

Lower North Coast Branch Board of Education Committee Meeting Minutes

Commenced 5:00 pm Monday 13th December 2010 @ Forster SLSC

Attendees: Jim Wills (Forster), Judy Spicer (SLS NSW), Roy Anderson (Cape Hawke SLSC), and Stuart Small (LNC Branch).

Apologies

Ben Atkinson (Blackhead SLSC), Greg Irving (Crowdy Head SLSC).

Education meeting Minutes

June 2010 Minutes

Official mentoring system is now available, further details to be discussed during the meeting.

ARTC Upgrade Program has been conducted, with one session conducted at each club. A list of outstanding upgrades has been supplied to each club and CTO's will need to review and identify who is interested in upgrading. Dates can then be coordinated amongst the clubs. Noted that Nathan de Rooy has requested an upgrade prior to 1st January and facilitator's have indicated they are not available to meet this date. A course has been programmed for 1st/2nd/3rd February at the Forster SLSC.

Proficiency program has been conducted, although the Blackhead proficiency was called off by their CTO. Blackhead CTO has been in contact with some assessors coordinating replacement proficiency(s).

Club Education Meetings – Reminder that clubs are to conduct two meetings each year. Please forward a copy of the minutes of these meetings as evidence for future audits of the Branch.

August 2010 Minutes

Facilitator nominations received have been endorsed by Branch (Council meeting).

Branch audit completed, club audit has not been undertaken due to non-SLS issues at Crowdy Head SLSC.

Uniforms have been audited and will be distributed upon receipt early in 2011.

Proficiency methodology, Forster SLSC also provided detailed program that was distributed after their proficiency. Cape Hawke SLSC also numbered candidates which assisted the process as well.

Human Resources

Future Trainer/Assessor/Facilitator - Brendan Pieschel (Crowdy Head SLSC) has made contact with me and indicated he is interested in becoming involved in the education team. Brendan has his TAA CertIV and has a Defence Forces background and has been involved in SLS for approximately 12 months. Greg Irving and Karl Futterleib will act as mentors to Brendan. Sandi Donkin will mentor Brendan for the SFA course.

Assessment Tools

Note that assessors have not been submitting and utilising the assessment checklist (the checklist provides assessors guidance on the beach regarding what elements are to be assessed, assessors are to make notes on this checklist of the progress of the candidates during the assessment – these notes constitute evidence in terms of the competence of the candidates). Details on its use to be incorporated into a newsletter to be distributed to the education team.

Training & Assessment Policies

- Problems have been experienced with poor compliance with protocols regarding timing and phasing of the training and assessment process. To assist a flow chart has been developed that explains the process (attached to these minutes), queries/clarifications regarding the process to be made with DOE. Non-compliance with the process can result in processing of the assessment being held up until all problems have been resolved.
- Injuries during training and assessments are not being recorded within Surf Life Savings online Database IRD (accessible via SurfGuard). Club Captains and safety officers should have access to this, details can be forwarded to me for input if necessary (further details are likely to be requested to enable forms to be accurately completed). All injuries need to be recorded, even minor, as should future medical treatments be required WorkCover reimbursement will not occur unless the details are in IRD.
- ATV proficiency/awards – when processing in SurfGuard it is necessary to record in the comments section who conducted the assessment. If left out this information needs to be forwarded to the DOE by e-mail. Assessments will not be processed without this information.
- Nipper Proficiencies/awards - when processing in SurfGuard it is necessary to record in the comments section who conducted the assessment. If left out this information needs to be forwarded to the DOE by e-mail. Assessments will not be processed without this information.
- Processing of proficiencies and awards in SurfGuard, the following table highlights who is responsible for what stage. The DOE will not push an assessment through a stage that is to be undertaken by a club (Branch Courses will be an exception).

Stages		Responsibility
Assessment	Proficiency	
Create	Create	Club
Update	Update	Club
Submit	Submit	Club

	Process Results	Club
Approve		DOE
Process Results		DOE
Approve Candidates	Approve Candidates	DOE
	Archive	DOE
Allocate Award		SLSNSW

Improvements

- Request that candidates renewing their SFA also complete the on-line quiz. Candidates will be requested to do this element of the assessment and to be advised that this will assist the facilitator focusing upon practical application of the course during the face to face attendance portion of the course.
- Powercraft manual – 7th edition is out and the aligned user guides (version 4.0) are available in the secure resource library at SLSA's website. All courses are to utilise this paperwork.
- SLSA Circular 40 – Defib machine to be utilised on children age 1 to 8yrs.
- Course overviews for ATV and Pain Management available from SLSNSW website.

Complaints/Grievances

Nil

Operations Breaches

Operational breaches occurred in regards to the Bronze/SRC award at Blackhead SLSC. Details of the breach are recorded in the course evaluation report. A meeting will be conducted with the Blackhead CTO to discuss the operational breaches with the view that they don't occur again.

Internal Audits/Reviews

None conducted to date, need to conduct to maintain compliance with SLS NSW's requirements.

Physical Resource Management

Nil

Courses Conducted/Evaluations

IRB Crew/Driver – Blackhead 25/7/2010

ARTC Upgrade – Blackhead 4/8/2010, Pacific Palms 26/8/2010, Taree Old Bar 29/8/2010, Forster 22/9/2010

IRB Driver – Taree Old Bar 29/8/2010

SFA – Blackhead 11/9/2010, Cape Hawke 23/10/2010

ARTC – Pacific Palms 21/9/2010, Taree Old Bar 12/10/2010, Cape Hawke 22/10/2010

IRB Crew/Driver – Forster 9/10/2010, Cape Hawke 31/10/2010

Bronze/SRC – Blackhead 11/11/2010, Taree Old Bar 4/12/2010

SM BBM – Cape Hawke 30/11/2010

Professional Development

Trainers/assessors/facilitators currently hold either a TAA or BZA qualifications. TAE qualifications now outdate these qualifications and active TAF's will need to be transitioned across to the new qualifications. Current TAA qualification holders are likely to experience a smooth transition, BZA may be required to attend a workshop. CertIV BZA holders will need to complete additional paperwork. Relevant members of the education team will be contacted regarding what is required of them.

Mentor Program

Formal mentor program has been developed by SLSNSW and DOE and SLSNSW's Academy Support Officer will run this program locally for nominated mentors during the first half of 2011.

DOE Exchange Program

Program is still in development, will be similar to that of the lifesavers on the beach exchange program where country lifesavers visited Sydney clubs to experience their conditions in terms of day to day lifesaving operations.

NSW ARC Conference at Manly

Original date was 4th December and was postponed to the New Year.

New Resources/Technologies

Nil

Student Exits

Nil

Calendar

IRB Crewman

Forster - Saturday 26th February 2011 – 8am – Contact Forster CTO (Jim Wills) prior to 20th January 2011.

ARTC

Forster – Tuesday 1st February 2011 – 7pm – Contact Forster CTO (Jim Wills) prior to 13th January 2011.

Spinal Management

Forster YMCA – Saturday 22nd January 2011 – 2pm – Contact Stuart Small prior to 22nd December 2010.

Forster – Wednesday 23rd February 2011 – 7pm – Contact Forster CTO (Jim Wills) prior to 9th February 2011.

Assessor

Bulahdelah – Saturday & Sunday 19th/20th March 2011

Bulahdelah – Saturday & Sunday 16th/17th April 2011

Nominations to Stuart Small by 28th February 2011.

Bronze/SRC

There will be a central assessment conducted in mid-January (not 15th/16th as assessors will be attending the Country SLS titles). Details will be distributed closer to the date. Likely host will be Cape Hawke SLSC with the convenor being Roy Anderson.

General Business

Trainers Course

Trainers course undertaken at Crowdy Head requires further paperwork to be process which is to be supplied by the candidates as they complete further “on the job training”.

Branch Audit Results

The results of the audit conducted by SLSNSW were presented at the meeting. The Branch received notice that it's systems have 100% compliance, however there is a list of 5 medium priority, and 5 low priority recommendations to be implemented, one of the low and one of medium recommendations have already been completed. The remainder will be implemented over the coming months.

Proficiency Review

Further discussion needed regarding what process to follow next year. One suggestion is:

- Bronze/SRC Proficiencies to be conducted by clubs prior to mid-November – no exceptions. IRB/Spinal/ARTC proficiencies will be coordinated by Branch with one proficiency per club, run by the club. Support Operations proficiency will be separate to this process.