

Circular

Title:	SLSWA Skills Maintenance Checks (Proficiency) Requirements for 2025-26 Season
Date:	7 August 2025
Document ID:	21, 2025/2026
Department:	Member Education
From:	Domenic Cowdell - Member Education and Training
Audience:	Director of Education, Manager of Education, Trainer and Assessors
Summary:	All active lifesavers are required to complete an annual Skills Maintenance Check (proficiency) to demonstrate competency in the lifesaving award/s they hold and in which they wish to remain current. This Circular describes the skills maintenance requirements for the 2025/26 season.
Attachments:	SLSWA Skills Maintenance Information Booklet v2025

Introduction

Skills maintenance checks are necessary to:

- ensure ongoing competency of members in their area of training and activities.
- maintain the standards of knowledge and expertise of surf life savers.
- satisfy obligations in relation to a duty and standard of care.
- reinforce and maintain the movements service commitment to the bathing and beach going community.

All training resources are available in the SLS Hub Document Library to view and refresh knowledge of each member.

New for this Season

The run swim run has been changed to better represent the likely actions of a Surf Lifesaver in a rescue situation. Elements in resuscitation have also been modified. This is based on research, which have shown significant increases in survival rates by enacting relatively minor changes.

Proficiency

A member's proficiency is valid until the 31st of December each year (any reference to this date should read 31st July in Northern Australia approved clubs) unless stated otherwise in Surfguard or via Circular (e.g. 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 checks may be conducted after 31 December under the requirements and approval of SLSWA. Any member completing their proficiency after 31 December each season shall be eligible to patrol and should refer to relevant Circulars, Bulletins and Policies regarding eligibility to participate in state and national Surf Sports competition.

When a skills maintenance check 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.

Gap Analysis

For members whose award(s) have lapsed for a period of greater than one year, a gap analysis needs to be completed, and the member may need to complete additional training/updates to ensure they are current with the latest techniques and information.

Appendix 1 indicates the changes over time that have occurred to the various SLS awards and can be used to establish the required updates.

The SLSA Education Committee has established a guideline that, if for a period of five or more years, a member has not been proficient, they need to complete a full assessment for that award to regain their currency. Exemptions to this guideline are possible if a member can show due to experience, other qualifications, current work; that they retain the appropriate skill set and are current. This may be applied to either the whole award or elements of it.

If you require further information or guidance regarding Skills Maintenance, please contact Domenic Cowdell at SLSWA – dcowdell@slnwa.com.au or 9207 6666.

A handwritten signature in black ink, appearing to read "J. O'Toole".

James O'Toole
Chief Executive Officer

SLSWA Season 2025/26 Skills Maintenance Requirements

Online Learning

Members must complete the following professional development online modules or be presented the content face-to-face, which can be found in the eLearning platform under Skills Maintenance:

For Bronze Medallion, Surf Rescue Certificate, Resuscitation and Advanced Resuscitation Awards please complete the following:

- Watch a video update outlining changes to skills maintenance requirements, as well as any changes to SLS procedure or ANZCOR guidelines
- Complete a short eLearning module outlining Lifesaving CPR techniques

For Advanced Resuscitation Awards please complete the short eLearning module on team management and leadership

For All Award Holders

If you have not already, please ensure the ***'Sexual Harassment and Misconduct Awareness'*** module is completed.

To Access E-Learning:

1. Logon to the **SLS Hub** (Formally SLS Members Area. First time you access the SLS Hub you will need to reset your password and have access to your e-mail to authenticate).
2. Select 'Applications' (top menu)
3. Select 'eLearning'
4. Select 'Training Library' (left menu)
5. 'VIEW COURSES' in 'Skills Maintenance 2025' tile
6. 'ENROL' in the applicable course

Training resources for all awards are in the [SLS Hub Document Library](#) or on the [SLS Manula website](#).

Aquatic Rescue Pathway Awards

Surf Rescue Certificate (SRC)

1. Run-Swim-Rescue

- 100m Run - 100m Swim with a rescue tube in 3 minutes 30 Seconds (fins may be worn)
- Conduct a tube rescue on a patient and completed a 100m swim towing the patient (not timed). Finish by assisting the patient to the waters edge.
- The run distance to be taken from waist-deep water, e.g., the run is from a flag, around a marker and to waist deep water, the aquatic components are from waist deep water around two swimming buoys and back to waist deep water.
- Reasonable adjustment may be made for surf conditions on the day.

2. Lifesaving CPR

- Complete the online modules in the eLearning (this may also be completed on the day with the group)
- Complete the face-to-face workshop on modifications to CPR

3. Signals

- Demonstrate knowledge of SLSA signals according to SLSA operating procedures in the current *SLSA Public Safety and Aquatic Rescue* training manual.

5. Radio operations

- Members to be assessed on theoretical knowledge of radio operations, protocols and pro-words.
- A practical demonstration of a scenario involving equipment. The scenario must include demonstrations of the following skills and must be conducted for each candidate:
 - Pre-operation checks
 - Knowledge of local operating channels and uses
 - Rescue procedures and requests for assistance using appropriate protocols and pro-words.

Radio Operations may be integrated into other scenarios.

Bronze Medallion (BM)

1. Run-Swim-Rescue

- 100m Run - 100m Swim with a rescue tube in 3 minutes 30 Seconds (fins may be worn)
- Conduct a tube rescue on a patient and completed a 100m swim towing the patient (not timed). Finish by assisting the patient to the waters edge.
- The run distance to be taken from waist-deep water, e.g., the run is from a flag, around a marker and to waist deep water, the aquatic components are from waist deep water around two swimming buoys and back to waist deep water.
- Reasonable adjustment may be made for surf conditions on the day.

2. Lifesaving CPR

- Complete the online modules in the eLearning (this may also be completed on the day with the group)
- Complete the face-to-face workshop on modifications to CPR

3. Signals

- Demonstrate knowledge of SLSA signals according to SLSA operating procedures in the current *SLSA Public Safety and Aquatic Rescue* training manual.

4. Spinal Management

The following skills must be demonstrated as part of a team. Each member must be control of the head at least once:

- Provide spinal care for a 'walk up casualty' with a suspected spinal injury (no use of board as per current PSAR manual).
- Extended-arm roll for stabilisation of the neck and maintenance of the airway in shallow water.
- Spinal board extrication and carry from shallow water.
- Log-rolls: remove a casualty from a spinal board; place a supine casualty on a spinal board.
- Securing a casualty to a spinal board using spinal straps.

During all scenarios spinal alignment and airway management must be maintained and good communication between team members demonstrated.

5. Radio operations

- Members to be assessed on theoretical knowledge of radio operations, protocols and pro-words.
- A practical demonstration of a scenario involving equipment. The scenario must include demonstrations of the following skills and must be conducted for each candidate:
 - Pre-operation checks
 - Knowledge of local operating channels and uses
 - Rescue procedures and requests for assistance using appropriate protocols and pro-words.

Radio Operations maybe integrated into other scenarios.

Silver Medallion Aquatic Rescue (SMAR)

Proficiency is required in the prerequisites for this award to remain current.

The prerequisites are:

- Complete a 400-metre swim in 8 minutes or less in a swimming pool of no less than 25m length.
- Hold and be proficient in the SLSA Bronze Medallion.

Gold Medallion (Advanced Lifesaving)

A member must be proficient in ALL the following awards:

- a) Bronze Medallion
- b) Advanced Resuscitation Techniques (ART) or ART (AID) award
- c) First Aid or First Aid (AID) award

If any of these award proficiencies lapse during the season, even after successful completion of the Gold Medallion, then the member will become non-proficient in the Gold Medallion.

1. Pool Swim

The member must complete an 800-metre swim in 14 minutes or less in a swimming pool of not less than 25 metres. The pool swim must be completed before any other component of the Gold Medallion skills maintenance check.

2. Mission Test

- The distance will be 400m swim, 800m run, 400m board paddle, and 800m run.
- The time will be 25 minutes or less.
- The run distance to be taken from waist deep water, e.g. the run is from a flag, around a marker and to waist deep water, the aquatic components are from waist deep water around two buoys and back to waist deep water.

3. Rescue - Demonstrate a board and tube rescue according to SLSA operating procedures in the current Public Safety and Aquatic Rescue Training Manual.

- Tube Rescue: Complete a tube rescue of a patient 100 metres out to sea and return. Member should use swim fins during this rescue.
- Board Rescue: Complete a board rescue of a patient 200 metres out to sea and return.

4. Complex Rescue Scenario (may include one of the rescues above) - Demonstrate a complex rescue scenario as set by the Assessor according to the SLSA operational procedures in the current Public Safety and Aquatic Rescue Training Manual.

The rescue must assess the following events:

- Negotiating the surf zone.
- Securing the patient/s.
- Calling for assistance.
- Returning to shore without losing the patient/s.
- Performing emergency care as required by the patient/s.

WA Nipper Rescue Certificate (NRC)

1. Demonstrate all signals covered in the course (8).

2. Run-Swim-Rescue

- 100m Run - 100m Swim with a rescue tube in 3 minutes 30 Seconds (fins may be worn)
- Conduct a tube rescue on a patient and completed a 100m swim towing the patient (not timed). Finish by assisting the patient to the waters edge.
- The run distance to be taken from waist-deep water, e.g., the run is from a flag, around a marker and to waist deep water, the aquatic components are from waist deep water around two swimming buoys and back to waist deep water.
- Reasonable adjustment may be made for surf conditions on the day.

Emergency Care Pathway Awards

Awards involving resuscitation are to be assessed annually. Once proficiency is achieved, resuscitation in other award skills maintenance checks is not required.

Please note that completion of the SLS skills maintenance for any award in the SLSA emergency care pathway is not sufficient to result in the renewal of the HLTAID unit of competency that aligns with the member's award. For example, the skills maintenance for the SLSA Resuscitation award is not sufficient to result in the renewal of a member's HLTAID009 - Provide cardiopulmonary resuscitation, unit of competency.

Resuscitation (CPR)

Lifesaving CPR

- Complete the online modules in the eLearning (this may also be completed on the day with the group)
- Complete the face-to-face workshop on modifications to CPR

Advanced Resuscitation Techniques (ART or ART(AID) – ART(AID) may be requailed until July 2026)

1. Lifesaving CPR

- Complete the online modules in the eLearning (this may also be completed on the day with the group)
- Complete the face-to-face workshop on modifications to CPR

2. Oropharyngeal Airways

- Demonstrate an understanding of when and why an OP airway is introduced into resuscitation.
- Correct measurement and insertion of an oropharyngeal (OP) airway.

3. Bag Valve Mask (BVM)

- Demonstrate checks and setup of the BVM
- Demonstrate correct usage of BVM during a resuscitation scenario

Use of Oropharyngeal Airways and BVM maybe included as part of a Lifesaving CPR scenario or covered separately

4. Provide supplemental oxygen

- Demonstrate an understanding of under what conditions oxygen can be applied.
- Demonstrate use of pulse oximeter and understand its limitations.

5. Control Life Threatening Bleeding

- Demonstrate application of a Tourniquet
- Demonstrate Wound Packing technique

Pain Management Certificate

A member must be proficient in the following awards:

- a) Advanced Resuscitation Techniques (ART) or ART (AID) award
- b) First Aid or First Aid (AID) award

If any of these award proficiencies lapse during the season, even after successful completion of the Pain Management Skills Maintenance Check, then the member will become non-proficient in the Pain Management Certificate.

Skills maintenance checks for this award will be required at a minimum every two years.

To become proficient, members must complete the online theory assessment and assessment portfolio under the supervision of a Pain Management Facilitator.

It is recommended that a yearly skills check be conducted.

Beach Management Pathway Awards

Training resources for all aquatic rescue awards are in the SLSA SLS Hub Library under SLSWA organisation.

Radio Operations (RO)

- Members to be assessed on theoretical knowledge of radio operations, protocols and pro-words.
- A practical demonstration of a scenario involving equipment. The scenario must include demonstrations of the following skills and must be conducted for each candidate:
 - Pre-operation checks
 - Knowledge of local operating channels and uses
 - Rescue procedures and requests for assistance using appropriate protocols and pre-words

Silver Medallion Beach Management (SMBM)

Proficiency is required in the prerequisites for this award to remain current.

- A member must be proficient in one of the following patrolling awards:
 - Bronze Medallion
 - First Aid
 - Radio Operator
 - Advanced Resuscitation Techniques

Silver Medallion Patrol Captains Award (SMPC)

Be proficient in one of the following patrolling awards:

- Bronze Medallion
- First Aid
- Radio Operator
- Advanced Resuscitation Techniques

Clubs may add additional requirements if required.

Drone Patrol Operation

Prerequisites: Must be proficient in a Patrolling Award.

Complete a Skills Maintenance Check with a qualified WA Facilitator (Drone Patrol Operator) to include:

Knowledge of:

- Emergency procedures

Demonstration of:

- Pre-flight procedures
- Take off
- In-flight control
- Post flight procedures.

Powercraft Pathway Awards

All members must demonstrate proficiency in the pre-requisite awards associated with these awards as follows:

- IRB Crew (IRBC)
 - Proficient Bronze Medallion.
- Silver Medallion IRB Driver (IRBD)
 - Proficient Bronze Medallion.
 - Proficient IRB Crew.
 - Hold a Recreational Skippers Ticket.
- RWC Operator
 - Proficient Bronze Medallion.
 - Hold a Recreational Skippers Ticket.

New RWC Techniques

SLSA have updated the RWC course content. It is recommended that operators review the new [RWC Manual](#).

IRB Crew (IRBC)

Skills maintenance in this award may be assessed by an authorised delegate or current SM IRB Driver. IRB Crew must demonstrate the following skills:

- Parallel running
- Figures of eight
- Conscious/ Assisted patient pick-up
- Unconscious/ Unassisted patient pick-up
- Rise Crewing Position
- Standing Crewing Position
- Locked-in Position
- Emergency Punch Position
- Re-Boarding the IRB

Silver Medallion IRB Driver (SMIRBD)

Skills maintenance for the Silver Medallion IRB Driver award can only be delivered by an IRB assessor. Drivers must also complete the IRB Crew skills maintenance and have it recorded on Surfguard/App.

IRB Drivers must demonstrate:

- Pre and post operations checks

And the ability to apply safe driving practice including but not limited to:

- Parallel running
- Figures of eight
- Response to signals
- 1 o'clock wave negotiation angle
- 2 o'clock patient pick-up angle
- Conscious/ Assisted patient pick-up
- Unconscious/ Unassisted patient pick-up
- Re-Boarding the IRB

Rescue Water Craft Operator (RWC)

Skills maintenance in the RWC Operator award can only be assessed by an RWC assessor. The RWC course has been updated for the 2025-26 season with new skills added. See RWC Skill Maintenance Check RWC Form in the SLS Hub Document Library for details.

ATV/SSV Awards

Members that operate an ATV/SSV must have their driving license checked for currency.

A member who loses their driver's license (whether through cancellation or suspension) must not be in control of the ATV/SSV.

SLSWA – Training and Assessing Awards

To maintain currency of SLSWA Trainer, Assessor and Facilitator (TAF) awards, all award holders must complete the 'TAF Currency Form SLSWA' at least every two years OR have their training/assessing/facilitating activity hours recorded in Surfguard OR Clubs may record TAF activity with the appropriate detail and send documentation to SLSWA.

Details of the information required to complete this form are found in the 'TAF Currency Guidelines'.

Both documents are located on the SLS Hub, in the SLSWA section of the Document Library, Education section, Search Term 'TAF – Currency'.

Age Manager Award (AGM)

To be Proficient an AGM must:

- have completed a Member Screening Check if necessary (Please refer to the [SLSWA Member Screening Policy](#)).
- have completed the online Child Safe Awareness Course.
- attended the online SLSWA Age Managers Information Session.

Appendix 1 – Gap Analysis

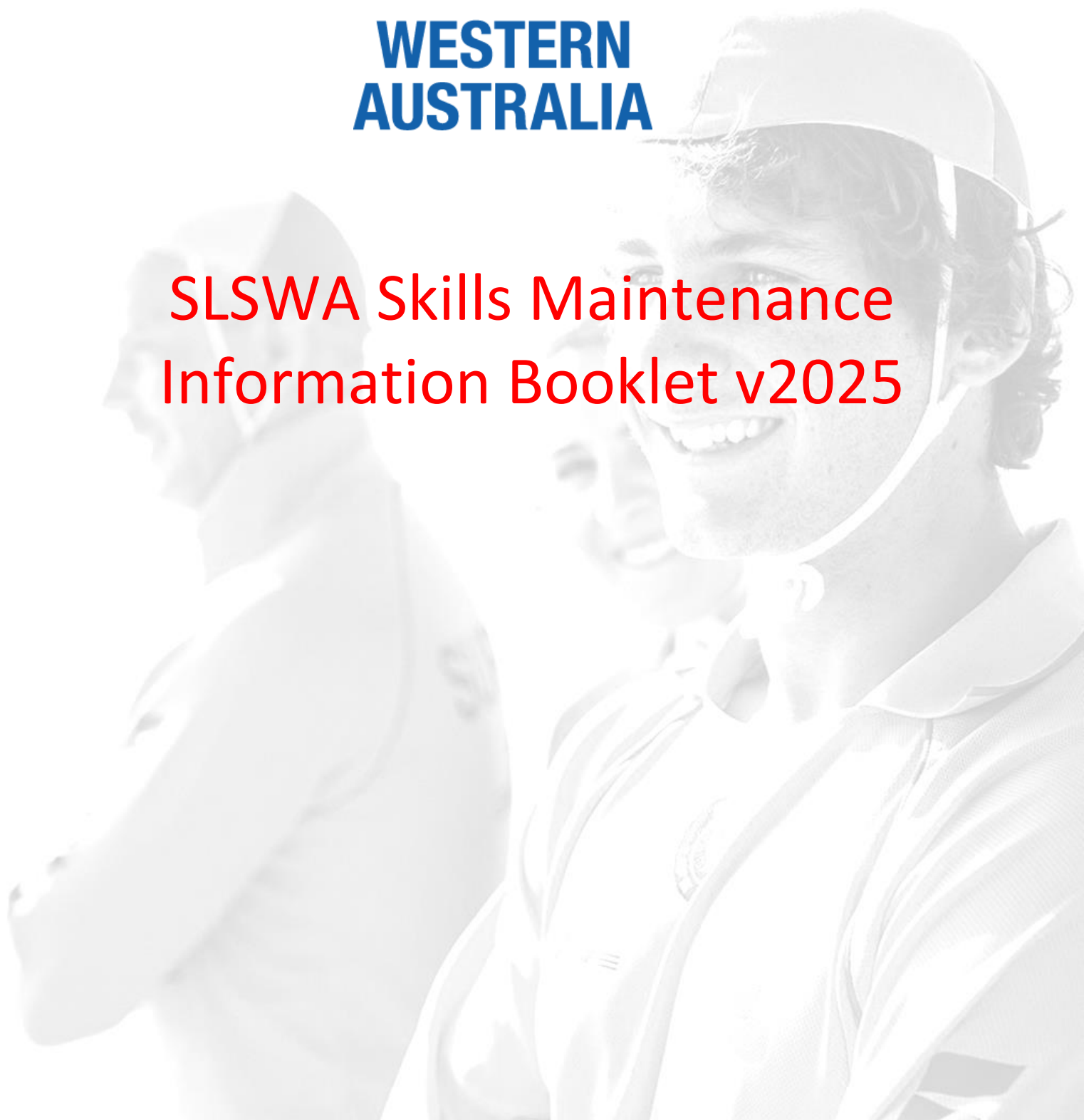
Award	Season	Change
All Resuscitation (SRC, BM, ART)	2009/10	<ul style="list-style-type: none"> Ratio of compressions to breaths in CPR changed to 30:2 Defibrillation awareness added 'D' added to DRABCD, defibrillation
	2011/12	<ul style="list-style-type: none"> 'S' added to DRSABCD, send for help
	2012/13	<ul style="list-style-type: none"> Treatment of anaphylaxis, using an autoinjector
	2013/14	<ul style="list-style-type: none"> Infant resuscitation on a manikin to be assessed in all CPR training
	2014/15	<ul style="list-style-type: none"> Casualty's airway and breathing is routinely assessed on their back – they are only rolled if necessary to clear foreign matter
	2015/16	<ul style="list-style-type: none"> Specified number of scenarios and 2 minutes of uninterrupted CPR on: a) an adult manikin on the floor; and b) an infant manikin on a stable surface to be assessed in all CPR training
	2016/17	<ul style="list-style-type: none"> Rate of CPR compressions changed to 100-120 compressions per minute
Advanced Resuscitation Techniques	2010/11	<ul style="list-style-type: none"> Suction introduced SLSA awards Advanced Resuscitation Certificate and Defibrillation Certificate replaced with Advanced Resuscitation Techniques Certificate
	2014/15	<ul style="list-style-type: none"> Assessment of vital signs Respirations, Pulse and Temperature, completion of incident report, and 3x scenario to be assessed
	2021/22	<ul style="list-style-type: none"> ARC Guideline changes: (9.2.10) <ul style="list-style-type: none"> Recommend against the routine administration of oxygen in persons with suspected heart attack and stroke who do not have signs of shock Oxygen should be administered to persons with an oxygen saturation of less than 92% (where a pulse oximeter is available). Oxygen should be given to persons with signs of blue colouration of skin, not breathing, shock, severe bleeding, severe burns, breathing difficulties, decompression illness or a situation suggestion carbon monoxide poisoning (irrespective of oxygen saturation level) How to control Life threatening bleeding using wound packing, tourniquet
Bronze Medallion	2011/12	<ul style="list-style-type: none"> IRB awareness added
	2012/13	<ul style="list-style-type: none"> 2 new signals added <ul style="list-style-type: none"> submerged casualty missing (Code X); and all clear
	2013/14	<ul style="list-style-type: none"> 34th edition training manual released Theory paper added to skills maintenance assessment Revision of: safety while working in a beach environment; surf awareness and rip current survival principles; how oxygen is used in team resuscitation; use of whistles as communication; identifying distressed and drowning casualty; surveillance methods and beach management Addition of: use of swim fins as a basic survival technique; information on the lymphatic system; stroke; anaphylaxis; the phonetic alphabet; 3 person walk up spinal Removal of: in-water rescue breathing; 5 person spinal carry

	2016/17	<ul style="list-style-type: none"> • 34th edition (revised July 2016) training manual released • ARC guideline changes: <ul style="list-style-type: none"> ○ Compression rate (100 – 120 compressions per minute) ○ Heart attack first aid treatment (give aspirin unless anaphylaxis is a contraindication) ○ Shock first aid treatment (no longer raise legs) ○ Heat exhaustion first aid treatment (give electrolyte sports drink) ○ External bleeding first aid treatment (no longer raise bleeding limb) ○ Spinal management (removal of application of a cervical collar)
	2017/18	<ul style="list-style-type: none"> • October 2017 reprint of SLSA 34th edition Public Safety and Aquatic Rescue (revised July 2016) • ARC guideline changes: <ul style="list-style-type: none"> ○ Checking resuscitation equipment (notably oxygen pipe connection, assembly, or resuscitation bag valve devices). ○ EpiPen administration (now 3 seconds and no massaging injection site) (9.2.7)
	2018/19	<ul style="list-style-type: none"> • ARC guideline changes: <ul style="list-style-type: none"> ○ Severe Bleeding (prioritise management of severe bleeding over airways) ○ Tourniquets (use of two) ○ Haemostatic dressing (to manage severe bleeding) ○ New guideline for first aid management of a diabetic emergency (9.2.9)
	2019/20	<ul style="list-style-type: none"> • PSAR 35th edition released May 2020 <ul style="list-style-type: none"> ○ Removal of oxygen therapy and oxygen aided resuscitation to the resuscitation component of the SRC / Bronze ○ Spinal Management content added to Bronze ○ Tourniquet training added to Bronze ○ Mental health awareness training for SRC and Bronze • ARC guideline updates: <ul style="list-style-type: none"> ○ Shock (control bleeding, send for help, reassure) (9.2.3) ○ Hyperthermia (send for help and cool person by any means available) (9.3.4)
	2020/21	<ul style="list-style-type: none"> • ARC guideline changes: <ul style="list-style-type: none"> ○ Treatment for hyperthermia includes ice on the soles, palms, and cheeks in addition to groin and armpits. No longer on the back of the neck. (9.3.4) ○ for Unconscious patients only Removal of blind finger sweeps for airway management (choking). Now reach in to seize and remove visible items directly.
	2022/23	<ul style="list-style-type: none"> • Industry Changes. A new brand of adrenaline autoinjectors are available with Anapen being reintroduced. Members should be familiar with and practice the administration of both an EpiPen and an Anapen training device
IRB Crew & Driver	2007/08	<ul style="list-style-type: none"> • Powercraft Code of Conduct introduced
	2011/12	<ul style="list-style-type: none"> • Extra safety protocols for IRB introduced, including safe lifting of IRB, removal of right crew foot strap and addition of 'locked in' position for crew
	2015/16	<ul style="list-style-type: none"> • Introduction of lifejackets, personal flotation devices and surf helmets in IRB training
	2024/25	<ul style="list-style-type: none"> • Update to IRB Course. New manual, modification of: wave approach, pickups, and crewing positions.
IRB Crew	2015/16	<ul style="list-style-type: none"> • Knots and lashings to be assessed



**WESTERN
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**SLSWA Skills Maintenance
Information Booklet v2025**



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Introduction

This support document contains information relevant to SLS Skills Maintenance that is applicable to all SLS awards. It should be read in conjunction with the annual SLSWA skills maintenance circular containing information relevant to annual updates that is available to download from the SLS Members Area Library.

What is Skills Maintenance?

Surf lifesaving clubs are responsible for ensuring that their members maintain their skills to the minimum standard set by Surf Life Saving Australia. The guiding principle for skills maintenance is that surf lifesaving clubs must be able to meet their service level agreements with confidence in the lifesaving skills and abilities of their active patrolling members.

Skills maintenance checks are necessary to:

- ensure ongoing competency of members in their area of training and activities
- maintain the standards of knowledge and expertise of surf lifesavers
- satisfy legal and statutory requirements
- reinforce and maintain our service commitment to the bathing and beach going community.

Frequency of Skills Demonstration

Each component of a required skills maintenance need only be demonstrated once in any one (12 month) season. For example, this means that a member who has successfully completed the resuscitation component of their Bronze Medallion skills maintenance need not repeat the skills maintenance check for that part of the ARTC skills maintenance.

The principle outlined above also applies to fitness testing. In other words, a fitness test for a higher award, such as the Gold Medallion, will be evidence that a member has passed the fitness component of the Bronze Medallion (Run/Swim/Run) proficiency.

It is expected that all patrolling members maintain their minimum fitness levels for the awards that they wish to remain proficient in and a member may be requested at any time during the season to complete an additional skills maintenance check by the club, or authorised SLS official.

A member who is deemed not-yet-competent (NYC) during a skills maintenance check at any time during the season is deemed to be non-proficient until such time as another skills maintenance check is completed successfully. Further, this member cannot participate in patrol activities or compete at carnivals until the skills maintenance check has been completed successfully.

Proficiency

A member's proficiency is valid until the 31 December each year (any reference to this date should read 31 July in Northern Australia approved surf lifesaving clubs) 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 checks may be conducted after 31 December under the requirements and approval of SLSWA. Any member completing their proficiency after 31 December each season shall be eligible to patrol and should refer to relevant Circulars, Bulletins and Policies regarding eligibility to participate in state and national Surf Sports competition.

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

Gap Analysis

For members whose award(s) have lapsed for a period of greater than one year, a gap analysis needs to be completed and the member may need to complete additional training/updates to ensure they are current with the latest techniques and information.

Appendix 2 indicates the changes over time that have occurred to the various SLS awards and can be used to establish the required updates.

The SLSA Education Committee has produced a guideline that, for a period of five or more years, a member needs to complete a full assessment for that award to regain their currency. Exemptions to this guideline are possible if a member can show due to: experience, other qualifications, current work; that they retain the appropriate skill set and are current. This may be applied to either the whole award or elements of it.

SLSWA Training and Lifesaving Development Officer is available to provide guidance.

Support Resources

All SLS training resources are available in the SLS Members Area Library for members to view and refresh their knowledge at any time.

SLSA Assessing app

The SLSA Assessing app is available to support SLS members who wish to reduce the burden of paperwork associated with assessing skills maintenance. SLS assessors and endorsed delegates can download the app from the *Apple App Store* or *Google Play Store* and access it using their SLS Members Area login details.

Key features:

- Participants can register for skills maintenance events and sessions prior to attending a practical session.
- You can record participant completion status during or after a practical session.
- Results can be recorded using a 'tick all' option.
- Multiple assessors and endorsed delegates can be at different locations assessing different components for the same group at the same time.



Refer to the *SLSA Assessing App User Guide* and 'how to use' videos available on the SLSA IT Helpdesk website for more information about the SLSA Assessing app.

Online Courses

Many SLS online courses are available for members wanting **to refresh** their lifesaving knowledge prior to attending their practical skills maintenance session. This is not a requirement of skills maintenance in Western Australia and the completion of any online training will not result in the member obtaining the full SLSA award. Members accessing these online training resources will require a SLS Hub account and still have to complete all skills maintenance requirements outlined in the annual SLSA skills maintenance circular.

Refer to the *SLSA eLearning User Guide* available on the SLSA IT Helpdesk website for more information about the online SLSA courses available, as well as the frequently asked questions by both members and trainers/assessors/facilitators.

Training Videos

At the time this document was published, the following SLS training videos are available in the SLS Members Area Document Library for members to view in preparation for their skills maintenance and for general refresher training. Note that videos demonstrate one method, this may not be the only method that is valid to achieve an outcome. There are also some errors in some of the videos.

Aquatic rescue related:

- Board Rescue - Conscious Patient (2:47)
- Board Rescue - Unconscious Patient (1:49)
- Tube Rescue - Conscious Patient (3:09)
- Tube Rescue - Unconscious Patient (1:20)
- Patient Drag and Lay (1:38)
- Rock Rescue (1:24)

Emergency care related:

- Stingers (fourteen chapters in SLSQ, SLSNT and SLSWA document libraries)
- Pain Management (Methoxyflurane) (5:19)

Spinal care related:

- Spinal Board Carry - Patient in Water (2:39)
- Spinal Training Scenario 1 – Victim lying on the ground (2:23)
- Spinal Training Scenario 2 - Walk Up (0:46)
- Spinal Training Scenario 3 - Patient in Standing Position (2:23)

IRB and RWC related:

The new IRB and RWC manuals are now located here <https://www.manula.com/manuals/slsa> or accessed through the Hub eLearning. There are a host of videos covering the majority of subjects in an IRB or RWC course.

Endorsed Delegates

For some awards, the Club Executive may nominate suitably qualified members to act as their delegate for the purpose of assessing skills maintenance activities. The exception to this is that all Powercraft award holders (except IRB Crewperson) must be observed by qualified Assessors.

An endorsed delegate must:

- Be at least 18 years of age
- Be proficient in the award that they are assessing skills maintenance in.
- Be familiar with the process of reasonable adjustment.
- Adhere to the program of skills maintenance requested by the SLS club.
- Complete any paperwork required accurately and return in a timely manner.

The following endorsed delegate awards are currently available in SurfGuard for allocation and are valid for a period of 12 months:

- Endorsed delegate – Surf Rescue Certificate
- Endorsed delegate – Bronze Medallion
- Endorsed delegate – Silver Medallion Aquatic Rescue
- Endorsed delegate – Advanced Resuscitation Techniques Certificate
- Endorsed delegate – Spinal Management
- Endorsed delegate – IRB Crew.

Endorsed delegates should be selected based on expertise in the awards being assessed. For example: Patrol Captains may assess skills in rescue techniques, radio use and signals; IRB Drivers may assess IRB Crew skills; and first aid or ARTC trainers may assess resuscitation skills. Where club members are qualified emergency medical or ambulance officers, they may also assess resuscitation and advanced resuscitation skills.

Endorsed delegate's full names should be **minuted** at a Club Executive meeting **annually** and they will need to be briefed prior to conducting any assessment on:

- What skills maintenance activities are to be run
- The skills they are required to assess
- The key competencies they should be looking for in assessing skills (e.g., depth and rate of compressions in CPR, personal safety and patient care in a tube rescue, safely navigating conditions on a board, operational knowledge of radio use)
- The process of reasonable adjustment and how it might be applied
- What paperwork needs to be completed
- Who paperwork should be returned to and by when

For a delegate to be endorsed the club needs to inform SLSWA so that the award can be entered into SurfGuard.

Where a delegate has assessed skills maintenance activities this must be recorded on the paperwork submitted. A list of participants, the skills assessed, the date assessed and the name of the person running the assessment is a sufficient record. Where a delegate has been used, a Club Executive must add their own name and signature to the paperwork. Paper records from delegates should be filed with the club's records for the season.

NOTE: There is no requirement for the delegate to enter any information into SurfGuard. This will need to be done by club officials authorised to enter data into SurfGuard.

Refer to the table below for some key questions for chief training officers and club captains to consider when selecting endorsed delegates.

Questions to consider	Points to remember
What skills do you want to delegate to someone other than an assessor in your SLS club?	This does not have to be the whole award – it can be skills within an award (i.e., run-swim-run, radio operations).
Who has the required skills and knowledge to be a delegate for these skills?	Delegates must be proficient in the award they are delegated to conduct skills maintenance for. Skills maintenance for all Powercraft awards (except IRB Crew) need to be conducted by an endorsed assessor. This does not have to be groups of people (i.e., patrol captains) – it can be individuals (i.e., specific patrol captains).
Do these members wish to be delegates?	The chief training officer or club captain may feel that someone is perfect but remember that they may not want this responsibility. Ask them and explain what it entails (i.e., taking part in a briefing, paperwork required).
When is your next Club Executive meeting?	Delegates will need to be recorded as delegates in the meeting notes, so the above needs to take place before your next meeting.
How will you brief your delegates?	A briefing will need to take place for delegates on what skills need to be run and the key competencies they are looking for, as well as the process of reasonable adjustment and the paperwork process (what needs to be completed and by when). This could be a formal briefing which takes place for all delegates before conducting any skills maintenance or could take place on the proficiency day with assessors/training officers supporting delegates through the process this season.

Skills Maintenance Reporting

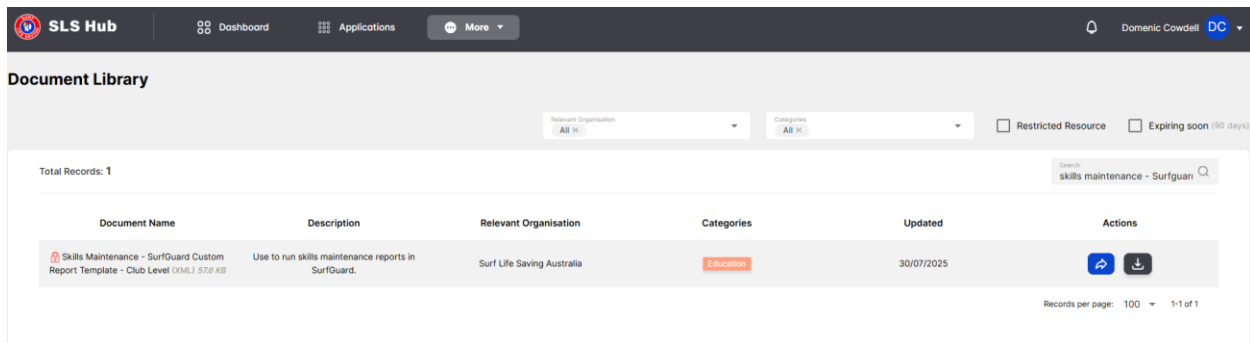
Surf lifesaving clubs, branches and state centres have several reporting options to monitor the proficiency status of their members.

SurfGuard reporting on proficiency status

There is a *SLS 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.

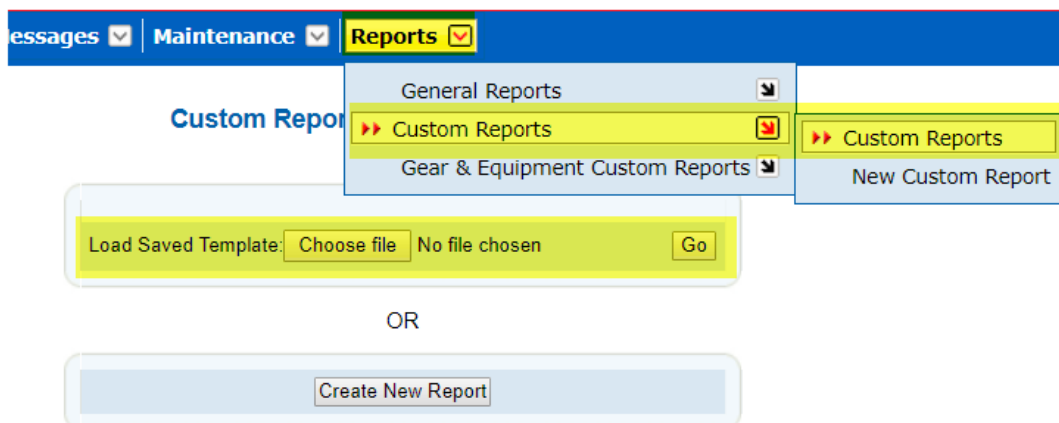
When uploading the report, be sure to:

- select the organisation level in SurfGuard that you require the report for prior to 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.



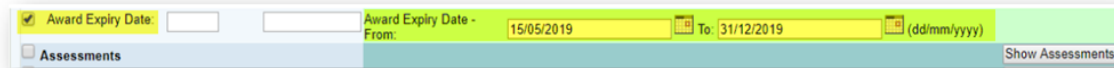
Step 1:

Upload into SurfGuard the appropriate skills maintenance customer report for the organisation level you wish to report on.



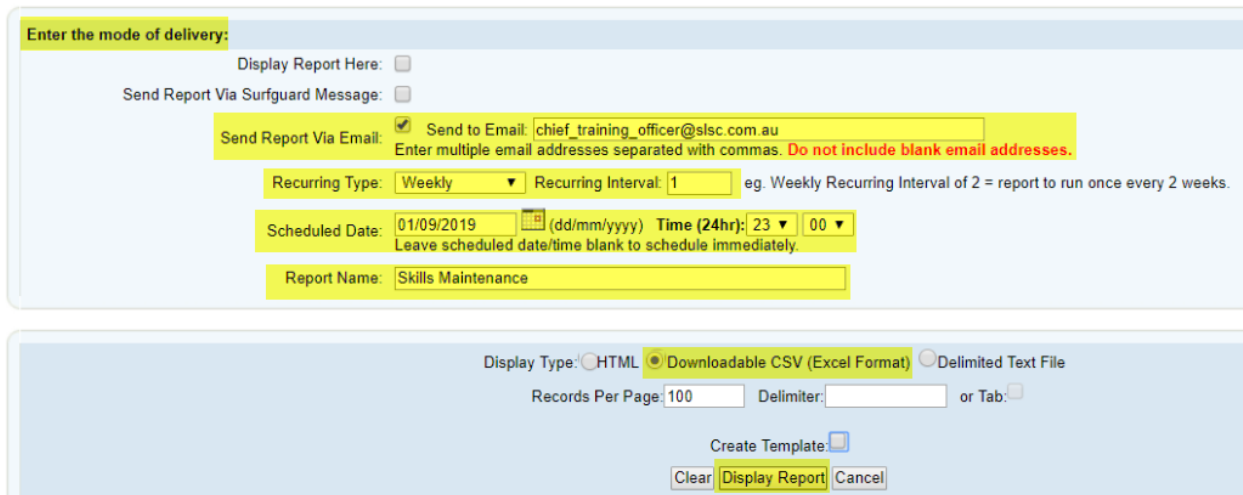
Step 2:

Update the 'Award Expiry Date' year to the current year, e.g., change 2018 to 2019, 2019 to 2020



Step 3:

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



Interstate Deployment

SLSA set the minimum standard required for skills maintenance. Members who are visiting another club and wish to patrol, or who are transferring to a new club and have already conducted their skills maintenance, are only required to bring proof of membership and proof of completion of their skills maintenance. All clubs are required to accept this evidence as having demonstrated an acceptable level of skill for active lifesaving. Clubs must give visitors and transferring members a short induction before commencing patrolling duties in a new location. The *SLS Club Induction* template is available in the SLS Members Area Document Library (WHS Category).

Overseas Deployment

Where SLS members are offered an opportunity to travel overseas on behalf of SLS, and as a consequence miss scheduled skills maintenance sessions or return outside of the set date for renewal of awards for the season, they can apply to their SLS state/territory centre to have their skills maintenance completed. These members will still be delivering SLSA awards while on assignment, and therefore maintaining the currency of their skills in these awards. SLS need to be flexible and accommodate these members who can't fulfil the requirements of the annual skills maintenance by virtue of them undertaking international development work, while not compromising SLS standards.

Suggested Procedure:

- The responsibility still lies with the individual member to maintain financial status and maintain their proficiency
- Members must be financial at time of application for proficiency

- Member deployed overseas applies to their State Education Manager to have their awards made proficient. The process from here is the decision of the state and can be managed individually. Evidence must be provided that they have maintained currency in the skills for the awards which they are seeking proficiency. This evidence may take the form of letters from the host, video, documents used for training, etc.
- Where evidence cannot be provided due to the skills not being utilized while offshore (eg Powercraft), extension of time should be given to allow the member the opportunity to complete the said skills maintenance next time they return to their club
- A maximum extension of time for any award proficiency is three years.

Reasonable Adjustment for Skills Maintenance Assessments

As an inclusive organisation, SLS offers members reasonable adjustment for skills maintenance assessment where appropriate.

The principle of reasonable adjustment means ‘to alter or change the conditions under which someone performs a task to enable them to demonstrate a similar level of competence as any other person performing the same task’. Basically, the assessment process and conditions may be altered so long as the requirements remain the same so as not to disadvantage an individual.

If you are unsure about whether a reasonable adjustment can be made, you should seek a second opinion from another assessor or facilitator and be sure to make a note of any reasonable adjustments you have made within the SLSA Assessment App or on your final paperwork.

Surf lifesaving activities require a reasonable level of fitness and physical ability. While SLSA encourages participation from all members of the community, we expect that active patrolling lifesavers are physically capable of performing lifesaving and rescue functions. If a member is unable to perform lifesaving and rescue functions, they should report their injury and follow the return to surf duties process before completing skills maintenance at a later date to maintain their award proficiency.

To make a reasonable adjustment, read the assessment carefully and give consideration to the following:

- The requirements of the task—What is this particular task actually assessing?
- The assessment conditions under which the task is to be performed—If the conditions at the time are different, will this make the task harder?
- The ability to replicate the skill being demonstrated—Would the member be able to do the assessment again at another time without the adjustment?
- How you will record what reasonable adjustment was made along with the outcome, e.g., recording individual participant responses to theory questions if the questions were asked and answered verbally

NOTE: Reasonable adjustment cannot be made if a member is not able to perform resuscitation on an adult on the floor or has an injury that prevents them from performing lifesaving and rescue functions.

Examples of reasonable adjustment

Example 1

The requirements of the run-swim-run are to demonstrate an individual's ability to:

- Run a medium distance on the sand
- Swim a medium distance in the surf
- Perform both of these at a reasonable pace

If the surf conditions are moderate-to-rough on the day you are conducting the activity, you may make a reasonable adjustment along the following lines:

- Adjustment Option 1: allow extra time for your members to complete the activity. How much time you allow is up to your discretion and judgement– you must feel confident that the members are able to demonstrate the skills in the time you allow. Too much time will not meet the criteria of 'reasonable pace'.
- Adjustment Option 2: reduce the distance members are required to swim. Again, you will need to use your discretion and judgement – is the distance you have determined sufficient to demonstrate competence in surf swimming?

Example 2

The requirements of the theory component are to read and answer written questions in English. A learner with issues relating to language, literacy or numeracy may be asked to demonstrate a process rather than explain it in writing.

Appendix 1: Delivery Guidelines

All participants must demonstrate practical competency as determined by SLSA and SLSWA and communicated through the relevant Circulars.

Trainers, assessors, and authorized delegates should plan to include an element of demonstration/training into the skills maintenance sessions as well as assessment. Many of the participants may require brief refresher sessions of each of the skills. **Trainers must adapt to meet the level of the participants.**

Suitable water safety must be in place for aquatic based activity. Ensure suitable PPE is used as necessary (e.g. sun cream, wet suits, hi-vis vest etc)

Suggested approximate time requirement – 2.5 hours (does not include change time, breaks or hold ups). Individual activity sessions may be conducted separately over several days.

PLEASE NOTE: The length of time required will vary depending on various factors including skill level of participants and trainer, weather, sea conditions, available equipment, size of group and ratio of trainers to participants.

Requirements

1. **Risk assessment is completed for all wet activities** recommended to use the Surf Risk Rating in the Operations App.
2. Follow SLSA Water Safety Policy 1.01
3. For all participants a record must be created and kept using the individual or mass Skills Maintenance Sheet or the SLSA assessing app.
4. Trainers can move with a group or be located at stations and groups move around.
5. Trainers to **demonstrate** activities.

The recommended maximum ratio of trainer/assessor/authorized delegates to participants is 1:12.

Group sizes should be tailored to the ability level of the trainer and the beach conditions on the day of the skills maintenance session.

Appendix 2 – Gap Analysis: Award change summary

Appendix 1 – Gap Analysis

Award	Season	Change
All Resuscitation (SRC, BM, First Aid, ART)	2009/10	<ul style="list-style-type: none"> Ratio of compressions to breaths in CPR changed to 30:2 Defibrillation awareness added 'D' added to DRABCD, defibrillation
	2011/12	<ul style="list-style-type: none"> 'S' added to DRSABCD, send for help
	2012/13	<ul style="list-style-type: none"> Treatment of anaphylaxis, using an autoinjector
	2013/14	<ul style="list-style-type: none"> Infant resuscitation on a manikin to be assessed in all CPR training
Advanced Resuscitation Techniques	2014/15	<ul style="list-style-type: none"> Victim's airway and breathing is routinely assessed on their back – they are only rolled if necessary to clear foreign matter
	2015/16	<ul style="list-style-type: none"> Specified number of scenarios and 2 minutes of uninterrupted CPR on: a) an adult manikin on the floor; and b) an infant manikin on a stable surface to be assessed in all CPR training
	2016/17	<ul style="list-style-type: none"> Rate of CPR compressions changed to 100-120 compressions per minute
	2010/11	<ul style="list-style-type: none"> Suction introduced SLSA awards Advanced Resuscitation Certificate and Defibrillation Certificate replaced with Advanced Resuscitation Techniques Certificate
	2014/15	<ul style="list-style-type: none"> Assessment of vital signs Respirations, Pulse and Temperature, completion of incident report, and 3x scenario to be assessed
Bronze Medallion	2021/22	<ul style="list-style-type: none"> ARC Guideline changes: (9.2.10) <ul style="list-style-type: none"> Recommend against the routine administration of oxygen in persons with suspected heart attack and stroke who do not have signs of shock Oxygen should be administered to persons with an oxygen saturation of less than 92% (where a pulse oximeter is available). Oxygen should be given to persons with signs of blue colouration of skin, not breathing, shock, severe bleeding, severe burns, breathing difficulties, decompression illness or a situation suggesting carbon monoxide poisoning (irrespective of oxygen saturation level) How to control Life threatening bleeding using wound packing, tourniquet IRB awareness added
	2011/12	
	2012/13	<ul style="list-style-type: none"> 2 new signals added <ul style="list-style-type: none"> o submerged victim missing (Code X); and o all clear
	2013/14	<ul style="list-style-type: none"> 34th edition training manual released Theory paper added to skills maintenance assessment Revision of: safety while working in a beach environment; surf awareness and rip current survival principles; how oxygen is used in team resuscitation; use of whistles as communication; identifying distressed and drowning victims; surveillance methods and beach management Addition of: use of swim fins as a basic survival technique; information on the lymphatic system; stroke; anaphylaxis; the phonetic alphabet; 3 person walk up spinal Removal of: in-water rescue breathing; 5 person spinal carry
	2016/17	<ul style="list-style-type: none"> 34th edition (revised July 2016) training manual released ARC guideline changes: <ul style="list-style-type: none"> o Compression rate (100 – 120 compressions per minute) o Heart attack first aid treatment (give aspirin unless anaphylaxis is a contraindication) o Shock first aid treatment (no longer raise legs)

		<ul style="list-style-type: none"> ○ Heat exhaustion first aid treatment (give electrolyte sports drink) ○ External bleeding first aid treatment (no longer raise bleeding limb) ○ Spinal management (removal of application of a cervical collar)
	2017/18	<ul style="list-style-type: none"> • October 2017 reprint of SLSA 34th edition Public Safety and Aquatic Rescue (revised July 2016) • ARC guideline changes: <ul style="list-style-type: none"> ○ Checking resuscitation equipment (notably oxygen pipe connection, assembly, or resuscitation bag valve devices). <ul style="list-style-type: none"> ○ EpiPen administration (now 3 seconds and no massaging injection site) (9.2.7)
	2018/19	<ul style="list-style-type: none"> • ARC guideline changes: <ul style="list-style-type: none"> ○ Severe Bleeding (prioritise management of severe bleeding over airways) ○ Tourniquets (use of two) ○ Haemostatic dressing (to manage severe bleeding) ○ New guideline for first aid management of a diabetic emergency (9.2.9)
	2019/20	<ul style="list-style-type: none"> • PSAR 35th edition released May 2020 <ul style="list-style-type: none"> ○ Removal of oxygen therapy and oxygen aided resuscitation to the resuscitation component of the SRC / Bronze ○ Spinal Management content added to Bronze ○ Tourniquet training added to Bronze ○ Mental health awareness training for SRC and Bronze • ARC guideline updates: <ul style="list-style-type: none"> ○ Shock (control bleeding, send for help, reassure) (9.2.3) ○ Hyperthermia (send for help and cool person by any means available) (9.3.4)
	2020/21	<ul style="list-style-type: none"> • ARC guideline changes: <ul style="list-style-type: none"> ○ Treatment for hyperthermia includes ice on the soles, palms, and cheeks in addition to groin and armpits. No longer on the back of the neck. (9.3.4) ○ for Unconscious patients only Removal of blind finger sweeps for airway management (choking). Now reach in to seize and remove visible items directly.
IRB Crew & Driver	2007/08	<ul style="list-style-type: none"> • Powercraft Code of Conduct introduced
	2011/12	<ul style="list-style-type: none"> • Extra safety protocols for IRB introduced, including safe lifting of IRB, removal of right crew foot strap and addition of 'locked in' position for crew
	2015/16	<ul style="list-style-type: none"> • Introduction of lifejackets, personal flotation devices and surf helmets in IRB training
	2024/25	Update to IRB Course. New manual, modifications of wave approach, pickups, and crewing positions.
IRB Crew	2015/16	<ul style="list-style-type: none"> • Knots and lashings to be assessed