



HOW TO ENTER JUNIOR AWARDS IN SURFGUARD

Only Junior Secretaries & Club Lifesaving Advisors
can enter these requests

Thursday, 21 October 2010

All junior awards need to be entered into SurfGuard as soon as possible after completing the assessment. In SA we have a timed ocean swim that must be completed to compete in water events, this can no longer be entered in SurfGuard, and so a hard copy must be supplied to the Carnival Referee at the commencement of each carnival.

NB: All awards must be entered in SurfGuard by close of nominations for state titles and the hard copies forwarded to state centre ASAP.

TO BOOK AN ASSESSMENT

- ⇒ Assessment Details
 - ⇒ New Assessment Request

ASSESSMENT DETAILS:

This is where you select the type of assessment you are requesting.

Assessment Type:

- ⇒ Award (For all new awards)

Other Options to select, **but not relevant for Junior Awards**

- ⇒ CR (Credit Transfer - State Centre only)
- ⇒ Proficiency (All annual proficiencies)
- ⇒ RCC/RPL (Recognition of Current Competency/Prior Learning - SLSSA only)

Date:

- ⇒ Date of Assessment (dd/mm/yyyy)

Time:

- ⇒ Time of Assessment

AWARD DETAILS:

Relates to what awards are being trained/assessed on this request.

Award Type:

- ⇒ SLSA Education

Award:

The Junior awards are now:

- ⇒ Junior Activities Preliminary Evaluation: Under 8/9/10/11/12/13/14

****This award must be entered and completed in SurfGuard and processed by SLSSA prior to proceeding/entering the next step, competition skills evaluation (See below)***

- ⇒ Junior Activities Competition Skills Evaluation Under 8/9/10/11/12/13/14
- ⇒ Surf Education Awards:
 - Surf Play 1 – Under 6
 - Surf Play 2 – Under 7
 - Surf Aware 1 – Under 8
 - Surf Aware 2 – Under 9
 - Surf Safe 1 – Under 10
 - Surf Safe 2 – Under 11
 - Surf Smart 1 – Under 12
 - Surf Smart 2 – Under 13 (also requires Resuscitation Certificate)
 - Surf Rescue Certificate – Under 14

Other Options to select, **but not relevant for Junior Awards**

Equivalent award:

⇒ N/A

Allocate/Update equivalent award:

⇒ N/A

Do not Allocate SLSA award to Public Members:

⇒ N/A

UNITS OF COMPETENCY:

⇒ N/A

CONTACT INFORMATION:

Contact Name & Number:

⇒ This area will default to the person logged on at the time as this is usually the person responsible for creating an Assessment Request. This can be manually changed.

Document Location:

⇒ N/A

ASSESSORS:

Search Assessor Member ID:

⇒ N/A

Search Assessor First Name:

⇒ N/A

Search Assessor Last Name:

⇒ N/A

TRAINERS:

Search Trainer Member ID:

⇒ N/A

Search Trainer First Name:

⇒ N/A

Search Trainer Last Name:

⇒ N/A

COMMENTS:

⇒ N/A

CANDIDATES:

Get Candidates:

⇒ By clicking on this button you will see a list of ONLY those people who meet the criteria for the award selected (In this case, **Junior Activities Preliminary Evaluation: Under 8/9/10/11/12/13/14**)

Available/Selected:

⇒ Select the candidates from "Available" column & click on the arrows to move people to the "Selected" column.

Add External Candidate:

⇒ If you are conducting a course with people from different clubs you can include these in your Assessment request. Click on the button & perform the search.

Once all Candidates have been moved to the Selected column click on **"SAVE"**.

This assessment will show up as "Incomplete" in the Assessment Request List, you can now:

- ⇒ **Print attendance sheet** (Only use if required to keep track of attendance)
- ⇒ **Update** (Change dates/times of assessment or candidates)
- ⇒ **Submit** (As soon as you are ready to book an assessment - click this)
- ⇒ **Delete** (You can delete the assessment request only before you Submit)

Once you are happy with the names and all the details for this assessment, send to SLSSA for processing by clicking "**SUBMIT**".

ASSESSMENT STATUS IN MAIN SCREEN:

Incomplete:

- ⇒ Assessment request/proficiency advice has been initiated but not sent to SLSSA for approval

Awaiting Approval:

- ⇒ Assessment request/proficiency advice has been sent to SLSSA for approval

Approved:

- ⇒ SLSSA has approved the assessment request

Complete:

- ⇒ All aspects of the assessment request has been completed and the award has been updated in SurfGuard

ANY FUTHER ENQUIRIES PLEASE CONTACT SLSSA:

8354 6900

surflifesaving@surfrescue.com.au

SurfGuard User Manual can be accessed by clicking the following link:

<https://www.SurfGuard.slsa.asn.au/onlineHelp/SLSAUG.pdf>