'Create Template', 'Clear', 'Display Report', and 'Cancel'.

Appendix 2 - Skills Maintenance Equipment List

The below list is intended to assist clubs in ensuring that they have sufficient equipment available for skills maintenance activities.

Equipment	Ratio / Number	Awards include							
		SRC	BM	ROC	ART	SSV	IRBC	IRBD	RWC
Pink vests	1:1	Y	Y						
Beach cones / markers	Two	Y	Y						
Buoys	Two	Y	Y						
Adult manikin**	One	Y	Y		Y				
Baby manikin	One	Y	Y						
Radio***	One	Y	Y	Y					
Spinal board (and straps)	One set		Y						
Oxygen unit	One				Y				
Bag-valve-mask	One				Y				
Opi airways	One set				Y				
Suction equipment	One set				Y				
Cleaning equipment	One	Y	Y						

* A board / tube is also required for each water safety

** Multiple manikins required if different TAF's are delivering the DRABCD / ART components

*** Additional radios may be required for comms between groups / comms into LSVComms

SRC = Surf Rescue Certificate

SSV = Side-by-Side Vehicle

BM = Bronze Medallion

IRBC = Inflatable Rescue Boat Crew

ROC = Radio Operators Certificate

IRBD = Inflatable Rescue Boat Driver

ART = Advanced Resuscitation Techniques

RWC = Rescue Water Craft

Appendix 3 - Skills Maintenance Session Plan

The below template is intended to assist with effectively planning and efficiently delivering skills maintenance sessions without compromising member safety. The template aims to cover a standard skills maintenance session, although it is acknowledged that Clubs can choose alternative planning options to suite their local needs.

Skills maintenance activities should not exceed the maximum candidate numbers, a minimum of one (1) appropriately endorsed TAF (multiple if required to meet award requirements) and a designated water safety person. The activity should take approximately 2 hours per group.

Date	Venue		
Start Time	SRC / BM / ROC start time		
	ART only (start time + 90 mins)		
	SSV / IRB only (start time + 120 mins)		
Attendees Names / Sub-group	1	7	
	2	8	
	3	9	
	4	10	
	5	11	
	6	12	
Component	Activity Component	Award/s	Approx. duration
Dry SRC / BM / Radio	DRSABCD	SRC / BM	45 mins
	Radio operations	SRC / BM / Radio	
	Knowledge (SRC / BM / Radio)	SRC / BM / Radio	
	Radio components complete (ROC leave)		
Wet	Spinal management	BM	15 mins
	Signals	SRC / BM	30 mins
	Fitness (run-swim-run)	SRC / BM	
	Board / tube clean	SRC / BM	
SRC / Bronze components complete (SRC/BM leave)			
ART	Oxygen resuscitation	ART	30 mins
	Advanced resuscitation	ART	
	Knowledge (ART)	ART	
	ART components complete (ART leave)		
Powercraft	Licence checks	SSV / IRBD	15 mins
	SSV / IRBC / IRBD components complete (Session ends)		