Memorandum of Understanding

This document represents an agreement between

<u>The Royal Life Saving Society Western Australia Incorporated</u>

and

<u>The Trainer</u>

INTRODUCTION

This agreement is designed to provide an effective partnership between The Royal Life Saving Society Western Australia Inc and the Aquatic, Resuscitation and Heart Beat Club Trainer,

1. It is based on recognition of the responsibility of both parties to contribute to the broad strategies of a quality assured assessment system as prescribed under the **Sixth Edition Swimming and Lifesaving Water Safety for all Australians** and requirements for training delivery and assessment.

2. It should serve the mutual benefit of both parties by providing an agreed understanding of operating arrangements.

PERIOD OF AGREEMENT

The Agreement will take effect from 1st July 2023, and is valid until the 30th June 2024. It will be renegotiated as appropriate to reflect the ongoing nature of the service provision.

1. The agreement may be varied at any time by mutual agreement with the changes noted and the details recorded as an additional Appendix

2. It is the intention that any practical difficulties encountered are resolved by the parties in a cooperative and practical manner.

SPECIFICATION FOR GOOD/SERVICES

The Trainer will provide training only for the award/s that have been approved.

A)   The Trainer shall supply training equipment to meet the requirements of the award as outlined in the Sixth Edition Swimming and Lifesaving Water Safety for all Australians.

B)   The Trainer must use the most current resources supplied by RLSSWA accessible via **My Royal account**:

      including (where applicable)

- Delivery outlines
- Learner guides
- Assessment papers
- Assessor guides
- Participant information forms
- Award sheets

C)   The Trainer will ensure resource modification does not occur unless the RLSSWA process for resource development is followed. This will incur addition fees and charges of $125 per hour + GST .

D)   The Training course will include delivery and assessment of all aspects of the award requirements to meet the outcomes of the award.

E)   The Trainer will ensure the requalification form is submitted prior to 30th of June each year. Failure to complete this the Trainer Certificate will not be issued.

F)   The Trainer will ensure that mandatory licence(s) and qualification(s) are current throughout the year, including:
- Hold a current Bronze Medallion or START qualification (Aquatic Trainers only) or Resuscitation Award (Resuscitation and Heart Beat Club Trainers)
- Be of minimum age of 18 years;
- Hold a current Working with Children Clearance

G)   RLSSWA recommends the delivery of at least 3 training programs annually.

H)   The Trainer will ensure final assessment paperwork (award sheet) is provided to RLSSWA **no later than 48 hours** after completion of the course.

I)   The following schedule outlines the new PD requirements for all the Trainers of the RTO. Aquatic, Resuscitation and Heart Beat Club Trainers are provided with a PD Plan and Schedule for the next 12-month period. Aquatic, Resuscitation, Heart Beat Club Trainers are all required to complete a minimum of: 3 online sessions, OR 1 full day face-to-face session plus 1 online session, OR 1 half-day face-to-face session plus 2 online sessions.

Annual Proposed PD Schedule RLSSWA July 2023 – June 2024	
Face-to-Face and Online Sessions	
Conference/Workshop –Metro/Regional	Bronze medallion videos
RLSSWA Trainer Seminar – 2024	Managing seizure in water/epilepsy
Wet Workshop – Metro	Alcohol/drugs and drowning correlation
Wet Workshop – Regional	Paddle rescue techniques
In-Service – Department of Education	Diabetes
Attend and observe in another RLSSWA trainer's course (1 day) Complete reflection exercise	VET PD 2024
Attendance of Advanced Resuscitation Techniques HLTAID015	Validations and review of resources
PD REQUIREMENTS	
❖ **Aquatic, Resuscitation and Heart Beat Club Trainers**	Aquatic, Resuscitation, Heart Beat are all required to complete a minimum of: 3 online sessions, **OR** 1 full day face-to-face session plus 1 online session, **OR** 1 half-day face-to-face session plus 2 online sessions.
❖ **First Aid Trainers** ❖ **Pool Lifeguard Trainers** ❖ **Pool Operations Trainers** ❖ **Swim Teacher Trainers**	First Aid, Pool Lifeguard and Pool Operations Trainers are required to complete a minimum of: 5 online plus 1 VET* session, **OR** 1 full day face-to-face session plus 3 online sessions, **OR** one half-day face-to-face session plus 4 online sessions. *VET session is mandatory
Sessions completed through external organizations will be validated case by case. Certificate of completion and summary of the session will be requested.	

J) Candidates will be issued the awards by RLSSWA no later than 10 working days after receiving evidence of completion of all components of the award.

K) During peak periods start of November – end of March, candidates will be issued an award by RLSSWA no later than 20 working days after receiving evidence of completion of all components of the award.

L) All marketing materials must meet the minimum template requirements provided by RLSSWA. Please contact the RLSSWA Marketing Team for more info.

M) RLSSWA policies and procedures must be made available to candidates prior to or on commencement of training –whichever comes first. This can be a printed or provided via our website https://www.royallifesavingwa.com.au/programs/vocational-training/rto-policies

N) All fees and charges must be provided to the candidate with the knowledge that a fee of **$21.45 incl GST** will be paid to RLSSWA for issuance of awards and **$26.40 incl GST** for Online courses.

O) The Trainer agrees to undergo desktop or face-to-face audits as per RLSSWA policies and procedures.

Please review this document, acknowledge the terms and conditions, roles and responsibilities outlined and save a copy for your records.