



Circular 174:12:07

To: Chief Instructors District Officers
Cc: Secretaries Surfguard Registrars
From: Ginnie Burgess
Date: 6 December 2007
Subject: Assessments in Surfguard - Certificate II in Public Safety (Aquatic Rescue)
Action: Outstanding Cert. II Assessments are to be entered as per instructions

There are many outstanding 'Certificate II in Public Safety' Assessment Requests in Surfguard.

This means that members have not been allocated this qualification. The following processing information is provided to assist clubs in finalising the outstanding requests.

As this is an AQTF qualification the processing is slightly different.

- In the Assessment area in Surfguard, instead of printing a 'Form 14' for this award an 'Attendance Sheet' is to be printed and used for sign off by the Assessor.
- Clubs should keep a copy of the 'Attendance Sheet' and then hand a copy (as per Form 14 method) to Assessor/District Officer for signing.
- Please indicate by writing on the 'Attendance Sheet', whether each candidate is 'Competent' or 'NYC' also ensure and indicate by ticking the 'Attendance Sheet' that the candidate has their Bronze Medallion in Surfguard and that their 'Work Book On The Job Activities' is reviewed and approved. See attached example of Attendance Sheet.
- Send signed Attendance Sheet into LSV for final allocation.
- Once allocated a 'Statement of Attainment' is printed and posted out to each candidate.

For additional detail on this Circular contact: Ginnie Burgess
Email ginnie.burgess@lifesavingvictoria.com.au or by phone 9676 6933
Circulars are also available at www.lifesavingvictoria.com.au
Address: PO Box 353 South Melbourne DC 3205

Attendance Sheet

Organisation: Altona
 Assessment Date: 05/12/2007
 Awards:
 Certificate II in Public Safety (Aquatic Rescue)
 Apply Surf Awareness and Self Rescue Skills
 Communicate in the Workplace
 Follow Defined Occupational Health and Safety Policies and Procedures
 Operate Communication Systems and Equipment
 Participate in an Aquatic Rescue Operation
 Provide Emergency Care
 Work Effectively in a Public Safety Organisation
 Work in a Team
 Assessor: O'Brien, Robert

BM = BRONZE CHECKED
IN SURFGUARD

WB = WORKBOOK ON THE JOB
ACTIVITIES REVIEWED
AND APPROVED

Candidate Name	BM	WB	COMP	W/C
1. Burgess, Ginnie	✓	✓	✓	
2.				
3.				
4.				
5.				
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11.				
12.				
13.				
14.				
15.				

ASSESSOR SIGNATURE:
 PRINT NAME: