Name:

Surf Rescue Certificate

ASSESSMENT PORTFOLIO

v2.2 JULY 2023



Information for candidates

This portfolio includes checklists and templates to ensure that the evidence required for assessment of the SLSA Surf Rescue Certificate and the units of competency outlined below are collected and submitted.

Please read all the assessment information provided in your learner guide and in this assessment portfolio before you start any assessment tasks. Advise your assessor if you do not understand what is required of you.

The assessments are intended to be equitable, fair and flexible. If you feel that any aspect of these tasks should be changed to ensure that they are fair, equitable or flexible, immediately contact your assessor who will attempt to make alternative arrangements.

Your assessor will provide you with additional feedback and information on interpreting your assessment outcomes. They will also inform you of your options should you not agree with your assessment outcomes.

If you are not able to attend any scheduled assessment dates, please inform your trainer or assessor as soon as possible.

ADMINISTRATION

Administration checklist:

- O Attach evidence of or confirm your completion of the theory questions for Assessment Task 1 (parts 1–4) to this assessment portfolio:
 - Completed online—your trainer or assessor will advise you if they have run a 'Training Status Report' for the individual theory assessment 'training item'
 - Completed online—attach copy of your online completion certificate
 - Completed offline—attach copy of your completed answer sheets.

- O Complete the incident report form within this assessment portfolio as part of Assessment Task 4—Resuscitation (performance criteria 4.5—Incident review and documentation).
- O Complete the risk assessment form within this assessment portfolio as part of Assessment Task 7—Board Rescue Scenario (performance criteria 7.1.3).
- O Attach copies of any statements of attainment for any units of competency for which you have sought RPL or credit transfer (e.g., HLTAID009 Provide cardiopulmonary resuscitation, PUAOPE013 Operate communications systems and equipment).
- O Write and sign your name on the competency record within this assessment portfolio to verify that you were in attendance on the day(s) of the assessment and that you agree with the decision regarding your competency for each task.
- O Ensure that you, your trainer and your assessor have completed the relevant sections of the competency record within this assessment portfolio
- O Once the assessment portfolio is complete, the assessor will forward the required assessment paperwork to your SLS state centre or branch to retain as evidence of completion of the SRC and any nationally recognised units of competencies.

FURTHER INFORMATION

More information relevant to SLS assessments in your state/territory may be found within your SLS state centre's course participant handbook, for example: enrolment information, assessment principles and pathways, assessor and trainer responsibilities, recognition of prior learning, credit transfers, additional support services, reasonable adjustment, complaints and appeals, how to provide feedback on courses, privacy and course participant records and certificates.

SRC Competency Record

This record is to be completed by the **candidate** (details, declaration and signature), **trainer** (entry requirements) and **assessor** (assessment tasks) and used as a final record of candidate competency.

Assessment results, competencies and satisfactory completion of the award requirements are recorded by **circling the letter(s) or words** in the corresponding column using a black or blue pen (S = Satisfactory, NYS = Not yet satisfactory, C = Competent, NYC = Not yet competent). If you make an error, strike through the incorrect information and initial your changes.

All candidate submissions are to be attached with this final assessment sheet and stored in the candidate's file.

CANDIDATE DETAILS AND DECLARATION					
First name Surname					
Contact phone Surf lifesaving club					
By signing below, I declare that:					
I have received and understood my learner guide					
I have received and understood my SLS state centre's course participant handbook					
The evidence I have submitted for assessment is my own work and I have taken all reasonable precautions that my work cannot be submitted by other candidates as their own.					
Candidate signature Date					

COMPETENCY RECORD							
Entry requirements		Swim time		Date	Trainer Signature		
Unaided swim of 200 m in 5 minutes or less							
Assessment task	Assessment instruments	Attempt 1		Attempt 2			
		Date			Date		
Assessment 1 – Theory qu	estions	Assessor initials Assessor init					
		Result		Comments	Re	sult	Comments
Theory questions Parts 1-4	☐ Completed online ☐ Marked answer sheet	S	NYS		s	NYS	
Assessment 2 – Signals		Date		Date			
		Assessor initials		Assessor initials			
	···· ·	Re	sult	Comments	Re	sult	Comments
2.1 Beach to water signals	Observation checklist	s	NYS		S	NYS	
2.2 Water to beach signals	Observation checklist	s	NYS		S	NYS	
		Date			Date		
Assessment 3 – Radio maintenance		Assessor initials		Assessor initials			
		Result		Comments	Re	sult	Comments
3.1 Radio pre-use check	Observation checklist	s	NYS		S	NYS	
3.2 Radio post-use check	Observation checklist	s	NYS		s	NYS	

SRC COMPETENCY RECORD 3/10

COMPETENCY RECORD		•				•	
Assessment task	Assessment instruments	Attempt 1			Attempt 2		
Assessment 4 – Resuscitation		Date			Date		
		Assess	or initials		Assessor initials		
	·- -	Re	esult	Comments	Res	sult	Comments
4.1 Primary assessment	Observation checklist	S	NYS		S	NYS	
4.2 Infant Cardiopulmonary Resuscitation (CPR)	Observation checklist	s	NYS		S	NYS	
4.3 Adult Cardiopulmonary Resuscitation(CPR)	Observation checklist	s	NYS		S	NYS	
4.4 Automated External Defibrillator (AED)	Observation checklist	S NYS			S	NYS	
4.5 Incident review and documentation	Observation checklist / written report	s	NYS		S	NYS	
Assessment 5 – Run-Swim	-Run	Fina	l time:		_ minutes	s	_seconds
		Date			Date		
5A Surf Rescue Certificate 100m Run/100m Swim/	Time limit	Assess	or initials		Assesso	r initials	
100m Run unaided		Re	sult	Comments	Res	sult	Comments
within 5 minutes		S	NYS		s	NYS	
Assessment 6 – Tube rescue and surf skills		Date			Date		
		Assess	or initials		Assesso	r initials	
	· :	Re	esult	Comments	Res	sult	Comments
6.1 Planning the rescue	Observation checklist	S	NYS		S	NYS	
6.2 Perform tube rescue	Observation checklist	s	NYS		s	NYS	
6.3 Self-survival	Observation checklist	s	NYS		s	NYS	
		Date			Date		
Assessment 7 – Board resc	ue scenario	Assess	or initials		Assesso	r initials	
		Re	sult	Comments	Result		Comments
PART 1 7.1 Briefing	Observation checklist	S	NYS		S	NYS	
7.1.3 Risk Assessment form	Written report	S	NYS		S	NYS	
7.2 Perform board rescue for unconscious victim	Observation checklist	S	NYS		S	NYS	
7.3 Correct use of portable radio equipment	Observation checklist	S	NYS		S	NYS	
7.4 Primary assessment	Observation checklist	s	NYS		S	NYS	
PART 2 7.5 Post-rescue debrief	Observation checklist	s	NYS		s	NYS	

■ SRC COMPETENCY RECORD 4/10

COMPETENCY RECORD					
Nationally recognised units of competency	Competency result				
PUAOPE013 Operate communications systems and equipment (Assessment Tasks 1, 3 and 7)	С	NYC			
PUASAR012 Apply surf awareness and self-rescue skills (Assessment tasks 1, 2, 5, 6, 7 and completed risk assessment form)	С	NYC			
PUASAR013 Participate in an aquatic rescue operation (Assessment tasks 1, 6 and 7)	С	NYC			
HLTAID009 Provide cardiopulmonary resuscitation (Assessment tasks 1 and 4)	С	NYC			
SLSA Award	Meets all the i	requirements?	Assessor initials		
SLSA Surf Rescue Certificate	Yes	No			

Note: C = Competent, NYC = Not yet competent, S = Satisfactory, NYS = Not yet satisfactory

Assessor comments
e.g., details of any second attempts, any reasonable adjustments made for assessment such as verbal questioning and candidate responses or changes to practical assessment due to environmental conditions.
Candidate feedback

SRC COMPETENCY RECORD 5/10

LEAD ASSESSOR SIGN-OFF AND DECLARATION					
Lead assessor name	Surf lifesaving club				
Name/s of other assessors involved in assessing this candidate include	Surf lifesaving club				
By signing below, I declare that I have conducted assessment meeting the principles of assessment and the rules of evidence. I also declare that the candidate has been advised of their result.					
Lead assessor signature	Date				

SRC COMPETENCY RECORD 6/10

■ Assessment Task 4.5.2 -Incident Review and Documentation

SURF LIFE SAVING INCIDENT REPORT LOG		Name of Club or Service:			
		State:	Local Government Area:		
SAUS					
Details of Incident		Venue conditions at	time of Incident: (if relevant)		
Date:/ Time	:am / pm	Wind conditions:	□ Calm □ Slight □ Moderate		
Location of Incident:		Weather conditions:	3		
Name of Victim:		Sea conditions:	□ Small □ Medium □ Large		
Age: DOB://		Water surface:	□ No chop□ Avge chop□ Large chop□ Surging□ Spilling□ Plunging		
		Wave type: Rip type: □	☐ Surging ☐ Spilling ☐ Plunging Permanent ☐ Fixed ☐ Flash ☐ Travelling		
Address:			- Indiana - Indi		
Please fill in the below relating to the vict	<u>:im</u> :				
Type of incident: (may cross more than one)	Description of incident a	and cause:	Location of incident:		
☐ Major First Aid ☐ Minor F.A.			☐ In water ☐ On Beach		
☐ Major Rescue ☐ Search and Res ☐ Member Injury ☐ Employee Injury			☐ On rocks/cliff ☐ Other		
☐ Minor Sting ☐ Major Sting			and □ In flags		
☐ ☐ Drowning ☐ Complaint	, 		☐ Outside but near flags (within 50m)		
□ Other	-		<1km from patrolled area		
Victim is:	Nature of injury		☐ 1 to 5 km from patrolled area ☐ > 5 km from patrolled area		
☐ Public ☐ SLS Club Member ☐ Employee ☐ Other	☐ Marine Sting, type ☐ Abrasion / graze	☐ Blisters	E - 5 km nom pationed area		
La Employee La Other	☐ Open wound / laceration	on / cut	Who first sighted the rescue/ incident?		
Nationality (victim)	☐ Bruise / contusion		e.g. public		
☐ Australian	☐ Inflammation / swelling☐ Fracture (including sus		Who conducted the rescue/ incident?		
☐ Other Immigrant ☐ Unknown	☐ Dislocation / subluxatio		e.g. lifesaver		
La rounst La infiningiant La Ofikhowii	☐ Sprain	☐ Strain			
Type of activity at time of incident:	Overuse injury Cardiac problem	☐ Concussion	Main language spoken:		
☐ Swimming / wading ☐ Body board	☐ Respiratory problem		Or □ English □ Non English speaking □ Don't know		
☐ Walking playing near water☐ Riding other craft	☐ Asthma				
☐ Rock Fishing ☐ Other fishing	□ Loss of consciousness□ Heat stroke / Heat exh		Referral:		
☐ Using a motorised water craft (Rec)	☐ Hypothermia		☐ No referral ☐ Medical Practitioner		
☐ Water skiing☐ SCUBA / skin diving	☐ Suspected spinal		☐ Physiotherapist		
☐ Wind / kite surfing ☐ Sailing	□ Other		☐ Ambulance transport to		
☐ Rock walking	Body region injured: (PI	ease circle)	☐ Hospital ☐ Xray ☐ Peer Counselling		
☐ Suspected suicide	(a)		☐ Professional Counselling		
☐ Patrolling in - ☐ IRB ☐ PWC ☐ Beach ☐ 4WD ☐ IRB/ORB	25		, and the second		
☐ Attempting a rescue	N Th KL	161	Other services: ☐ Fire/ Rescue ☐ Police		
☐ Training for (please be very specific)	211.11	:: ///	☐ Fire/ Rescue ☐ Police ☐ JRB/ ORB ☐ Helicopter		
□ Carnival Official doing	1 1 1 m	T) W	☐ Investigation required		
☐ Competition in	\ \\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\	<i>{</i> }-{	☐ Worker Compensation required (fill in State form requirements)		
☐ Driver ☐ Crew ☐ Patient ☐ Surf Boat Crew Position:	1 10/ ~ 1	1\1	□ Other		
☐ Administrative ☐ Fundraising	200 (===) 2	3 (2			
☐ Water safety	42		Treating person: ☐ Medical Practitioner ☐ Nurse		
☐ Junior activities ☐ Other club activity			☐ Ambulance ☐ Physiotherapist		
☐ Other	Description		☐ Chiropractor ☐ First Aid Officer		
	Initial two atmosph	·	☐ Lifesaving ☐ Lifeguard ☐ Other		
Experience in activity ☐ 3 years or greater ☐ 1-3 Years	Initial treatment: ☐ None given – not requi	red			
☐ 1 year or less ☐ No experience	☐ None given – patient re		What condition was the patient in when		
□ Unknown	□ None given – referred	elsewhere	transport? □ Conscious		
Other contributing factors:	☐ RICE ☐ ICE ☐ Cleaned		☐ Unconscious		
☐ Negotiating the break	☐ Dressed (incl. Bandage	e)	☐ Deceased		
☐ Returning to shore	☐ Sling / Splint		☐ Unknown		
☐ Dumped ☐ Shore break ☐ Lost control of own craft	☐ Spinal collar ☐ Massage / Stretching		Person completing form:		
☐ Other person lost control of craft	☐ Strapping/Taping only				
☐ Freak wave ☐ Sand bank	☐ Stitches		Name:		
☐ Pot hole ☐ Slippery rocks ☐ Suspected Alcohol ☐ Suspect Drugs	☐ Medication☐ Prescription written		Position:		
☐ Rip type ☐ Shark/ Croc	n Erescribrion whiteli		i OsidOll.		
☐ Slip/ trip/ fall ☐ Assault	CPR/ Defib		Phone:		
☐ Collision with	(Please fill in oth	er side of form)			
☐ Mechanical Malfunction ☐ Other	☐ Oxygen therapy		Email:		
	☐ Oxygen airbag		Signature:		
	☐ Defibrillation (Defib)☐ Other				



PART B: CPR / OXYGEN REPORT FORM

1. Patient's condition when first observed: Conscious Unconscious Breathing Not Breathing No Signs of Life 2. Colour of patient when first observed: Normal Pale Blue Grey Unknown 3. Patient's colour changed during resuscitation: Normal Pale Blue Grey Unknown 4. Airway of the patient was obstructed when first observed by: Vomit Seaweed Dentures Clenched jaw Airway was clear Unknown 5. How long was it from when the incident was first reported to the time of the first artificial breaths? O-1 min 1-3 min 3-5 min 5-10 min 10-20 min Other 6. How long was CPR carried out? O-1 min 1-3 min 3-5 min 5-10 min 10-20 min Other 7. Which method was used for Rescue Breaths? Mouth to Mosk Mouth to Mouth Mouth to Nose Bag valve mask Combination 8. What oxygen equipment was used? Oxygen Therapy Air Bag Resuscitator	9. How long was oxygen administered for? 0-1 min	18. How long was it after calling for assistance before the ambulance arrived? 0-1 min
Please provide brief details of the incident inc	luding any recommendations:	

Risk Assessment Form

Instructions to candidate

ACTIVITY INFORMATION

- This risk assessment forms part of **Assessment 7 Board rescue scenario**
- It must be completed during the session for Assessment 7 and must reflect the conditions at the time of assessment.

Activity:					
Venue/Beach:					
Date: / /	Time: AM/PM		Number of participants:		
RISK ASSESSMENT					
As a minimum, the following factors m	ust be	assessed when determining water safety:			
Surf conditions Weather conditions		Skill level of participantsNumber of participants	Other location specific hazards		
Potential Risk: (Please tick if risk has been identified)		Specific details:	Comments: (Include comments for all items ticked)		
O Dangerous surf		Wave heightWave typeWater depthTide and current			
Bad weather		WindTemperatureStorms			
○ Skill level		No level of skillLimited level of skillMixed level of skill			
Many participants		40-5960-99100+			
O Other hazards		StingersSharks/crocodilesExposed rocksJetty/wharfsDebris/pollution			

■ RISK ASSESSMENT FORM 9/10

RIS	RISK ASSESSMENT (CONTINUED)						
	Please tick the action undertaken to minimise risk:	(Include com	Comments: ments for all items ticked)				
0	Modify activity						
0	Move activity						
0	Delay activity						
0	Cancel activity						
0	Increasing the number of water safety and rescue equipment						
0	Personal protective equipment						
0	Surf Helmet						
0	Other (Please state)						
•							
CAN	IDIDATE DETAILS AND DECLARATION						
First	name	Surname					
Contact phone Surf lifesaving of							
By signing below, I declare that: • the results in the above risk assessment are true to the conditions on the venue/beach at the time of assessment.							
Candidate signature Date			Date				

■ RISK ASSESSMENT FORM 10/10