

LIST OF CONTENTS

1.0 INTRODUCTION

- 1.1 AIMS
- 1.2 KEY TERMS AND ACRONYMS
- 1.3 CURRENT *Lifesavers* POLICY STATEMENTS

2.0 ROLES & RESPONSIBILITIES

- 2.1 *Lifesavers* ASSISTANT TEACHER (LS)
- 2.2 *Lifesavers* TEACHER (LS)
- 2.3 *Lifesavers* ASSESSOR (LS)
- 2.4 *Lifesavers* TRAINER ASSESSOR (LS/P/B/RB)
- 2.5 *Lifesavers* ADVISER (LS)
- 2.6 *Lifesavers* NATIONAL TRAINER ASSESSOR (LS/P/B/RB)
- 2.7 *Lifesavers* STAFF NATIONAL TRAINER ASSESSOR (LS/P/B/RB)
- 2.8 *Lifesavers* BRANCH LIFESAVING CO-ORDINATOR

3.0 REGISTRATION & PUBLICITY

- 3.1 REGISTRATION
- 3.2 PUBLICITY
- 3.3 APPLICATIONS & INFORMATION FOR CANDIDATES

4.0 FINANCIAL PROCEDURES

- 4.1 FINANCIAL MANAGEMENT
- 4.2 BUDGET
- 4.3 INSURANCE

5.0 FACILITIES & RESOURCES

- 5.1 SELECTING & BOOKING A VENUE
- 5.2 CLASS FACILITIES
- 5.3 SWIMMING POOL FACILITIES
- 5.4 OPEN WATER FACILITIES
- 5.5 HANDBOOKS & EQUIPMENT

6.0 TRAINING STANDARDS

- 6.1 TRAINING STANDARDS
- 6.2 TRAINING STAFF
- 6.3 STATEMENT OF PHYSICAL COMPETENCE
- 6.4 CLASS SIZE
- 6.5 HEALTH & SAFETY
- 6.6 LIFE SUPPORT
- 6.7 CHILD PROTECTION
- 6.8 RECORD KEEPING
- 6.9 TA MODERATION

7.0 ASSESSING STANDARDS

- 7.1 APPLICATION FOR ASSESSMENT
- 7.2 MEMBERSHIP FOR CANDIDATES
- 7.3 PREREQUISITES
- 7.4 APPOINTMENT OF ASSESSORS

- 7.5 PREPARATION FOR ASSESSMENT
- 7.6 ASSESSMENT ORGANISATION
- 7.7 SPLIT ASSESSMENTS
- 7.8 AWARD CONDITIONS
- 7.9 LANGUAGE
- 7.10 ORAL ASSESSMENT
- 7.11 MEMORY AIDS
- 7.12 SAFETY REGULATIONS
- 7.13 LANDING & LIFTING
- 7.14 ENTERING WATER BY DIVING
- 7.15 DIVING TO DEPTHS
- 7.16 SPECTACLES, GOGGLES & CONTACT LENSES
- 7.17 JEWELLERY & CLOTHING
- 7.18 RESUSCITATION MANIKINS
- 7.19 RESCUE AIDS
- 7.20 CASUALTIES
- 7.21 COLLUSION
- 7.22 REST PERIODS
- 7.23 APPROACH SWIMS
- 7.24 DISTANCE CONVERSION
- 7.25 TOWS
- 7.26 SKILL SELECTION
- 7.27 TIME LIMITS
- 7.28 REPEAT SKILLS
- 7.29 TERMINATING AN ASSESSMENT
- 7.30 COMMUNICATING THE RESULT
- 7.31 FAILURE OF ALL CANDIDATES
- 7.32 ASSESSMENT REPORT FORMS & FEES

8.0 MODERATION & SUPPORT

- 8.1 MODERATION & SUPPORT
- 8.2 EXPENSES

9.0 DISCIPLINARY & APPEAL PROCEDURES

- 9.1 GRIEVANCES
- 9.2 DISCIPLINARY & APPEAL PROCEDURES
- 9.3 WITHDRAWAL OF AWARDS OR QUALIFICATIONS

10.0 AWARDS & QUALIFICATIONS

- 10.1 QUALIFICATIONS FOR EMPLOYMENT
- 10.2 SCOTTISH/NATIONAL VOCATIONAL QUALIFICATIONS
- 10.3 ACCREDITATION OF PRIOR LEARNING & ACHIEVEMENT (APL/APA)
- 10.4 EXEMPTIONS
- 10.5 VALIDITY, EVIDENCE & REPLACEMENT OF AWARDS
- 10.6 UPDATING & MAINTAINING QUALIFICATIONS
- 10.7 *Lifesavers* AWARDS & QUALIFICATIONS GUIDE

WARNING NOTICES TO BE READ

Significant changes from Issue 5 are denoted by an asterisk in the right margin

© RLSS UK Issue 6 - January 2002

INTRODUCTION

1.1 AIMS

This booklet contains the official Code of Practice for *Lifesavers*, The Royal Lifesaving Society UK Training & Assessing Programmes. It should be used as a reference guide in conjunction with each syllabus guide. This Code of Practice will enable *Lifesavers* to:

- establish common and consistent standards of training & assessing
- develop agreed practices in all areas of lifesaving and lifeguarding
- identify systems which are compatible with National Vocational Qualifications
- maintain high levels of performance, support through moderation and quality assurance programmes
- identify links with current *Lifesavers* Policy Statements and guidance notes;
- provide regular and effective in-service and update training
- ensure that training & assessing records are processed and kept up-to-date
- set up effective appeals and disciplinary procedures

1.2 KEY TERMS & ACRONYMS

The following key terms and acronyms are used throughout this publication:-

LS	Lifesaving		
LG	Lifeguard		
P	Pool Lifeguard	IQL	Institute of Quailified Lifeguards *
B	Beach Lifeguard	EV	External Verifier
RB	Rescue Boat	IV	Internal Verifier
TA	Trainer Assessor	CC	Centre Co-ordinator
NTA	National Trainer Assessor	ATC	Approved Training Centre
NPLQ	National Pool Lifeguard Qualification	NLC	National Lifesaving Committee
NBLQ	National Beach/Inland Lifeguard Qualification		
BLC	Branch Lifesaving Coordinator		

1.3 CURRENT *LIFESAVERS* POLICY STATEMENTS

The *Lifesavers* Current Policy Statements are available from *Lifesavers* DIRECT in a separate publication. The full list of current policy statements is published below.

GN001 - Financial Management	GN002 - Comparison of LS Awards and LG Qualifications
GN003 - Equal Opportunities	GN004 - People with Disabilities
GN005 - Final Assessment Procedures etc	GN006 - Clothing Worn in Lifesaving Awards
GN007 - Lifesavers Liaison with Other Organisations	GN008 - <i>Lifesavers</i> Awards Information Guide
GN009 - The Children Act 1989	GN010 - Child Protection Policy
LG001 - Lifeguard Uniform	LG002 - Torpedo Buoys (Rescue Tubes)
LG003 - Resuscitation for Lifeguards	LG004 - National Lifeguard Programme
LG005 - Administration of <i>Lifesavers</i> National Lifeguard Qualifications	LG006 - Accredited Prior Learning by Lifeguards and TAs
LG007 - Quality Assurance-Standards of Training & Assessing	LG008 - <i>Lifesavers</i> National Lifeguard Programme Policies & Codes
LG009 - Pool Rescue Equipment	LG010 - Use of a Spine Board
SH001 - Manikins Approved for RLSS UK Awards and Qualifications Assessments and their Cleaning	SH002 - Communicable Diseases and Rescue Breathing
SH003 - Health & Safety at Work	SH004 - Manual Handling Operations Regulations 1992
SH005 - Operation of Open Water Sites	SH006 - Organising Open Water Training & Assessment-Lifesaving and Lifeguarding
SH007 - Sun Protection	SH008 - Guidance on Safety for Teaching and Coaching 'Programmed' activities in public, private and school swimming pools
SH009 - Asthma	SH010 - Diabetes
SH011 - Epilepsy	SH012 - Physical Fitness of Candidates
SH013 - Use of AEDs (available from River House)	

ROLES & RESPONSIBILITIES

2.1 Lifesavers ASSISTANT TEACHER (LS)

Roles to teach lifesaving skills and knowledge to persons of all ages, levels and abilities under the supervision of a qualified Lifesavers Teacher (LS) *

- to focus on teaching basic lifesaving skills
- to assist with the development of performer skills and knowledge
- to maintain & develop standards of lifesaving and life support performance

2.2 Lifesavers TEACHER (LS)

Roles to teach lifesaving skills and knowledge to persons of all ages, levels and abilities

- to focus on teaching lifesaving skills and knowledge for volunteers
- to assist with the development of performer skills & knowledge
- to provide essential support and advice for performers
- to maintain & develop standards of lifesaving performance

2.3 Lifesavers ASSESSOR (LS)

Roles to assess the skills, knowledge and performance of candidates for lifesaving awards

- to focus on assessing lifesaving & life support awards
- to provide advice on performance for teachers & candidates
- to monitor & report on standards of training & performance
- to maintain consistently high standards of assessment

2.4 Lifesavers TRAINER ASSESSOR (LS/P/B/RB)

Roles to train and assess performer skills and knowledge in lifesaving/lifeguarding

- to train performers in accordance with the syllabus of skills
- to assess the performance of candidates for awards
- to train and assess lifesavers and lifeguards for awards and qualifications
- to assist with the training and assessing of members of TA module courses
- to assist with advising and moderation of candidates for TA qualifications

2.5 Lifesavers ADVISER (LS)

Roles to advise and assess individual teachers and trainer assessors

- to assist with delivering training & assessing modules
- to provide support and advice for teachers and trainer assessors
- to assist with the ongoing development of trainer assessor skills
- to monitor the standards of training & assessing activities
- to develop consistently high standards of training & assessing

2.6 Lifesavers NATIONAL TRAINER ASSESSOR (LS/P/B/RB)

Roles to lead, support, guide and assess at all previous levels of the training & assessing programme

- to lead core and specialist training & assessing modules as required
- to develop the skills & knowledge of teachers, trainer assessors & advisers
- to monitor & report on the standards of training & assessing activities
- to maintain & develop consistently high standards of training & assessing
- to provide training & support for volunteer & professional lifesavers/lifeguards

2.7 Lifesavers STAFF NATIONAL TRAINER ASSESSOR (LS/P/B/RB)

Roles to lead, support, guide and assess at all levels of the training and assessing programme and to provide training for National Trainer Assessors

- to organise and conduct NTA courses
- to moderate and support probationary NTAs and qualified NTAs

2.8 Lifesavers BRANCH LIFESAVING CO-ORDINATOR

Roles to co-ordinate the delivery of the training & assessing programme within a designated area

- to promote the delivery of training & assessing modules
- to provide support and advice for TAs & NTAs
- to co-ordinate the moderation of teachers, TAs & NTAs
- to liaise with Lifesavers Head Office regarding training & assessing issues
- to monitor & record training & assessing activities in the local area/Branch
- to monitor quality of training and assessing activities

REGISTRATION, PUBLICITY & FINANCE

3.1 REGISTRATION

All core and specialist modules must be registered directly with *Lifesavers* at least 28 days in advance of the first session. Lifeguard training courses should be registered in accordance with the programme. Registration fees must accompany the notification except where an invoice is to be issued. Then an order number or reference must be supplied. In cases of late registration, course materials may not be received by the organiser in sufficient time. Appropriate registration forms must be used.

The organisation and delivery of modules must be directed by a *Lifesavers* NTA. It is strongly recommended that NTAs produce an annual training programme of modules, courses and activities which will allow *Lifesavers* to give adequate and advance notice through advertising in the Society magazines.

3.2 PUBLICITY

Each module or course should be publicised as widely as possible. Advertisements must be factually correct and consistent with *Lifesavers* Policy Statements and Codes of Practice. Circulation mailings could include *Lifesavers* Branches, individual members, local authorities, leisure departments, libraries, schools, other voluntary and youth organisations. Many of these bodies have a means of circulating information, often free of charge. Advertisements could be placed in local newsletters, newspapers, the Society magazines and public venues such as swimming pool foyers and libraries. Information for circulation should be passed to *Lifesavers* Branch Hon Secretaries or Public Relations Officers, Branch Lifesaving Co-ordinators, relevant Staff NTAs, local authorities and other organisations. The use of the *Lifesavers* logo must be approved by *Lifesavers* prior to use by any other organisation. An application form is available on request from *Lifesavers*.

3.3 APPLICATIONS & INFORMATION FOR CANDIDATES

Application forms will be required as soon as the initial advertising has been circulated. Use the forms supplied by *Lifesavers*. Application forms are used to monitor prerequisites, numbers and personal information. Closing dates should be set well in advance of the start of the course or module. Organisers must know by a set date whether the course is viable to ensure no loss of payments in the case of a cancellation.

It is essential that candidates submit the full training fee with their application. The course details must make mention of any prerequisites which may limit attendance, any preparatory work that may be required and any equipment they will require. TA modules require candidates to prepare a number of presentations, in the swimming pool and in the classroom. Whether they do this prior to attending the course or are allocated topics on arrival is a matter for the directing NTA. However, it is important to indicate on the application material, what is required of candidates on the course.

4.1 FINANCIAL MANAGEMENT

Lifesavers is committed to providing sound financial management for all aspects of the Society's work. It is essential that all members of the Society who are involved in running courses have a clear understanding of their financial roles and responsibilities. *Lifesavers* aims to ensure that all members of the Society's Training & Assessing Programme understand how to organise and manage financial matters associated with courses, training sessions and assessments efficiently, effectively and economically. They should know how to:-

- open such relevant accounts for training & assessing purposes
- budget for courses and set course fees
- select, manage and pay for facilities and resources (including postage)
- organise payment of registration, application and assessment fees
- manage invoices, receipts and payments by cheque
- employ national charges and fees for courses and expenses
- maintain, present and organise financial records
- close accounts at the end of courses and events
- confirm in writing in advance any and all payments

Lifesavers is committed to ensuring that all courses, training sessions, seminars, events and assessments organised as part of the promotion of its work comply with this policy and its related procedures. See also Policy Statement GN001- Financial Management Guidelines (available from River House).

FINANCE, FACILITIES & RESOURCES

4.2 BUDGET

Lifesavers sets the administrative and resource costs for each module annually. It is the responsibility of each TA or NTA to set appropriate individual course fees taking into account the list below. Each course budget should include the following headings:-

- | | |
|---|---|
| <input type="checkbox"/> hire of facilities | <input type="checkbox"/> hire of equipment |
| <input type="checkbox"/> insurance costs | <input type="checkbox"/> administrative costs (<i>Lifesavers</i>) |
| <input type="checkbox"/> training fees & expenses | <input type="checkbox"/> subsistence costs (food & drink) |
| <input type="checkbox"/> postage, printing and stationery | <input type="checkbox"/> handouts |
| <input type="checkbox"/> other expenses | <input type="checkbox"/> assessment fees and expenses |

In the case of Lifeguard TA courses and seminars the Society sets the full fee to cover ALL items as notified above. Any organiser wishing to vary the 'official' amount must contact *Lifesavers* Head Office prior to the event.

VAT is included in the cost for national courses and seminars run on behalf of *Lifesavers*. The total cost of any course will determine the final course fee for each candidate.

4.3 INSURANCE

All registered training & assessing activities conducted by appropriately qualified *Lifesavers* members with current validity are covered by *Lifesavers* Third Party Insurance Cover (details are available from *Lifesavers* Head Office). Where it is necessary to take out independent insurance cover to meet local 'hire' requirements, costs must be settled by the course organiser.

5.1 SELECTING & BOOKING A VENUE

It is important to visit the proposed venue personally to discuss with the manager matters including availability of facility hire, fees, restrictions and insurance. The choice of venue will depend upon your particular requirements. Venues should be booked well in advance. In all cases bookings should be made in writing and should be confirmed with a written reply. If a booking form is used retain a copy as you may wish to refer to it at a later date. Always read the small print on any such form. Course organisers are responsible for booking facilities and settling accounts (refer to 4.1 Financial Management) unless otherwise advised by *Lifesavers* Head Office. Confirm cancellation arrangements and any fees, should this be necessary.

5.2 CLASS FACILITIES

It is recommended that facilities include a room with adequate ventilation, lighting, seating and space (minimum size of 30 square metres for 8 candidates) as well as toilet and refreshment facilities. It should be large enough to accommodate your group comfortably and not be affected by other activities. It should have an electricity supply. On some courses, more than one room or space may be required. Adequate presentation resources should be available for each session. These may include:-

- | | |
|---|---|
| <input type="checkbox"/> board/flip chart | <input type="checkbox"/> overhead projector |
| <input type="checkbox"/> slide projector and screen | <input type="checkbox"/> television & video |
| <input type="checkbox"/> handbooks | <input type="checkbox"/> resuscitation manikins (adult, child and baby) |

5.3 SWIMMING POOL FACILITIES

It is recommended that facilities include pool dimensions of 20 metres x 7 metres which has a depth of 1.5 metres or more. If the maximum depth is between 0.9m and 1.5m a Depth Exemption needs to be applied for from *Lifesavers* for NPLQ courses and assessments. Changing and toilet facilities must be available. Pool Safety Operating Procedures need to be obtained, and must be complied with. Information in relative *Lifesavers* Policy Statements must also be observed. Further Guidance can be sought from River House.

It is important to find out the distance from the class facilities; whether you have sole or shared use; size and depth of the pool; whether it is indoors or outdoors; who is responsible for providing safety cover; any restrictions on use specified in the Hire Contract.

5.4 OPEN WATER FACILITIES

All inland and coastal open water locations used for *Lifesavers* activities must comply with *Lifesavers* Policy Statements. Safety cover should be provided by qualified National Beach Lifeguards. At all training locations there should be refreshment and changing/toilet facilities. A written NOP and EAP must be available. Evaluation should be undertaken and submitted to the Branch or Lifeguard co-ordinator for approval. A risk assessment should be carried out by the authority/owner of the site. The recommended minimum temperature for immersion is 12°C (54°F).

FACILITIES, RESOURCING & TRAINING

5.5 HANDBOOKS & EQUIPMENT

Resource materials for *Lifesavers* awards and qualifications are specified in the relevant syllabus.

Current *Lifesavers* publications include:

- | | | |
|--|--|---|
| <input type="checkbox"/> Lifesaving | <input type="checkbox"/> Life Support | <input type="checkbox"/> Specially Safe * |
| <input type="checkbox"/> The Lifeguard | <input type="checkbox"/> Swim, Survive, Save | <input type="checkbox"/> Beach Lifeguarding |
| <input type="checkbox"/> ATC Operations Manual | <input type="checkbox"/> NRASTC Handbook | |

These publications are revised from time to time. Publication lists appear regularly in the magazine and the Society's annual catalogue. Current editions are required for assessment purposes.

The following items of equipment are recommended for lifesaving or lifeguard training:-

- | | | |
|---|---|---|
| <input type="checkbox"/> Selection of Poolside Rescue Equipment | <input type="checkbox"/> Rigid and Non-Rigid Rescue Aids | <input type="checkbox"/> Life Jackets & PFDs |
| <input type="checkbox"/> Torpedo Buoy/Rescue Tube | <input type="checkbox"/> Buoyant & Non-Buoyant Aids | <input type="checkbox"/> Swimming Fins |
| <input type="checkbox"/> Throw Bag & Ropes | <input type="checkbox"/> Submersible Bricks & Rescue Manikins | <input type="checkbox"/> Swimwear & Wetsuits |
| <input type="checkbox"/> Spinal Aquaboard & Collars | <input type="checkbox"/> First Aid Equipment | <input type="checkbox"/> Resuscitation Manikins |
| <input type="checkbox"/> Rescue Boards and Skis | <input type="checkbox"/> Appropriate Clothing | <input type="checkbox"/> Masks and Snorkels |

Lifesavers approved resuscitation manikins are illustrated in the Society's Annual Catalogue and identified in SH001 Approved Manikins & Cleaning Procedures policy statement. See also policy statement LG009.

6.1 TRAINING STANDARDS

Careful consideration should be given to all training factors including the location of the Pool and class facilities, numbers of participants and Trainers, time available and safety issues. Each participant should be given a copy of the relevant syllabus and training programme and should expect to be assessed regularly by the Teacher or TA.

It is essential that Teachers and Trainers use the current edition of the *Lifesavers* publications specified in the syllabus and that high standards of performance are promoted. The training syllabus for each award or qualification must be covered in full. Any additional skills and knowledge must be identified by the Teacher or Trainer as being outside the syllabus.

At least one named Teacher or TA must be responsible for the standards of training in each session. While minimum ages are set for assessment, no such restrictions apply to training, except where health & safety regulations will be compromised. It is the sole responsibility of the Trainer (in consultation with each individual class member) to assess each candidate's readiness for formal assessment. It is recommended that continual assessment is conducted during training sessions by the Trainer, and records kept of progress. Any programme may be reviewed from time to time by a NTA or BLC to ensure the maintenance of standards.

6.2 TRAINING STAFF

All TAs must be able to demonstrate efficient and effective CPR on an approved manikin to an excellent standard, and any shortfall in standard must be addressed prior to renewal of TA status. Training staff must be qualified to standards laid down by *Lifesavers* within each respective training programme. All *Lifesavers* Assistant Teachers, Teachers, TAs, Advisers and NTAs must be in current membership of the Society, and attend an update training seminar at least once every two years, and follow the Society's Policies and procedures. They may train and assess only within the discipline (lifesaving, pool or beach lifeguarding, rescue boat or competitions) for which they are qualified. First Aid provision must always be available. Refer to the Written Operating Procedures for details. In all cases, staff who are directly responsible for training sessions should be appropriately qualified and experienced as identified within the written operating procedures. It is the responsibility of the TA to update within the validity period. This may be done on any registered course. Re-validation is granted upon success at the Module, not merely attendance. Full participation is expected.

6.3 STATEMENT OF PHYSICAL COMPETENCE

Teachers and Trainers for all awards and courses should be able to make the following declaration:

"I understand that in law I have a 'duty of care' to others, and this duty of care is enhanced with regard to my responsibility to those whom I teach because of the training and qualification I have. If I am unable to ensure the safety of the course members in my charge I will ensure that someone is always available who is suitably qualified and experienced."

*Declaration of an impairment does not necessarily debar a person from holding a TA qualification.

6.4 CLASS SIZE

The maximum number of persons per course are detailed in the appropriate syllabus. A general recommendation for practical training courses is 12 : 1 pupil Teacher/TA ratio. This includes Rookie activities. See Policy Statement SH008. Guidance for probationary TAs should be sought from relevant award criteria. *

TRAINING STANDARDS

6.5 HEALTH & SAFETY

High standards of health, safety & hygiene must be maintained during all training & assessing activities. Practices and assessments should be conducted in accordance with current *Lifesavers* Policy Statements and training/assessment schedules and syllabuses. At each training or assessment venue adequate lifeguard cover will be provided. This will be maintained to the standards of the *Lifesavers* National Lifeguard Qualification, NRASTC or RTTCS as required at every aquatic session.

For Beach courses a *Lifesavers* Registered Lifeguard Club or other appropriately qualified unit must be in attendance throughout the open water sessions. At least one paddle or powered rescue craft must be available. A first aid kit and qualified First Aider must be available for all sessions throughout the courses. This may also be necessary for pool lifeguard courses in accordance with the Pool Safety Operating Procedures. Regular inspections and up-to-date records of all equipment should be maintained (refer to 5.4 Open Water Facilities).

6.6 LIFE SUPPORT

Resuscitation manikins should be cleaned thoroughly after use (refer to Policy Statement SH001). When two person Cardiopulmonary Resuscitation (CPR) is practised, a second rescuer/lifeguard taking over ventilation should simulate this action rather than applying his or her lips to the manikin, as it is not possible to clean the face without interrupting the sequence.

For Rescue Breathing on a simulated casualty, the rescuer should blow across the far side of the face. For resuscitation in deep water the rescuer must show an ability to raise their head high enough to effect simulated Rescue Breathing without submerging the casualty's face. Where Chest Compressions are required to be demonstrated during an initiative test, this shall take place on a *Lifesavers* approved manikin. Under no circumstances shall actual or simulated Chest Compressions be carried out on a live, simulated casualty. A * ratio of a minimum of one manikin to 4 course members should be available on training sessions

6.7 CHILD PROTECTION

Lifesavers places the welfare and protection of children involved in its programmes above all other considerations. It is the policy of the Society to safeguard the welfare of children and others involved in its activities by protecting them from physical, sexual and emotional harm.

In pursuance of this policy, all Branches and Clubs are issued with a copy of the Society's Child Protection Guidelines. Part One contains guidance on the recruitment and induction of adults working with young people. Part Two deals with child abuse and the action to take if abuse is suspected.

It is essential that everyone involved in training & assessing activities is familiar with these guidelines, and has a copy of the policy. To protect children from harm, all adults coming into contact with children must disclose all previous convictions and be subject to the Society's Code of Behaviour. If leisure courses have candidates both over and under 18 years of age, those adults will also be subject to the code of behaviour. See also Policy * Statements GN009 and GN010.

6.8 RECORD KEEPING

Accurate training and assessing records must be maintained. Appropriate records may include:-

- | | |
|---|---|
| <input type="checkbox"/> TA candidate logbook & in-service training record | <input type="checkbox"/> copies of assessment & moderation forms |
| <input type="checkbox"/> registration documents and reference numbers | <input type="checkbox"/> records of any complaints or disciplinary procedures |
| <input type="checkbox"/> records of candidates
(with names, addresses, dates of birth etc) | <input type="checkbox"/> training records covering the full syllabus |

Teachers and Trainer Assessors must maintain Society membership and attend an update seminar every two years. Society Branches will maintain records of Lifesaving and Life Support awards for the duration of the award validity period. Lifeguard records must be kept by the Trainer and Assessor for 7 years in case of legal action - civil, criminal or industrial. Assessors records / mark sheet should be retained for all awards.

6.9 TA MODERATION

Where a probationary TA has the training section of their moderation record signed off as being satisfactory they may then train courses of up to 12 candidates whilst completing their assessing moderation.

IQL Approved Training Provider status will only be granted to full qualified TAs. *

ASSESSING STANDARDS

7.1 APPLICATION FOR ASSESSMENT

Lifesaving and Life Support awards - Applications should be made to the local Area Organiser or approved Branch Officer at least 14 days in advance. Applications should give the following details: *

- | | |
|---|---|
| <input type="checkbox"/> Which award(s) is to be assessed | <input type="checkbox"/> Proposed assessment venue |
| <input type="checkbox"/> Sections of the award to be assessed | <input type="checkbox"/> Number of candidates |
| <input type="checkbox"/> Proposed dates and times | <input type="checkbox"/> Confirm that all pre-requisites are in place and are current |

NBLQ / NPLQ assessment arrangements are made within the Approved Training Centres (ATC)

7.2 MEMBERSHIP FOR CANDIDATES

Candidates for the Society's awards must be current Society individual members or members of an affiliated group. Exceptions are candidates for:

- Rookie Awards
- Rescue Breathing, Junior & Community Life Support Awards
- Emergency Response Certificate (Swimming Pool or Open Water)
- National Rescue Award for Swimming Teachers and Coaches (NRASTC) *
- Rescue Test for Supervisors of Swimmers with Disabilities
- Duke of Edinburgh's Award
- Golden Jubilee Bronze Medallion

Assessors should request confirmation of membership. However, if no immediate proof of membership is evident, an Assessor may conduct an assessment, but withhold the completed assessment forms until satisfied that membership is current.

7.3 PREREQUISITES

Prerequisites for taking an award must be attained prior to a candidate commencing an assessment. Details of the relevant prerequisites can be found in the awards chart at the back of this booklet. Assessors will require proof of a candidate's possession of any prerequisites, including age, prior to commencement of the assessment. Candidates must have attained the minimum age specified for each award by the date on which the assessment commences.

7.4 APPOINTMENT OF ASSESSORS

Lifesaving awards - Assessors will usually be notified of an assessment by the Area Organiser or approved Branch Officer. Beach Lifeguard awards - Assessors will be contacted directly by the Trainer and notified to *Lifesavers*. 'Assessors may not assess more than 3 assessments of NPLQ, NBLO or NILQ candidates in any 24 hour period. No more than 3 consecutive assessments may be conducted for the same Trainer / Assessor. In exceptional circumstances Life Support awards may exceed this. For both lifesaving and lifeguard awards, notification will include details of date, time, venue, number of candidates, award(s) to be assessed. When arranging the assessment the Assessor will agree the number of candidates to be tested simultaneously. If unable, after appointment, to attend an assessment, it is the Assessor's responsibility to notify the person who made the booking, so that alternative arrangements can be made. Assessors must decline any direct approach from a Teacher or TA for a Lifesaving or Life Support assessment, and refer the request to the approved Branch Officer. NB Beach TAs can arrange Assessors directly for candidates doing a Life Support 3 award. *

7.5 PREPARATION FOR ASSESSMENT

Assessors should prepare the following items:-

- | | |
|---|---|
| <input type="checkbox"/> questions for theory tests | <input type="checkbox"/> mark sheet |
| <input type="checkbox"/> ball point pen and pencil | <input type="checkbox"/> resuscitation manikins (supplied by the trainer) |
| <input type="checkbox"/> tape measure (optional) | <input type="checkbox"/> equipment for the practical test (supplied by the trainer) |
| <input type="checkbox"/> stop watch & clipboard | <input type="checkbox"/> identification card of authority/membership card |
| <input type="checkbox"/> current handbooks & syllabus | <input type="checkbox"/> suitable shoes and clothing |
| | <input type="checkbox"/> rescue aids including submersible manikin |

Lifesavers Trainer Assessors are expected to be neatly dressed and clearly identifiable. They should be well prepared, pleasant in manner and always arrive on time. Information on the Assessment Report Forms should be checked before starting. Assessor's current TA status & membership should be checked by the Trainer *

7.6 ASSESSMENT ORGANISATION

Assessments must be conducted strictly in accordance with the current award conditions. The Assessor should discuss all procedures, distances and pool depths with the Teacher or TA. At all award levels, classes will be kept to a size which will enable a fair assessment to be conducted. The ratio of candidates to Assessors must not exceed the maximum number specified in the awards guide at the end of this booklet. In case of Open Water and Beach Lifeguard assessments it may be necessary to re-arrange the order of the syllabus for safety or weather reasons.

ASSESSING STANDARDS

7.7 SPLIT ASSESSMENTS

Assessments may be split only when stated in the award conditions. Proper records must be maintained. Assessment Report Forms should be submitted only when the candidates have completed all tests of the assessment. Where candidates fail an assessment, any tests which have already been Passed may be credited to the candidate by transferring them to a new Assessment Report Form. This may be done by the original Assessor, or by an approved Branch Officer. For LG refer to Centre Co-ordinator & Assessment Officer. *

7.8 AWARD CONDITIONS

The conditions for each test, section or part should be clearly read to all the candidates who individually shall acknowledge prior to the commencement of each test, section or part that they understand the instructions. If there is confusion of any kind the test conditions will be read again. The Assessor must follow the syllabus and test conditions as they are written. The sequence for open water programmes may be varied by the Assessor for safety and environmental conditions.

7.9 LANGUAGE

Assessments should be conducted in a language common to the Assessor casualty and candidate. Some consideration must be given to the use of sign language in the case of partially deaf candidates.

7.10 ORAL ASSESSMENT

Where an oral assessment is required, the Assessor will only ask questions on the syllabus of knowledge and skills appropriate to the award or qualification as contained in the current edition of the relevant Society handbook.

7.11 MEMORY AIDS

Candidates are not permitted to refer to any publication or memory aid during assessment.

7.12 SAFETY REGULATIONS

Adequate safety provision must be made for all assessments (refer to current Policy Statements). The final decision as to whether adequate safety provision has been made rests with the Assessor. If the level of safety provision or the prevailing conditions expose the candidates to danger, the assessment must be stopped. If the candidate gets into difficulty due to exhaustion or any other cause, the decision whether the candidate shall be permitted to continue rests with the Assessor. Assessors for Open Water awards must be advised by the supervising Lifeguard on local safety issues (refer to 5.4 Open Water Facilities).

7.13 LANDING & LIFTING

Lifesavers policy, in accordance with the Manual Handling Operations Regulations 1992, on landing and lifting casualties must be adhered to at all times. When lifting or landing a casualty, an assisted lift shall always be demonstrated. Where an unassisted lift may be required, for example during an initiative test, this shall either be described, or simulated without lifting the casualty. Warning to be read out.

7.14 ENTERING WATER BY DIVING

Lifesaving and lifeguarding awards specify "enter the water" rather than "dive into the water" to enable candidates to use a safe method of entry. Entering the water with a dive should only be permitted into water with a minimum depth of 1.5 metres and with a forward clearance of 7.6 metres. Entry should only be from a standing start. Notices at the venue must be complied with. This includes diving entries for lifeguards who must also abide by the regulations in force at their pool.

Inexperienced divers are at greater risk when learning to dive. If diving is taught it must conform to the rules in force at the venue. It is recommended that when diving skills are being taught in this situation, there should be a minimum water depth of 1.8 metres. For lifesaving or lifeguarding purposes, only shallow dives should be taught, as identified in the relevant training manuals.

Trainers/Assessors and candidates are also reminded of the dangers of diving headfirst and jumping feet first into shallow water. The definitive document published by ISRM 'DIVING' is the main source of reference.

7.15 DIVING TO DEPTHS

Ear damage may result from diving to depths greater than 1.5 metres. All candidates must be warned of this prior to training by trainers & prior to assessments by assessors. The following statement must be read to all candidates: *

"YOU SHOULD BE AWARE THAT THERE MAY BE A RISK OF DAMAGE TO YOUR HEARING BY DIVING TO DEPTHS GREATER THAN 1.5 METRES. ALL DIVES ARE UNDERTAKEN AT YOUR OWN RISK".

Any candidate with a history of ear trouble should not be permitted to dive without previously consulting a medical practitioner. If the minimum depth of water available is greater than the maximum depth laid down in the test conditions, the Assessor will check the candidate can execute a surface dive and swim down to the depth specified in the test conditions to recover a suspended object from the stated depth. (This may be a swimming float tethered to a brick). NPLQ candidates must recover a submersible manikin.

ASSESSING STANDARDS

7.16 SPECTACLES, GOGGLES & CONTACT LENSES

To avoid injury, the wearing of spectacles in the water by a candidate or casualty during swimming sessions or assessments is not recommended. Care of spectacles is the responsibility of the candidate. Spectacles may be worn in theory tests and to view practical tests. They may be passed to the Assessor or another person for safe keeping before entering the water. Contact lenses may be worn for training and assessment at the discretion of the candidate. The Society recommends that candidates seek advice from their doctor or optician. Also refer to the British Standard specification for surface swimming goggles BS5883-1996.

Swimming goggles, including those with ophthalmic prescription lenses, may be worn by candidates and casualties for most water based training and assessment sessions at the wearer's own risk, in accordance with the relevant assessment syllabus.

In line with medical advice, goggles can be worn by candidates during both training and assessment for Lifesaving awards.

The role of the Lifeguard however requires the ability to respond immediately to an emergency in the water. Candidates may wear goggles during training sessions if they wish, but the assessment must be conducted without candidates wearing goggles for the aquatic tests.

Teachers and Trainer Assessors are responsible for ensuring swimmers in their charge are aware of the relative risks associated with goggles.

- ❑ Goggles should be put on and removed by holding the lenses in place over the eyes whilst carefully adjusting the elasticated strap at the back of the head
- ❑ Care should be taken to ensure that goggles are adjusted correctly and do not become dislodged or dragged when entering the water

Lifesavers personal accident insurance which covers individual and youth members for any injury sustained through using goggles does not cover members for an eye infection caused by contact with water.

7.17 JEWELLERY & CLOTHING

Candidates and casualties for open water activities must wear brightly coloured hats. (Refer to Policy Statement SH006). Class members are advised that Lifesaving, Lifeguarding and Life Support activities involve physical handling and manoeuvring of bodies. Jewellery which may cause damage must be removed on the instructions of the Trainer or Assessor. *

7.18 RESUSCITATION MANIKINS

Where the use of resuscitation manikins is specified, the assessment must not take place without them. *Lifesavers* approved manikins must be used, refer to Policy Statement SH001. Manikins will normally be made available by the Teacher or TA. If the Assessor chooses to provide the manikin, each candidate must be allowed 5 minutes for familiarisation. In each case, the techniques appropriate to the apparent age identified by the manikin should be demonstrated.

7.19 RESCUE AIDS

The design of some rescue aids which are not pool/beach specialist items may introduce an unacceptable risk of danger in the assessment situation. Where, in the opinion of the Assessor such a risk exists alternative aids will be substituted. Only approved items of pool rescue equipment may be used for assessing the National Beach/Pool Lifeguard Qualification, National Rescue Award for Swimming Teachers and Coaches. Trainers must ensure that only skills used for specialist rescue equipment as shown in the relevant and current hand book are undertaken during *Lifesavers* programmes. In the case of the 'spine board' the casualty, or simulated casualties secured to a spine board should not be moved back into the water after being once removed and placed on the poolside.

7.20 CASUALTIES

Candidate and casualty should be similar height and weight for all tests, with the possible exception of the initiative test or incident. Casualties should be briefed by the Assessor on any action required during the test, prior to its commencement. Trainers & Assessors must apply understanding when pairing candidates & casualties whilst undertaking rescue, resuscitation and first aid skills. *

7.21 COLLUSION

Collusion is not to be confused with communication between candidate and casualty for carrying out a rescue. The casualty is not usually permitted to give the candidate any assistance beyond carrying out instructions given verbally by the candidate. During swimming and towing rescues, including timed tests, assistance by the casualty such as kicking their legs makes the candidate's physical test easier and is not permitted. Collusion between candidate and casualty will result in the failure of the candidate. Nothing must be done by the casualty to aid propulsion in any way.

7.22 REST PERIODS

Assessments shall be conducted without interruption unless stated otherwise in the award conditions. Under normal circumstances the conduct of the test will normally allow short rest intervals, especially during candidate/casualty briefings. The practice of 'alternating' candidate and casualty during an assessment is not

ASSESSING STANDARDS

permitted. Each candidate shall complete all the tests as laid down in one sequence with the possible exception of some lifeguard tests as identified in the relevant syllabus.

7.23 APPROACH SWIMS

In any approach swim, the stroke used must permit observations in the direction of the casualty. Backstroke is not permitted. The last 5 metres of the approach to a casualty must be head up. Where the approach is of more than one length of the pool, it is acceptable to touch the pool ends at each turn. This does not apply once towing has commenced. Assessors must ensure that the approach swim distance is completed strictly in accordance with the appropriate assessment syllabus.

In the case of 'free form' pools it may be necessary to identify the distance to be swum by using markers or ropes and other means for establishing the correct distance.

7.24 DISTANCE CONVERSION

Trainers and Assessors should carefully measure and confirm the distance for swim and tow, test the correct depth for the retrieval of manikins and other objects. To enable an accurate conversion of distance and depth, Trainers and Assessors should make use of following table:

METRES	1.0	1.5	1.8	2.0	3.0	5.0	6.0	8.0	10.0	15	20	25	30	45	50	75
FEET	3'3"	4'11"	5'11"	6'7"	9'10"	16'5"	19'8"	26'3"	32'10"							
YARDS						5.5	6.6	8.7	11.0	16.4	22	27.3	33	49	54.7	82

7.25 TOWS

Tows should take place in deep water wherever possible. The candidate and casualty are not allowed to touch the ends of the pool during the tow and should not touch the pool bottom intentionally. The distances stated in the award conditions must be strictly adhered to.

7.26 SKILL SELECTION

Unless a specific skill is stipulated in the award conditions, any appropriate skill may be used provided it is performed to an acceptable standard and contained within the current/relevant handbook.

7.27 TIME LIMITS

A candidate who exceeds a time limit shall fail an assessment. It is essential therefore that distances and times are measured and recorded correctly. Time limits are absolute, extensions are not permitted for any reason.

7.28 REPEAT SKILLS

The Assessor may ask occasionally for a skill to be repeated at the end of the assessment of that section. This will be for the purpose of ensuring that the candidate can have every opportunity of demonstrating ability to an acceptable standard. This will not include a repeat of timed test or section. (Refer to assessment syllabus) *

7.29 TERMINATING AN ASSESSMENT

An assessment may be terminated at the discretion of the Assessor or when a candidate requests permission to stop. A candidate who fails will be informed by the Assessor at the end of the relevant section, unless otherwise agreed with the trainer. Candidates will be given the option to stop or continue other sections of the assessment.

7.30 COMMUNICATING THE RESULT

At the conclusion of any assessment, the results for each candidate shall be reported verbally by the Assessor or NTA either in a group or on a one to one basis, including reasons for the decision and comments on the quality of performance. No consideration will be given to comments made by observers unless this affects health and safety matters when the duty managers of the establishment shall be notified. The final result will be confirmed, on receipt of the appropriate fee and assessment form, by a letter or certificate or insignia from Lifesavers Head Office. Candidates on TA or NTA courses will receive individual tutorials on progress.

7.31 FAILURE OF ALL CANDIDATES

When an Assessor decides that all candidates have failed, a written report must be submitted for Lifesaving awards to the Branch Lifesaving Co-ordinator, or in the case of Beach Lifeguard qualifications, directly to Lifesavers Head Office. NPLQ assessments will be reported to the Approved Training Centre Co-ordinator & IQL. Assessment Report Forms should be signed and fees paid in full as indicated.

7.32 ASSESSMENT REPORT FORMS & FEES

Assessment Report Forms are issued by either the Lifesaving Area Organiser or through an ATC for Lifeguard awards.

ASSESSING, MODERATION & GRIEVANCES

Evidence of the result of assessment is confirmed by the form. On completion of the assessment the Assessor will sign the forms in accordance with the guidance given here and on the forms. All forms must have the printed name of the Assessor, signature, Society number and date of the assessment in each of the relevant boxes. When assessment of more than one section has taken place, these details can be entered across all the relevant boxes. "Failed" Lifesaving candidates must have their names crossed through, and the word "Fail" written in for the appropriate sections. Where forms have a "Total" section, the totals must be filled in. Lifeguard Assessors need to follow the guidance given on the form. *

The result is final unless it can be proved that the assessment was not carried out in accordance with the current syllabus and guidelines for that award or qualification. Assessors should retain a copy of the form or results and be prepared to make their notes available in the event of a complaint or disciplinary action.

It is the responsibility of the Teacher or Trainer to forward all completed report forms, together with the fees or orders as appropriate. Lifesaving award forms and fees or orders must be sent to the Branch Awards Officer within 14 days of the final part of the assessment. Lifeguard qualification award forms must be sent to IQL within 30 days of the final part of the assessment. The assessment fee is that which will apply on the date of the final part of the assessment. Increases in fees incurred because of Branch delays will be paid for by the Branch.

Current assessment fees are published annually in the Society's catalogue. Successful candidates will receive the designated award insignia. Candidates who fail an award in part or total will forfeit the assessment fee. Candidates who fail a test (or section) will be credited with those tests (or sections) they have passed and may have another form signed by the Assessor, or approved Branch Officer to this effect, for completion within the permitted period.

8.1 MODERATION & SUPPORT

Candidates who successfully complete any specialist module leading to a training & assessing qualification may hold probationary status for up to a period of two years, during which time they will be supported by a qualified and experienced TA or Adviser/NTA. Allocation of these persons will be made by the appointed Branch Officer, NLC or IQL after taking into account the experience, needs and location of the candidate. *

Any person holding probationary status shall not attempt to register, train or assess an individual or group of candidates for any award or qualification, except with the agreement of the support NTA, Adviser or TA. In such cases, a complete scheme of work (or Training Programme) shall be presented to the support NTA, Adviser or TA, before beginning any such 'controlled' course. *Lifesavers* or IQL reserves the right to reject an application for course registration from any person holding probationary status.

Probationary Lifeguard TAs are not permitted to conduct intensive courses without the express permission of Head Office. These courses are defined as those which have sessions on consecutive days from the start to completion.

8.2 EXPENSES

Reasonable expenses may be claimed in relation to expenditure incurred during training and assessing activities provided this is agreed by all parties prior to the event. Travelling expenses for travel by car may be claimed on a mileage basis at the Society rate in force at the time of the event or visit. Whenever a claim for travelling expenses is made, the claim must be accompanied by receipts for the expenditure incurred.

The Society may from time to time indicate an appropriate and reasonable fee to be charged for work undertaken. This does not infer that such payments shall be made unless agreed by all parties. It is strongly recommended that any payments are negotiated at the time of booking with either the Trainer or Assessor, and these arrangements confirmed in writing before the start of a course.

Where travel is undertaken by public transport, this must be by the most economical means and claims, supported by receipts, will be paid in line with the costs incurred. Where travel necessitates being away from home for longer than 4 hours, claims for subsistence, supported by an appropriate receipt will be paid in accordance with the allowances in force at the time of the event or visit.

Where longer journeys are involved or travel to island venues is required, travelling arrangements must be made only after approval has been given by the Society's Head Office. Telephone expenses may be claimed in respect of call charges incurred during the course of the monitoring of the Programme. Itemised accounts should be supplied as evidence of expenditure.

9.1 GRIEVANCES

All matters concerning the training and assessing of Lifesaving Awards and Lifeguard Qualifications must be directed to *Lifesavers* or IQL staff, when they will be dealt with by the relevant personnel. Any candidate for an award may appeal over the organisation and conduct, though not the result, of an assessment or module. Such appeals must be sent, in writing, to the local Branch Lifesaving Co-ordinator and to *Lifesavers* Head Office within 28 days of completing the assessment or module. Further details on what action to take are contained in the Society's Disciplinary & Appeal Procedures (see following page). Grievance in the delivery of core or specialist modules should be referred to the appropriate National Standing Committee.

DISCIPLINARY PROCEDURES & QUALIFICATIONS

9.2 DISCIPLINARY & APPEAL PROCEDURES

Lifesavers has disciplinary and appeal procedures to cover a variety of different situations. An outline of the current disciplinary procedures is provided below.

Misconduct may include a justified complaint from a candidate, dishonesty, disclosing confidential information, falsifying records or failing to follow regulations or award conditions as stated in the appropriate syllabus or Code of Practice. In such cases, the following procedure may be followed:-

- informal verbal warning
- formal written warning
- suspension from activity or duty
- disciplinary interview
- appeal panel
- final decision

Separate procedures exist for those involved in lifesaving activities and for those involved in life-guarding duties. Copies of the procedures for lifeguarding should be requested from *Lifesavers* Head Office, in the case of any disciplinary matter. Full details of the appeal procedure are contained within the same paper. It is essential that everyone involved in the Training & Assessing Programme understands the importance of following the Code of Practice and of the need to maintain the highest possible standards in all situations. The Society attaches great importance to dealing with each grievance, disciplinary and appeal case with fairness and objectivity.

9.3 WITHDRAWAL OF AWARDS OR QUALIFICATIONS

Lifesavers reserves the right to withdraw any of its awards or qualifications from the current programme, or to make amendments as deemed necessary.

Following an allegation a person may/may not be suspended pending the recommendations of the investigation by IQL or Branch Executive.

Should circumstances arise that would make it necessary, the Society reserves the right to withdraw any of its awards or qualifications from a candidate. Such circumstances would include any assessment found to have been conducted in contravention of the assessment guidelines or Code of Practice; candidates proven not to have achieved the necessary standards; awards obtained through deception, etc.

10.1 QUALIFICATIONS FOR EMPLOYMENT

Possession of a *Lifesavers* award or qualification or related NVQ qualification neither guarantees employment nor continuation of employment in the future. While the result of an assessment may determine the employment status of an individual, neither the Society nor any Assessor has the authority to offer an opinion as to the suitability or otherwise of any person using *Lifesavers* awards and qualifications as a means for gaining or maintaining employment.

10.2 SCOTTISH/NATIONAL VOCATIONAL QUALIFICATIONS

By attending the modules offered within the programme, it is possible to identify sufficient evidence through personal records and practical activities to satisfy NVQ Assessors and Verifiers operating at an NVQ Accredited Centre. *Lifesavers* is an independent governing body and training provider but not an NVQ accredited centre. However it maintains regular contact and consultation with the NVQ award bodies. Candidates offering themselves for NVQ assessment will be supported by the Society's training provision. In current NVQ terminology, the Society's Lifesaving & Lifeguarding appointments relate as follow:-

Level 1	Branch Officer	Level 3	Teacher, Trainer Assessor & Adviser
Level 2	Pool & Beach Lifeguard	Level 4	National Trainer Assessor

10.3 ACCREDITATION OF PRIOR LEARNING & ACHIEVEMENT (APL/APA)

Accredited Prior Learning (APL) and Accredited Prior Achievement (APA) refer to the qualifications, awards and experience gained which may provide exemption from some modules or units in the Training & Assessing Programme. To qualify for exemption, applications must be made in writing to *Lifesavers* following the procedures outlined below.

Criteria While it is not possible to list all APL & APA options, each application received by *Lifesavers* will be assessed on its individual merits. Factors influencing this decision will include the level and relevance of previous training experience, evidence of when and where qualifications were gained as well as current roles and responsibilities. To gain accreditation, supporting evidence is required which meets the same or higher level of attainment as the corresponding module or unit.

AWARDS & QUALIFICATIONS

Applying for Accreditation When applying for accreditation you must:-

- assess the level of your previous training and/or practical experience
- identify the appropriate module or unit which matches your prior learning achievement
- complete the APL/APA application form in your logbook
- produce written evidence to support your application (ie certificates, logbooks, syllabuses etc)
- send a copy of the form and evidence to *Lifesavers* at least three months in advance of the module

Evidence The evidence supporting your application must be:-

- authentic - showing evidence of your own learning and achievements
- sufficient - meeting the requirements for accreditation
- reliable - in terms of consistent standards of learning and achievement
- appropriate - in terms of content and standards of performance
- current - in line with existing standards and practices

In addition, while your evidence may range between certificates, syllabuses and letters of validation, it must demonstrate that you have acquired the appropriate levels of experience, knowledge and understanding for accreditation.

Approval *Lifesavers* reserves the right to endorse or reject your application for accreditation of prior learning or achievement. The final decision will be made by the Society in consultation with the appropriate National Committees. You will receive notification of the decision as soon as possible after submitting your application.

Advice If you require further advice, information or help with submitting your application for accreditation, please telephone or write to *Lifesavers* Head Office. For awards/qualifications for Lifesavers/Lifeguards - refer to each current syllabus.

10.4 EXEMPTIONS

In the case of Pool and Beach lifeguard qualifications the following may apply:

First Aid at Work and Life Support 3 - refer to NPLQ or NBLO syllabus criteria.

For further detail see the individual syllabus regulations. Candidates are advised that Assessors will wish to see evidence of these certificates/awards and may ask questions on these subjects.

10.5 VALIDITY, EVIDENCE & REPLACEMENT OF AWARDS

Lifesavers awards are only valid for the period indicated in the award conditions. The only evidence of award possession is the engraved medallion, inscribed certificate or plastic card bearing the individual's name and date of the assessment. Replacement of mislaid awards is possible within the validity period. The individual concerned should contact *Lifesavers* Head Office. Payment is required for this service.

Withdrawal of Awards The Society reserves the right to refuse to issue or rescind an award for an assessment which has not been conducted in accordance with the conditions. In the event of any proven forgery of a Society qualification or award, the person deemed to be responsible shall be required to give account of their actions as directed by the Society.

10.6 UPDATING & MAINTAINING QUALIFICATIONS

All qualified or probationary Assistant Teachers, Teachers, TAs, Advisers and NTAs must maintain current annual membership of *Lifesavers* and attend an in-service training and update seminars at least once in every two years. Probationary TAs and NTAs must complete their moderation within 2 years of obtaining probationary status. Extensions may be granted in exceptional cases, following consideration of a written application to *Lifesavers*. The 2-year update cycle for probationary TAs begins at the conclusion of their TA course. *

Any person who does not update within each 2 year period will be deleted from the list of active and current/valid TAs and NTAs. Appeals against deletion must be made in writing to *Lifesavers* within 28 days. Subsequent re-instatement will be at the discretion of *Lifesavers* in consultation with the Chairman of the appropriate National Standing Committee.

Membership details are held on the national database at *Lifesavers*. These details are reviewed annually and a renewal reminder is sent out. Membership must be maintained in order to retain TA or NTA status. Branches will be notified of any such changes.

10.7 LIFESAVERS AWARDS & QUALIFICATIONS GUIDE

ALL AWARDS & QUALIFICATIONS, TEACHERS, TRAINERS, OR ASSESSORS ARE THOSE PROMOTED BY LIFESAVERS

LIFESAVERS AWARD	MAX NO.	MIN AGE	VALIDITY PERIOD	ASSESSORS	PREREQUISITES (all must be current)	ASSESSMENT PERIOD	SYLLABUS REFERENCE	TEACHERS TRAINERS
POLICE LIFESAVING CERTIFICATE	4	17	24 months	Assessor (LS) who may also be the Teacher or NTA (LS)	A serving Police Officer Ability to swim	1 session	Lifesaving Life Support	Any Teacher (LS) or TA(LS) or Police PTI
POLICE BRONZE MEDALLION	4	17	24 months	Assessor (LS) who may be the Teacher (LS) or TA (LS) or NTA (LS)	A serving Police Officer Ability to swim	1 session	Lifesaving Life Support	Teacher (LS) or TA (LS) or Police PTI
NATIONAL RESCUE AWARD FOR SWIMMING TEACHERS & COACHES	4	16	24 months	NRASTC TA	Age 16, Swim 20 metres on the front, Swim 20 metres on the back. Reach the floor in the maximum depth where their super-vision takes place	28 days	NRASTC Handbook	NRASTC TA
AQUATIC RESCUE TEST FOR OUTDOOR ACTIVITY SUPERVISORS	2	18	24 months	TA (B) or NTA (B)	Life Support 2	28 days	Beach Lifeguarding Lifesaving Life Support	TA (B), or TA (P) with Open Water Module
RESCUE TEST FOR SUPERVISORS OF SWIMMERS WITH DISABILITIES	4	16	24 months	Assessor (RTSSD)	Ability to swim	1 session	Specially Safe First Aid handout Site PSOP	TA or Teacher*
ROOKIE TRAINING PROGRAMME	N/A	5+	N/A	Trainer Assessed	None	ongoing	Swim Survive Save Rookie Trainers Guide	Any
NATIONAL POOL LIFEGUARD QUALIFICATION	4	16	24 months	TA (P) or NTA (P)	Ability to swim Physically fit, good eyesight & hearing	28 days	The Lifeguard	TA (P) or NTA (P)
NATIONAL BEACH LIFEGUARD QUALIFICATION	4	16	24 months	TA (B) or NTA (B)	Ability to swim Physically fit, good eyesight & hearing	3 months	Beach Lifeguarding Life Support	TA (B) or NTA (B)

LIFESAVERS AWARDS & QUALIFICATIONS GUIDE (CONTINUED)

ALL AWARDS & QUALIFICATIONS, TEACHERS, TRAINERS, OR ASSESSORS ARE THOSE PROMOTED BY LIFESAVERS

LIFESAVERS AWARD	MAX NO.	MIN AGE	VALIDITY PERIOD	ASSESSORS	PREREQUISITES (all must be current)	ASSESSMENT PERIOD	SYLLABUS REFERENCE	TEACHERS TRAINERS
ASSISTANT BEACH LIFESAVER AWARD	4	12	24 months	TA (B) or NTA (B)	Ability to swim Physically fit, good eyesight & hearing	3 months	Rookie Programme Beach Lifeguarding Life Support	TA (B) or NTA (B)
EMERGENCY RESPONSE (Open Water)	4	16	24 months	Assessor or TA (LS)	None	1 session	Lifesaving Life Support	Teacher or Trainer Assessor
EMERGENCY RESPONSE (Swimming Pool)	4	16	24 months	TA (P) or NTA (P)	Life Support 1	1 session	The Lifeguard	TA(P) or NTA (P)
JUNIOR LIFE SUPPORT	1	N/A	24 months	Teacher or Trainer Assessed	None	1 session	Swim Survive Save or Junior Life Support Leaflet	Any Teacher or Trainer
RESCUE BREATHING	1	N/A	24 months	Teacher or Trainer Assessed	None	1 session	Swim Survive Save or Rescue Breathing Booklet	Any Teacher or Trainer
COMMUNITY LIFE SUPPORT	6	N/A	N/A	BLS Instructor Teacher or TA (LS/P*/B*)	None	1 session	Life Support	BLS Instructor Teacher or TA (LS/P*/B*)
LIFE SUPPORT 1	4	N/A	24 months	TA (LS/P*/B*)	None	1 session	Life Support	Any Teacher or TA
LIFE SUPPORT 2	3	N/A	24 months	TA (LS/P*/B*)	None	1 session	Life Support	Any Teacher or TA
LIFE SUPPORT 3	2	N/A	24 months	TA (LS/P*/B*)	None	1 session	Life Support	Any Teacher or TA
LIFE SAVING 1	4	N/A	24 months	Teacher or TA (LS)	Ability to swim	1 session	Lifesaving/Life Support	Any Teacher or TA
LIFE SAVING 2	4	N/A	24 months	Teacher or TA (LS)	Ability to swim Lifesaving 1	1 session	Lifesaving/Life Support	Any Teacher or TA
LIFE SAVING 3	4	N/A	24 months	Teacher or TA (LS)	Ability to swim Lifesaving 2	1 session	Lifesaving/Life Support	Any Teacher or TA
GOLDEN JUBILEE Bronze MEDALLION	4	14	24 months	Assessor, TA (LS) or NTA (LS)	Age 14, Ability to swim Life Support 1 or higher	3 months	Lifesaving/Life Support	Teacher or TA (LS)
BRONZE MEDALLION	4	14	24 months	Assessor, TA (LS) or NTA (LS)	Ability to swim Life Support 1 or higher	3 months	Lifesaving Life Support	Any Teacher or TA (LS)
AWARD OF MERIT	3	15	24 months	Assessor, TA (LS) or NTA (LS)	Ability to swim, Life Support 2, Bronze Medallion/higher MM, GIBM, NPLQ, NBLQ, or NILQ	3 months	Lifesaving Life Support	Any Teacher or TA (LS)
DISTINCTION	2	16	24 months	Assessor, TA (LS) or NTA (LS)	Ability to swim, Life Support 3 & Silver Cross or NBLQ/NILQ & Award of Merit or higher	3 months	Lifesaving Life Support	Any Teacher or TA (LS)
BRONZE CROSS	3	14	24 months	Open Water Assessor (LS) or TA (B) or NTA (B)	Bronze Medallion GIBM, MM or higher	1 day	Lifesaving	Any Teacher or TA (LS) or TA (B)
SILVER CROSS	2	15	24 months	Open Water Assessor or TA (B) or NTA (B)	Bronze Cross, Life Support 2 or higher	1 day	Lifesaving	Any Teacher or TA (LS) or TA (B)

* Must have attended the relevant Module.

WARNING NOTICES - TO BE READ

LANDING & LIFTING

The PSOP and *Lifesavers* Policy will apply at all times. When lifting or landing a 'casualty', an assisted lift shall always be demonstrated. Where an assisted lift may be required, for example during an initiative test, this shall either be described, or simulated without lifting the casualty. (See 7.13) Care must be taken by those lifting and the 'casualty' at all times. *

ENTERING WATER BY DIVING

When entering the water a safe entry appropriate for the circumstances must be demonstrated. When diving only a shallow dive may be used. (See 7.14)

DIVING TO DEPTHS

You should be aware that there may be a risk of damage to your hearing by diving to depths greater than 1.5 metres. All dives are undertaken at your own risk. (See 7.15)

JEWELLERY & CLOTHING

The nature of Lifesaving/Lifeguarding/Life Support activities involve physical handling and manoeuvring of bodies. It is in your own interests to remove any jewellery which may cause you damage, or damage to those with whom you come into contact. If you decide to continue wearing such items, even if covered by clothing etc, you must accept full responsibility for any damage to anyone or anything caused by such items.

An Trainer or Assessor has discretion not to conduct training or assessments if a candidate or 'casualty' insists on wearing jewellery. (See 7.17) *