



**MINUTES OF BRANCH EDUCATION COMMITTEE HELD AT THE SURF LIFE SAVING  
MID NORTH COAST BRANCH OFFICE ON TUESDAY 25<sup>th</sup> November 2008**

**PRESENT:** Sue Croad – HH BEO, Chris Stewart - MSH, Bruce Caldwell - Registrar, Kerry Fisher – SWR BEO  
Judy Spicer – Academy Support Officer, Kim Rayner – Director of Education

**APOLOGIES:** Anne Walsh – PM, Ken Corbett – TP, Roger Wilkinson – SWR

**BUSINESS ARISING FROM PREVIOUS MINUTES:**

- Letter to be sent to Clubs recommending that an assessor be present at all junior proficiencies.
- Need to organize evening for trainers/assessors
- Application from David Pearson for RPL for Patrol Captain.
- Proficiency Dates – 14<sup>th</sup> December TP Proficiency 10.30am
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**AGENDA ITEMS:**

1. **Human Resources (Trainers, Assessors & Facilitators)** - Chase up from list of assessors to be reaccredited
2. **State/National Assessment Tools** – After the meeting tonight we are holding an update/introduction into the new IRB resources. For those whom could not make the meeting RPL forms will be sent and if you have trained/assessed an IRB squad in the past 12 months, then RPL's can be applied for. For those whom have not trained/assessed another meeting will be scheduled.
3. **Training & Assessment Policies** – Nil
4. **Improvements** – Bar runners need to be acquired for cords/leads when presenting courses. Kerry to source.
5. **Complaints/Grievances** – New Policy to be written by Bruce on not yet competent and how to arrange reassessment.
6. **Operation Breaches** – We need to write policy on Proficiencies.
7. **Internal Audit Outcomes** – These will be conducted randomly throughout the season.
8. **Physical Resource Management** – Nil



**9. Courses conducted/evaluations** – Postponed till next meeting due to lack of time.

**10. Professional Development** – Will send out/hand out forms for RPL for assessors/trainers.

**11. New Resources/Technologies** –

- It was decided that the branch would order and hold the resources for the new awards and clubs purchase these from the branch for the same price.
- Surf Survival – It was decided that we will write to every high school in the area and send them a copy of the new Surf Survival workbook with an offer that the branch would run these courses for them at a nominated fee. Fee to yet be worked out.
- Judy showed the new resources for IRB Driver, IRB Crew, Spinal, Defib, ARC, etc.

**12. Student Exits** – There were nil presented. Discussion was held on the importance of these forms being filled out. This is what prevented us from receiving full accreditation in our last audit from SLSNSW.

**13. Calender** – Courses were set out as per Branch Management Plan and an email was sent last month to all facilitators requesting expressions of interest in facilitating courses – only two replies were received, therefore are now holding off all courses until early next year due to time constraints.

**General Business:** -

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**Next Meeting:-**

- Next Meeting set for 13<sup>th</sup> November, 2008 at 6.00pm at the Kempsey Hotel.

**Meeting Closed:-** 7.30pm.

These minutes were adopted as a true and correct record of the Education Committee Meeting of Surf Life Saving Mid North Coast Branch Inc. held on 9<sup>th</sup> October, 2008.

Kim Rayner  
Director of Education  
Chairperson



*Surf Life Saving New South Wales  
Mid North Coast Branch Inc.*

**Training Procedure for All Club Awards**

1. Send out participants' letter at least one week before commencement date. (see SLSNSW Education Resources)
2. Contact Branch Education Officer (BEO) / Director of Education (DOE) to notify of starting date and approximate completion date.
3. Submit training program to BEO/DOE.
4. Hold induction evening – completing all required paperwork. i.e.
  - Training Enrolment Form
  - Membership application and money
  - Issue resources.
5. Deliver training
6. Ensure Assessment Request has been entered and submitted on SurfGuard either by your CTO or SurfGuard operator.
7. Advise BEO/DOE of assessment date at least one week prior to assessment taking place, who will then appoint assessor/s.
8. Complete Participant Evaluation Forms and Training Course Report – to be included with assessment papers that are submitted to Branch.

**Assessment Procedure for All Club Awards**

1. Clubs enter assessment into SurfGuard and print out ready for assessment.
2. Club Training officer **must** notify BEO/DOE of assessment, plus, that it is in SurfGuard or the assessment may not be recognised.
3. BEO/DOE allocates assessors from assessors list. At least one external assessor is required for the assessment to take place.
4. BEO/DOE organises assessment papers and arranges pick-up/delivery with assessors.
5. Assessor conducts assessment and completes all paperwork.
6. Compile envelope with:
  - Training Enrolment Forms
  - Assessment answer sheets
  - Training Course Report
  - Attendance sheets
  - Participant evaluation forms.



7. Assessor arranges delivery/pick-up of all papers and assessment request forms to BEO/DOE.
8. Club Surfguard operator to process the results of the assessment and paperwork to be forwarded to branch Registrar.
9. Branch Education Committee to endorse assessment.
10. Completed and compiled paperwork to be filed in Branch filing system.

This policy and procedure supersedes any policy currently in place. This was ratified at the Branch Meeting held on the 13<sup>th</sup> November, 2008.

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Kim Rayner  
Director of Education  
Surf Life Saving Mid North Coast

Dated: 13<sup>th</sup> November, 2008.