



Royal Life Saving

THE ROYAL LIFE SAVING SOCIETY WESTERN AUSTRALIA INC.

HEART BEAT CLUB TRAINER



INFORMATION BOOKLET

WELCOME

Thank you for becoming a Community Trainer with The Royal Life Saving Society WA Inc (RLSSWA).

This administration handbook will provide you with an overview of the requirements to develop and maintain your heart beat, resuscitation and aquatic trainers' awards.

You will gain an understanding of the RLSSWA administration procedures as well as cover off on the resources, requirements and delivery and assessment methods.

During this course your trainer will review this guide and refer to a number of other documents and processes that you are required to follow in order to effectively deliver and assess RLSSWA awards.

We look forward to working with you
The RLSSWA team.

HISTORY OF RLSSWA

The Royal Life Saving Society Australia (RLSSA) is a not for profit benevolent organisation and has developed into the leading water safety education organisation in Australia. Its foundation stems from the United Kingdom, where William Henry commenced water safety education in 1891 and this spread to Australia in 1894.

In 1924, the RLSSA was granted a Royal Charter by King George V and the official RLSSA was formed in 1934. Many aspects of the Society's operations were managed from the United Kingdom until 1957. In 1959 a supplemental Charter was granted by Queen Elizabeth II and this formally established the National Branch of the Society in Australia. A permanent national secretariat was established in 1978.

In 1984, the Society incorporated as a public company limited by guarantee.

The Royal Life Saving Society Western Australia was formed in 1909 by a Police Sergeant in Kalgoorlie who conducted water safety education programs for people who travelled to the coast for holidays.

Mission

To prevent the loss of life and injury in the community, with emphasis on aquatic environments. Aims & Objectives

To prevent the loss of life and promote safe participation in water related activities.

Through the:

- Provision of educational programs for water safety, swimming, survival, lifeguarding and resuscitation.
- Rescue and lifeguarding programs.
- Water safety programs
- Aquatic safety audits and risk management services.
- Public education and promotion of water safety.

Housekeeping

When entering into a third-party agreement with The Royal Life Saving Society WA Inc (RLSSWA) you are representing the organisation. A professional approach should be taken during all interactions.

Punctuality

Trainers should arrive at the venue in time to:

- Perform the necessary on-site checks
- Complete course preparation
- Greet the candidates as they enter the room

Professionalism

Trainers should be as positive as possible, even when dealing with a difficult participant. Encouragement and helpfulness are equally as important as the ability to be decisive in assessment. Feedback to your candidates should be consistent and positive throughout the course. Always take a candidate aside to speak with them quietly if you have concerns.

Appropriate Dress/ Ordering RLSSWA Uniform

Trainers should be dress appropriately and neatly at all times. Dark shorts or pants and an appropriate t-shirt that allows you to adequately demonstrate all aspects of training comfortably should be worn. Unless pool side all trainers are required to wear comfortable closed in shoes.

On completion of all aspect of trainer requirements an order to request RLSSWA training shirt and/or rash vest and name badge can be placed online following this link: <https://royallifesavingwa.com.au/programs/community-trainers/community-trainer-uniforms>

Community trainers can access all required documents online: <https://www.royallifesavingwa.com.au/programs/community-trainers>

Who are Community Trainers?

Royal Life Savings Community Trainers are qualified people that deliver training courses within the community, throughout Western Australia.

Benefits of being a RLSSWA Community Trainer:

- Use of RLSSWA resources
- Uniform/badge/rash vest
- Recognition events
- Professional Development (online and Face to face)
- Facebook group and EdM's
- Community Education team as reference

What can you teach?

Heart Beat Trainer:

- Heart Beat Club

Resources

All written resources are supplied by RLSSWA. You are **unable to modify** resources provided by the organisation. You will have access to learner guides, fact sheets, participant certificates, power point presentations and a flip chart available to purchase for use in your classes.

- Learner Guide
- Attendance Sheet
- Power Point Presentation
- Digital participant certificates
- 1x Flipchart and 100x printed certificates available to purchase as a package for \$50

Attendance sheet

Attendance sheets are a course participation document and must be completed in full and returned to the office via e-mail ctsupport@royallifesavingwa.com.au or post.

All the resources can be located on our website. Please see the link below:

<https://royallifesavingwa.com.au/programs/community-trainers/aquatic-resources/heart-beat-club>



PLEASE COMPLETE ALL DETAILS
Return to RLSSA Head Office within 7 days of completing course.
The Course Organiser will be charged for all incorrect award fees

HEARTBEAT CLUB ATTENDANCE SHEET

Name of Host: _____ Name of HBC Trainer: _____
 Course conducted as a volunteer Yes/No Number of hours: _____
 Address _____
 Ph number _____
 Date of session: _____ Time: _____

First Name	Last Name	Date of Birth	Postal Address	Phone	Email

Return to Organiser Participants Address Other: _____

Heart Beat Club Trainers

Qualifications

- RLSSWA Resuscitation award or Provide Cardiopulmonary Resuscitation HLTAID001 statement of attainment
- WWCC

Logbook – Refer to document

- You will be required to deliver one (1) Heart Beat Club course with an approved RLSSWA trainer/assessor
- You have 2 months to complete and submit the logbook

Requalification

Refer to online form

In order to requalify each year, you must meet a number of components to complete the online requalification form

- Maintain qualifications- Resuscitation award or Provide Cardiopulmonary Resuscitation HLTAID001 statement of attainment
- Complete professional development sessions, available online and face to face. RLSSWA may run additional mandatory PD sessions as required
- Complete Third-Party Agreement and Requalification form

Third Party Agreement

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.

Aquatic, Resuscitation and Heart Beat Club Trainers are provided with a Third-Party Agreement every year at requalification time.

Pricing Schedule

Package: 1x Flipchart, 100x Participant certificates	\$50
Flipchart	\$40 per unit
Participant certificates	Price dependant on quantity ordered
Manikin Hire	TBC

Pick up can be organised from the Royal Life Saving Office Mt Claremont.

Location: McGillivray Road,
Mt. CLAREMONT WA 6010
Postal Address: PO Box 28,
Floreat Forum 6014
PH: (08) 9383 8200
FAX: (08) 9383 9922
Email: ctsupport@royallifesavingwa.com.au

What's next?

After observing or participating in a Heart Beat Club course (No longer than 3 months prior) you are required to co-present on a Heart Beat Club course and be signed off on your Logbook by one of our "approved Trainers".

Trainers living in the metro area can look at public courses available on our website, then contact the Community Trainer Coordinator to organise the co-presenting.

Trainers living in regional areas can contact the Community Trainer Coordinator to discuss opportunities.

Logbook and WWCC must be returned to the office
ctsupport@royallifesavingwa.com.au

The Heart Beat Club Trainer award will be issued within 10 working days.

Contact the Community Education Team

Community Trainer Coordinator – Fran
Community Education Coordinator – Emma
School, Sports and Inland Waterways Coordinator – Jonnine

PH: (08) 9383 8200
Email: ctsupport@royallifesavingwa.com.au