

Frequently Asked Questions

<p>Where do I find resources and award sheets for my courses?</p>	<p>All resources for First Aid and Aquatic Trainers are online and can be found by following this link https://lifesavingwa.com.au/programs/community-trainers</p>
<p>How do I fill in the Award sheet?</p>	<p>Ensure all the assessment boxes are marked with a v (tick) for Competent (C) or a X (cross) if Not Yet Competent (NYC) The award sheet must be sent to RLSSWA along with the Payment form and the Participant Info Form.</p>
<p>What is an Electronic Award Sheet?</p>	<p>An electronic award sheet is an excel spreadsheet that is designed for you to type in the participants information to avoid any miss spelt names and difficulties reading their details and is far more efficient.</p> <p>Please ensure you complete sheet 2 and ensure all the assessment boxes are marked with a v (tick) for Competent (C) or a X (cross) if Not Yet Competent (NYC). Sheet 3 must also be completed with your payment details.</p>
<p>Where do I send my award sheets?</p>	<p>Scan and email all documents to training@rlsswa.com.au</p> <p>If you cannot scan and email, post the award sheet to: Royal Life Saving WA PO Box 28 Floreat Forum WA 6014</p> <p>Ensure you take copies before posting.</p>
<p>How much is the award fee?</p>	<p>\$18.70 per participant</p>
<p>How long does it take for my participants to receive their award/statement of attainment?</p>	<p>Royal Life Saving will take a maximum of 10 working days to email your participants their award/statement of attainment. During peak periods this will increase to 20 working days.</p>
<p>How long do I have to keep the theory exams for?</p>	<p>All assessments are to be kept for a minimum of 6 months.</p>
<p>Do I provide my own equipment?</p>	<p>In order to meet the requirements of the awards/units of competence you will be required to have a variety of equipment. For all equipment quotes and purchases contact our sales manager Dee Taseff dtaseff@rlsswa.com.au</p>
<p>Deeming a participant Not Yet Competent (NYC)?</p>	<p>Participants should be provided with feedback on their performance throughout the duration of the course. If you deem a participant NYC, this result should be discussed (give reasons) in a private meeting at the end of the course. You must</p>

	<p>then document the NYC and reasons on the award sheet and provide the participant with a Participant Candidate Record form to take with them to their next course. The Trainer must send a copy to RLSSWA within 7 days. The participant has 3 months to complete a reassessment.</p>
<p>What is a reasonable adjustment?</p>	<p>The trainer is responsible for making rational adjustment before deeming the participant competent/NYC as long as those don't affect the overall outcome of the assessment.</p> <p>Examples:</p> <ul style="list-style-type: none"> • assessing the participant verbally if they have dyslexia is considered a reasonable adjustment • Being couple of seconds over time when doing the Swim time is acceptable • Doing CPR on the table is not acceptable
<p>The difference between a Unit of Competency and a Royal Life Saving Award.</p>	<p>A Unit of Competency is nationally recognised and must meet the requirements of the training package, outlined on www.training.gov.au</p> <p>A Royal Life Saving award follows the requirements outlined in the Swimming and Life Saving Manual.</p>
<p>Delivering CPR or Resuscitation Award. What is the difference?</p>	<p>There is a difference between the CPR - Provide Cardio Pulmonary Resuscitation (HLTAID001) unit of competency and the Royal Life Saving Resuscitation award. The unit of competency has more requirements. Aquatic Trainers and Resuscitation Trainers can only deliver the Resuscitation award, First Aid Trainers can deliver the unit (CPR) as they hold a Cert IV in Training and Assessment which is a requirement to deliver any units of competency.</p>
<p>When and how do I requalify my Trainer qualification?</p>	<p>Requalification forms can now be completed online through the Royal Life Saving website https://lifesavingwa.com.au/programs/community-trainers. The Trainer qualification expires June 30 each year. Your signed Third Party Agreement will be due at the same time.</p> <p>All your awards must be up to date before completing the Trainer requalification form. You will not be able to deliver any course unless all of this is current. Please ensure you have delivered at least one course and attended or completed the required online Professional Development (PD) sessions (min two) for Aquatics and (min three) for First Aid. Follow this link to our online PD sessions https://lifesavingwa.com.au/programs/community-trainers/professional-development-online</p>

<p>What is a Third Party Agreement?</p>	<p>A Third Party Agreement is an agreement between Royal Life Saving Society and the Trainers. It designed to provide an effective partnership between The Royal Life Saving Society Western Australia Inc and the individual named in the contract.</p> <p>As an RTO we have to register all trainers that deliver and assess a unit of competency as a Third Party through the Australian Skills Quality Authority (ASQA). ASQA is the national regulator for Australia's vocational education and training sector. The Third Party Agreement requires an ABN to be registered for each trainer. To save all trainers getting an ABN we have decided to have the Third Party Agreement between RLSSWA and the Company/Organisation that the trainer works for. For example, in a school situation, the Third Party Agreement would be between RLSSWA and the school with all trainers at that school listed in the agreement.</p> <p>For those that do not deliver and assess a unit you will still need to read and sign a Third Party Agreement but we do not require an ABN.</p>
<p>Can requalifying my awards be counted as professional development?</p>	<p>No, requalifying your awards and professional development are two different requirements.</p> <p>For example, an Aquatic Trainer needs to keep up the aquatic award that they train (in most cases a Bronze Medallion) and also complete two professional developments throughout the year.</p>