

2016-17 Changes to SLSNSW Education SOPs and Forms

Education Standard Operating Procedures (Academy Volunteer Handbook):

- Page 8: Updated references to 'Industry Skills Councils' to 'Skills Service Organisations' to reflect changes in the wider VET sector.
- Pages 11-12: Clarified that the process for attending courses in other Branches applies to skills maintenance also, as well as to the Australian Lifeguard Service (ALS) as its own Branch.
- Page 27: Clarified that Assessors of Powercraft awards do not need to be proficient in their IRB/RWC award to be **re-endorsed**.

All Forms:

- Season date changed to 2016-17

Training Enrolment Form

- Updated link to Academy Course Participant Handbook in **Declaration** section.

Training Course Report

- Added **Pre-course Induction Checklist** section on Page 1 to emphasise the importance of sending out Participant Joining Instructions and creating Assessment Requests prior to training.
- Moved **Attendance Record** section to the end of the form (upon request from a Branch).
- Reduced **Course Induction Checklist** (deleted sections on Pre-requisites, Academy Handbook and Academy Policies as this is now covered in the **Pre-Course Induction Checklist**).

TAF Re-Endorsement Kit

- Clarified that if this form is used, it should be sent to the Branch Director of Education once completed.
- Updated **Part 2: Re-endorsement Checklist** to more accurately reflect SLSNSW TAF Re-endorsement Process.
- Updated red asterisks in **Part 3: Awards Requiring Re-Endorsement** (as Spinal Management requires a proficiency).
- Updated the **Branch and SLSNSW Declarations** at the end of the form slightly to accurately reflect SLSNSW TAF Re-endorsement Process.

TAF Endorsement Kit

- Clarified in **Part 4a: Applicant to complete** that the SLSA Award should be held for a minimum of twelve months before applying for TAF Endorsement.
- Clarified in **Part 4b: Mentor to complete** what the checkboxes are for (i.e. to confirm that a minimum of two courses have been observed by a Mentor).
- Updated **Part 5: Branch / State Endorsement** to reflect practice in some Branches of Branch staff managing this process on behalf of the Branch Director of Education (section headings are now "Instructions for Branch" and "Branch Endorsement – to be completed by Branch Director of Education [or their nominee]).

Participant Joining Instructions

- Updated reference to 'Academy Course Participant Handbook' to reflect name on website. Updated link to location of the handbook. Removed reference to RPL Kit (no longer a standalone resource).