

HOW TO UPGRADE MEMBERS TO A CERTIFICATE 2

OPTION ONE : MEMBERS WHO DON'T HOLD A CERTIFICATE 2 BUT HAVE A BRONZE

1. Member must be enrolled into a new award course and complete the current Certificate 2/Bronze Medallion course (as outlined in the SLSQ Certificate 2/Bronze Medallion Delivery and Assessment Guide)

If a member has a Bronze Medallion, then you need to generate a PROFICIENCY for the Bronze Medallion and let the Branch know the number (this will be the course number).

1. Member must complete the theory paper (online or hard copy)
2. Member must complete a pool swim signed off by either a Pool Coach or SLSA Assessor/Endorsed Delegate
3. Club should enrol the members in a Bronze Medallion Course (they MUST complete the entire course)
4. Clubs are to generate a PROFICIENCY request for the Bronze Medallion award (not a new award). In the notes section you are to write "Certificate 2 new award for member who has a Bronze but no Certificate 2"

The Branch is to be e-mailed the course number so that we can send you the required paperwork

5. The paperwork for this is EXACTLY the same as if it was a new award. As such the following must be completed (we will send this to you as we do with a new award)

- Training Course Report
- Student Enrolment Form (with a USI listed)
- Pool Swim & Run Swim Run Form
- Student Results Form
- Form 14 (from surfguard)
- Attendance Sheet (from surfguard)
- Enrolment Form (from surfguard)
- Student Enrolment Form

6. The candidate is to hand in a completed assessment portfolio including all theory questions answered and Assessments Tasks 2, 3 and 4 signed off by the relevant personnel (as outlined in the assessment portfolio)

7. The candidate must have a Unique Student Identifier (USI) and complete a Student Enrolment Form

OPTION TWO : MEMBER WHO HAVE A CERTIFICATE 2 – PUA21004

1. Member must complete the theory paper (online or hard copy)

Note : if online please ensure you also include the online Assessment Portfolio

2. Member must complete a pool swim signed off by either a Pool Coach or SLSA Assessor/Endorsed Delegate
3. Club should complete a preliminary assessment on the member and train them in any gaps that they have.

They must show competence in all aspects of the Certificate 2 as defined by the Assessment Criteria (Check the SLSQ Certificate 2/Bronze Medallion Delivery and Assessment Guide) and complete a FINAL Assessment after necessary retraining.

4. Clubs are to generate a PROFICIENCY request for the Bronze Medallion award (not a new award). In the notes section you are to write "certificate 2 upgrade".

The Branch is to be e-mailed the course number so that we can send you the required paperwork

5. The paperwork for this is EXACTLY the same as if it was a new award. As such the following must be completed (we will send this to you as we do with a new award)

- Training Course Report
- Student Enrolment Form (with a USI listed)
- Pool Swim & Run Swim Run Form
- Student Results Form
- Form 14 (from surfguard)
- Attendance Sheet (from surfguard)
- Enrolment Form (from surfguard)

6. The candidate it to hand in a completed assessment portfolio including all theory questions answered and Assessments Tasks 2, 3 and 4 signed off by the relevant personnel (as outlined in the assessment portfolio)

7. The candidate must have a Unique Student Identifier (USI) and complete a Student Enrolment Form

OPTION THREE : MEMBER WHO HAVE A CERTIFICATE 2 – PUA21010

1. Members must complete the theory paper (online or hard copy)

2. Member are to complete the annual proficiency (and should have completed the previous years proficiency)

3. Copy of the theory paper is to be submitted to the Branch

4. Club Trainer/Assessor is to complete the necessary assessment documents

- Online Theory : Assessment Portfolio for online including completion of incident report (scenario for this is page 76 of the BM/Cert 2 Delivery and Assessment Portfolio)
- Hard Copy Theory : the trainer/assessor must complete the checklist in front of the book and necessary assessment tasks at the rear of the book

4. Members are to be added to the normal proficiency paperwork for the Branch

7. The candidate must have a Unique Student Identifier (USI) and complete a Student Enrolment Form

Note : If the members have not completed proficiency two seasons in a row please contact the Branch and will look at their history and advise you which option to do.