



# SLSA eLearning User Guide

## V11

January 2020





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# SLSA eLearning Platform

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Surf Life Saving Australia (SLSA) has a number of online courses available to support members in completing their SLSA education awards in a more flexible manner. Currently online courses are available in the areas of Aquatic Search and Rescue, Emergency Care, Beach Management and Powercraft. Skills Maintenance options are also available to be completed online.

The courses are designed to provide interactive learning opportunities at a time and pace to suit you, as well as allow for more hands-on practical experience during face-to-face training sessions. As an active member of a Surf Life Saving club, you can access online courses at any time to reinforce the theory components of your training.

## Blended learning

SLSA courses integrate online learning with traditional face-to-face class activities. The online courses available typically cover the theory components. You must (in most cases) also participate in practical training activities and assessments organised by your club or state/territory centre to achieve competency in a SLSA award.

It is recommended that you view and download the appropriate education/training resources available in the SLSA Members Area Library that complement the online training. For example, learner guides and assessment portfolios that outline the practical and assessment activities for that course. There are also SLSA online courses that have complementary training manuals such as the *SLSA Surf Sports Manual* and the *SLSA Powercraft Training Manual*.

If you are taking a blended learning version of an SLSA course, trainers will discuss with you what online learning you will do in preparation for face-to-face sessions, and what you can expect to be asked about when arriving at these sessions to ensure that the maximum amount of course face-to-face time can be focused on fun and practical activities.

For more information on the practical and assessment requirements for courses, you can contact the Chief Training Officer (CTO) at your local surf club ([https://sls.com.au/club\\_directory/](https://sls.com.au/club_directory/)).

The benefits of blending online learning with face-to-face training include:

- Increased hands on practical training – online learning allows you to learn the theory components away from your club in your own time. Consequently, this allows your face-to-face training time to focus more on the practical skill components and the course topics in the online course that you require further assistance with to increase your understanding.
- Increased flexibility of learning – eLearning allows you to learn at your own pace and at times that suit you best. You can skip through content areas that you are already well knowledgeable in as well as use the course menu to visit or review topics you wish to increase your understanding of. You do not have to wait for your club to schedule a course before you can begin your online learning.
- Reduced printing – you will be able to access most course resources anytime in electronic formats, which reduces the need to print out paperwork. Going paperless can save you the cost of printing as well as help you reduce your carbon footprint. Your online course certificates are also available in an electronic format to present to your trainers and assessors (for example, you can display your certificate on your mobile phone if you do not have access to a printer).

# Accessing SLSA eLearning

## Equipment and software required

To participate in SLSA eLearning courses you will need:

- internet connection
- speakers or headphones
- your own unique username and password for SLSA Members Area (<https://members.sls.com.au>)
- your own unique email address to receive your certificates, receipts and any notifications from trainers.

Some activities and resources launch into a pop-up window. You should disable the pop-up blocker in your web browser before you begin. A useful guide to disabling the pop-up blockers for your web browser can be found at <http://www.wikihow.com/Disable-Popup-Blockers>.

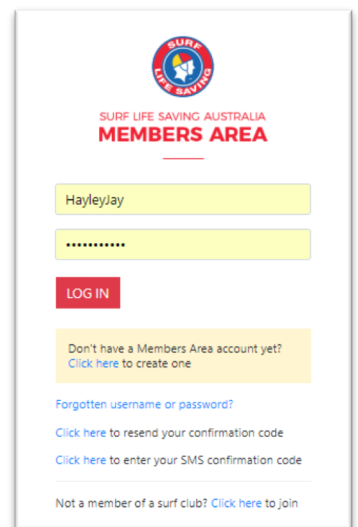
## How to log in

**ALWAYS** log in to the SLSA eLearning portal via the SLSA Members Area using your own account details to ensure your online learning is linked to your SurfGuard records, avoid technical issues, and receive a certificate in your name.

An eLearning account will automatically be created for active members when they log in to the eLearning platform for the first time via the SLSA Members Area.

Follow the steps below to log in to the SLSA eLearning portal.

1. Go to the SLSA Members Area (<https://members.sls.com.au>).
2. Log in to the SLSA Members Area using your own unique username and password.
3. Click on the 'eLearning' menu.



The screenshot shows the SLSA Members Area login page. At the top is the SLSA logo and the text 'SURF LIFE SAVING AUSTRALIA MEMBERS AREA'. Below this are two input fields: the first contains the username 'HayleyJay' and the second contains a masked password '\*\*\*\*\*'. A red 'LOG IN' button is positioned below the password field. Below the login fields, there is a link for users who don't have an account yet, and links for forgotten usernames, password resets, and SMS confirmation codes. At the bottom, there is a link for non-members to join.

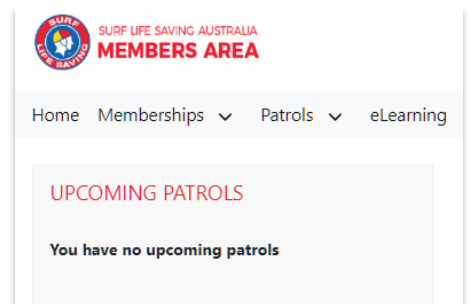
### Note

You need to be an active member in the Surf Life Saving National Membership Database (SurfGuard) for the previous, current or next season in order to create an account in the SLSA eLearning portal.

If you are logging in for the first time, you will also need to tick the appropriate box and 'Submit' button to accept the *Terms and Conditions and Privacy Policy*. This will allow you to proceed to the etrainu LMS which hosts the SLSA eLearning Platform.

If you are a member of more than one state, check your selected state/territory is correct.

If you use a family member's username and password, you will not receive the online completion certificate in your name.



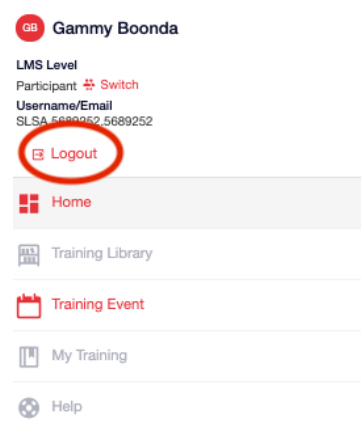
The screenshot shows the SLSA Members Area dashboard. At the top is the SLSA logo and the text 'SURF LIFE SAVING AUSTRALIA MEMBERS AREA'. Below this is a navigation bar with links to 'Home', 'Memberships', 'Patrols', and 'eLearning'. The main content area is titled 'UPCOMING PATROLS' and displays the message 'You have no upcoming patrols'.



## How to log out

Follow the steps below to log out of the SLSA eLearning portal.

1. Go to the left-hand side of your screen and under your **Username** Click on **'Logout'** in red.



## Levels of access

There are two (2) levels of access to the SLSA eLearning portal.

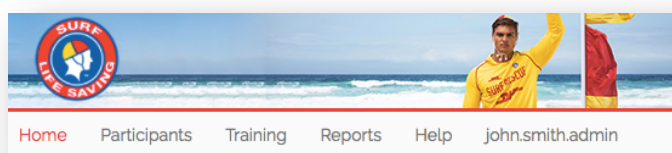
### 1. Participant

This level is for all active members to access the online training library and their training records.

Menu	Function
Username	Logout or switch between your linked eLearning accounts.
Home	View and switch between your linked eLearning accounts as well as find other useful information.
Training Library	Organises SLSA online courses available into different categories – Lifesaving, Sport, Skills Maintenance.
Training Event	The SLSA Event Enrolment calendar where members can enrol into their Practical Assessments.
My Training	The location of online courses that you have enrolled in or have been assigned. Start and resume your online learning from this menu.
Help	Access the SLSA IT Helpdesk Online Help Library and contact the SLSA IT Helpdesk.

### 2. Admin

This level is for CTOs and trainers to assign courses to participants, communicate with participants, and report on participant progress.



Menu	Function
Home	View and switch between your linked eLearning accounts as well as find other useful information.
Participants	View participant progress and certificates as well as organise participants into groups (at a club level).
Training	Assign training to individual participants and groups of participants.
Reports	Run reports on participant training status.
Help	Access the SLSA IT Helpdesk Online Help Library and contact the SLSA IT Helpdesk.
Username	Logout or switch between your linked eLearning accounts.

### How to obtain your login details

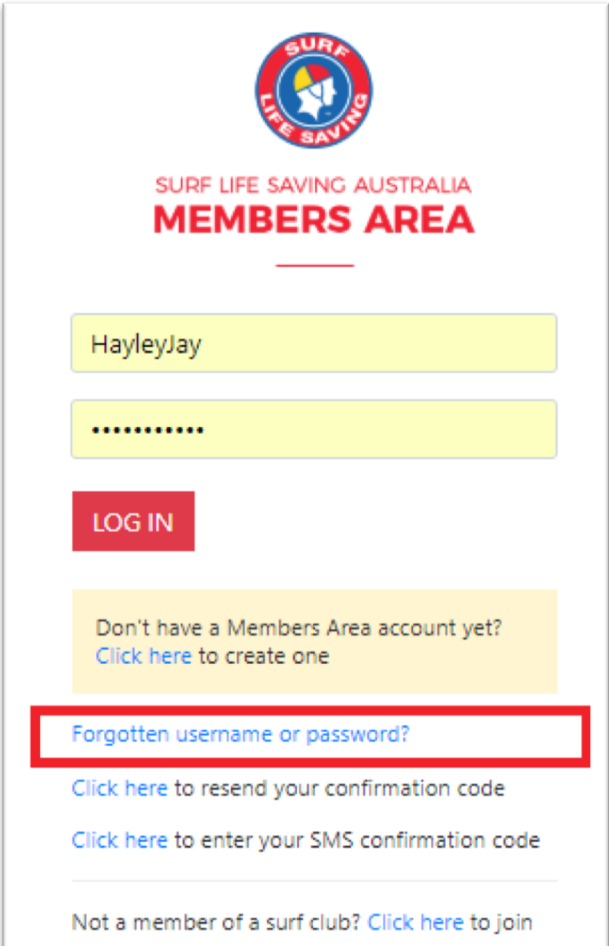
Your username and password are those used to access the SLSA Members Area.

Follow the steps below if you have forgotten your username or password.

1. Go to the SLSA Members Area sign in page (<https://members.sls.com.au>).
2. Click on the **'Forgotten username or password?'** button below the **'Sign in'** button.
3. Enter your first name.
4. Enter your last name.
5. Enter your date of birth.
6. Select your gender.
7. Select how you want to receive your login details (email or SMS).
8. Click on the **'Send'** button.
9. Follow the prompts in the email or SMS that you receive.

#### Note

If you do not receive an email or SMS, please log a support ticket at the SLSA IT Helpdesk, <https://help.sls.com.au>



**SURF LIFE SAVING AUSTRALIA**  
**MEMBERS AREA**

HayleyJay

.....

**LOG IN**

Don't have a Members Area account yet?  
[Click here](#) to create one

**Forgotten username or password?**

[Click here](#) to resend your confirmation code

[Click here](#) to enter your SMS confirmation code

Not a member of a surf club? [Click here](#) to join

### Forgotten your username and/or password?

We can send you a reminder of your username, and if required, also reset your password. How would you like this sent?

☐ Email ☒ SMS to my mobile phone

Please enter your details below. Remember that the details you enter must match the information we have on record. If you did not enter your mobile phone number when you created your account, you will not be able to use the SMS option.

Mobile Phone: \*

First Name: \*

Please only enter your **first** name. Surname is not required.

Date of Birth: \*



☒ Untick this box if you only want us to send your username.

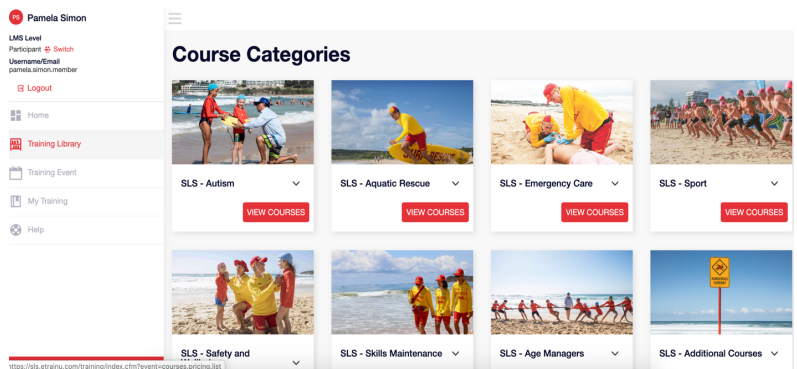
**Send**

# Information for Course Participants

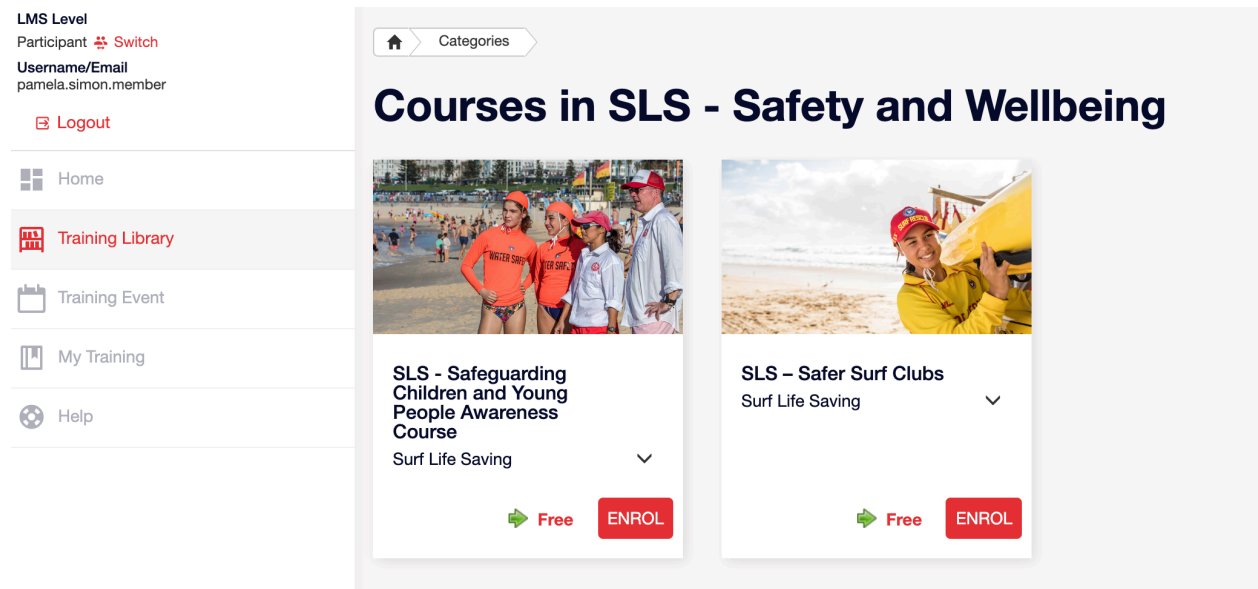
## How to enrol in a course

After logging into the SLSA eLearning portal via the SLSA Members Area (with your own personal login details), members with participant level access can enrol in a course by following the eight (8) steps outlined below.

1. Click on **'Training Library'** located in the grey menu bar on the left-hand side.
2. Click on the **course category** that contains the course you wish to enrol in.
3. Find the course that you wish to enrol in.
4. Then click on the **'Enrol'** or **'Purchase'** button.



Only courses that require payment by credit card upon enrolment will display the **'Purchase'** button.





5. If you are a trainer or assessor who has been provided with a single-use promotional code, enter the promotional code then click the **'Apply'** button.
6. Enter your credit card details for payment **if required**.
7. Click on the **'Process Payment'** button. If payment is required an invoice will be sent to you via email.
8. Then click on the **'Go to Training'** button.

### Note

When logging in via the SLSA Members Area, it is important you select the state/territory that you are a member in for training purposes so that you have access to any state/territory specific online training.

Sports course trainers and assessors can contact the SLSA Sport Development Coordinator during regular business hours with any single-use promotion code enquiries (Ph: 02 9215 8000).

### How to access assigned courses

Follow the steps below to access your assigned courses within the SLSA eLearning portal.

1. Click on **'My Training'** located in the grey menu bar on the left-hand side.
2. Select the course you wish to complete by clicking on the **'Start'** button on the right-hand side of the screen.

### Course bundles

If the course type is a course bundle, click the **'View'** button then click on the **'Start'** button to the right-hand side of the screen, e.g., SRC – Module 6 – First aid, Advanced Resuscitation Techniques – Part 1.

3. Follow the prompts contained within the course.

### Returning to courses

You can **'review'** your completed courses at any time as well as **'resume'** courses that you are still progressing through. This is good practice for refreshing your knowledge before patrol season starts.

### Online Recognition of Prior Learning (RPL)

Some SLSA courses require the completion of their course prerequisites online before further online training can begin. If you have already completed an online course prerequisite offline, your club's CTO can submit a support ticket to the SLSA IT Helpdesk <https://help.sls.com.au> for you to receive online recognition of your prior face-to-face learning.

For example, both the SLSA Advanced Resuscitation Techniques Certificate (ARTC) and SLSA Spinal Management Certificate must be completed online before you can commence the online SLSA Silver Medallion Advanced First Aid (SMAFA) course modules. If you completed the Spinal Management prerequisite online yet the ARTC offline, your CTO can submit a request to the SLSA IT Helpdesk to arrange for the ARTC online course to be marked as complete for you to start the SMAFA online theory component.

You can also apply for RPL for some individual course modules. This option is recommended for members transitioning from the Surf Rescue Certificate to the Bronze Medallion.

## Information for Trainers

Trainers with admin access can allocate training, view participant progress and email participants within their training groups. The CTO who is assigned to the education officer synonym in SurfGuard is automatically assigned admin access when they log in via the SLSA Members Area.

CTOs and facilitators can have admin access manually assigned to them following a written request from their CTO to the SLSA IT Helpdesk, log a support ticket at <https://help.sls.com.au>

Surf lifesaving clubs are responsible for updating their officer details in SurfGuard and CTOs are responsible for both monitoring and managing the admin access of their club's education team.

### Chief Training Officer (CTO)

CTO is the default officer synonym used by SLSA to refer to the education officer position in SurfGuard. Officer synonyms can be changed at a club level and are determined by each club. CTOs are often also referred to at a club level as the Head of Education, Director of Education, or Education Manager.

### Assigning training

A 'Training Key' gives a participant access to a particular course.

Training keys can be assigned to participants in two (2) ways:

1. Individual training allocation (to an individual course participant).
2. Bulk training allocation (to a group of course participants).

### Note

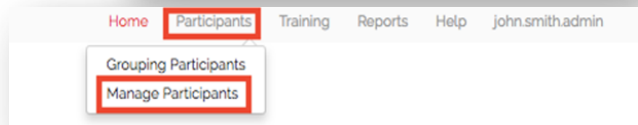
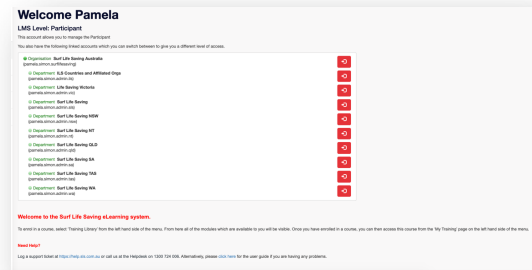
If you assign courses to participants that already have access to one or more of the course modules within it, they will not be assigned that module a second time, but the full purchase price will still be charged.

Some courses require credit card payment when assigning them to participants, e.g., Development Coach. Invoices will be sent to the email address allocated to the admin account which is also used to receive course participant notifications. SLSA recommends that member participants enrol themselves in courses that require payment by credit card.

## Assigning training to individual participants

After logging into the SLSA eLearning portal via the SLSA Members Area, trainers with admin access can allocate a course to an individual member by following the steps outlined below.

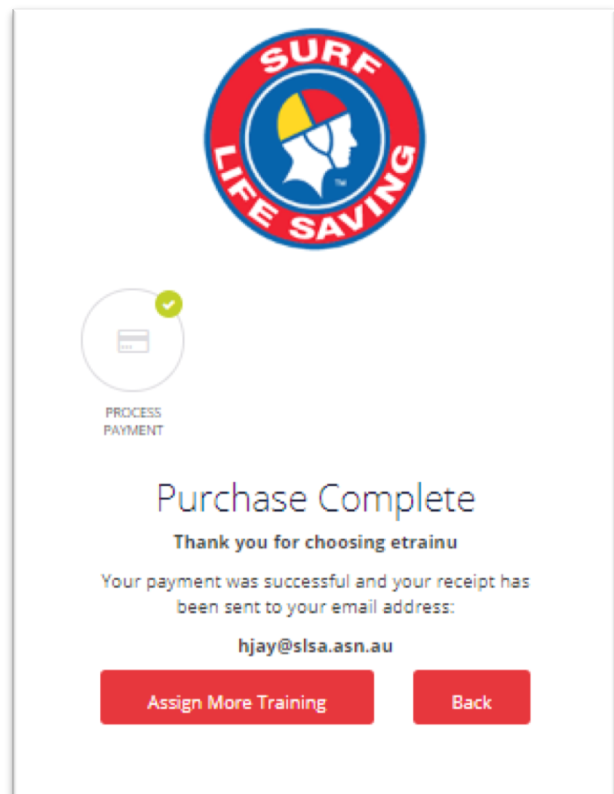
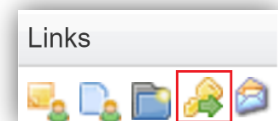
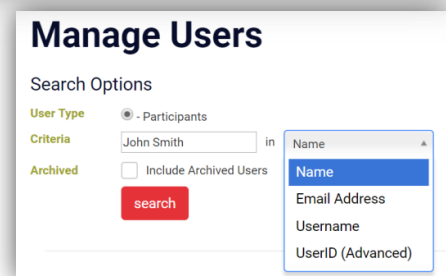
1. Click the **'Switch'** button on the home page to select your admin level account. Your admin level account will have the word 'admin' in the username.
2. Click on **'Participants'** located in the grey menu bar. A drop-down menu will then appear.
3. Click on **'Manage Participants'**.
4. Enter the member's name or email address into the **'Criteria'** search space provided.
5. Select the search criteria **'Name'** or **'Email'** from the dropdown box provided.



**Note:** The participant username within the eLearning portal is **not** the same as the members username in the SLSA Members Area.


The participant User ID within the eLearning portal is **not** the same as the members ID# in SurfGuard.


- Then click on **'Search'**.
- Click on the **'Training Key'** icon next to the participant's name you wish to assign the course to.
- Click on the **course category** that contains the course you wish to allocate.
- Find the course that you wish to assign to the participant.
- Then click on the **'Enrol'** button to allocate the course to the individual participant's eLearning account. Only courses that require payment by credit card upon assignment will display the **'Purchase'** button. You will also be advised if the individual participant has met the course prerequisites.
- If you are an assessor who has been provided with a single-use promotional code, enter the promotional code then click the **'Apply'** button. Contact the SLSA Sport Development Coordinator during regular business hours with any promotion code enquiries (Ph: 02 9215 8000).
- If required, enter credit card details for payment. For example, your surf club's credit card details.
- Click on the **'Process Payment'** button.
- Choose to 'Assign more training' to the same participant or go 'Back' the Manage Participants menu.






An invoice will be sent via email to the email address associated with your participant level eLearning account. This email address is also the one that you use to receive course participant notifications. This is one reason why SLSA recommends that participants enrol themselves in paid courses.






ACCOUNT  
LOG IN



PROCESS  
PAYMENT



START  
TRAINING

## Pay for your course

This is a secure 256-bit SSL Encrypted payment

ITEM	Cost
UAV Operations – Proficiency 2019	\$80.00

PROMOTIONAL CODE

APPLY

CREDIT CARD NUMBER

CARD TYPE

NAME

EXPIRY DATE

CCV NUMBER

MONTH

Year

PROCESS PAYMENT

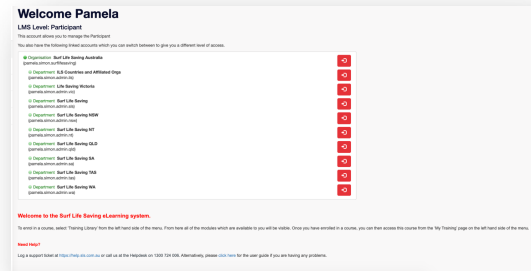
SecurePay

SECURED BY

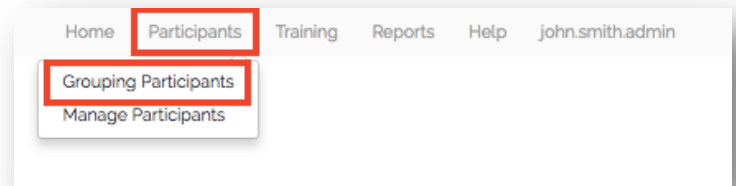
## Creating groups of participants to assign training

After logging into the SLISA eLearning portal via the SLISA Members Area, CTO's and trainers with admin access can create groups of participants to simplify the allocation of online training to multiple participants. This can be done by following the six (6) steps outlined below.

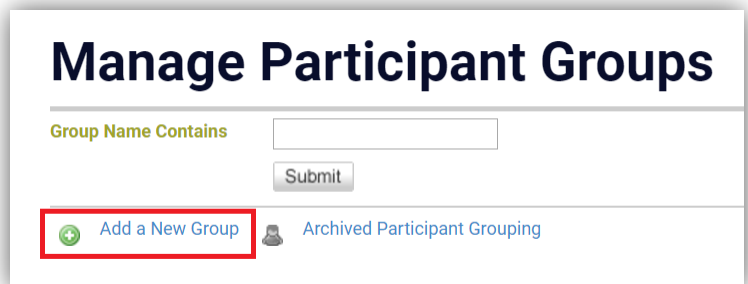
1. Click on the **'Switch'** button on the home page to select your admin level account. Your admin level account will have the word 'admin' in the username.
2. Click on **'Participants'** located in the grey menu bar. A drop-down menu will then appear.
3. Click on **'Grouping Participants'**.



4. Click on **'Add a New Group'**.



5. Enter the name of the group you want to create.
6. Click **'Save'**.



### Manage Participant Grouping

Add a Participant Grouping

**Participant Group Information**

Name *	BM Squad1
Assigned Group	None
Auto-Add new Participants Add participants to this grouping when a training partnership is established with the assigned group or groups belonging to the assigned group	<input type="radio"/> Yes <input checked="" type="radio"/> No
Participants can Join/Leave Allow participants to choose to be a part of this group	<input checked="" type="radio"/> Yes <input type="radio"/> No
Include In Reports Include this grouping in reports	<input checked="" type="radio"/> Yes <input type="radio"/> No
Include In Totals Include this grouping in reporting totals	<input checked="" type="radio"/> Yes <input type="radio"/> No
Children Can Access Allow Administrators in lower levels to view and use this participant group	<input checked="" type="radio"/> Yes <input type="radio"/> No

SaveCancel

Fields marked with a \* are required.

## Assigning training to a group of participants

After logging into the SLSEA eLearning portal via the SLSEA Members Area, CTO's and trainers with admin access can allocate training in bulk to a group of participants that they have already created (e.g., Bronze squad) by following steps outlined below.

### Note

Only free courses can be assigned in bulk.

1. Click on the **'Switch'** button on the home page to select your admin level account.

Your admin level account will have the word 'admin' in the username.

2. Click on **'Training'** located in the grey menu bar. A drop-down menu will then appear.
3. Click on **'Assign Training in Bulk'**.
4. Click on the **course category** that contains the course you wish to allocate.
5. Find the course that you wish to assign to the participant.
6. Then click on the **'Assign'** button to allocate the course to the individual participant's eLearning account.
7. Select the names of club members to assign the course to and tick the box if you wish to send them a notification email at the same time (recommended).
8. Click **'Assign'**.

#### Welcome Pamela

##### LMS Level: Participant

The account allows you to manage the Participant.

You can select the following filter categories which you can switch between to give you a different level of access.

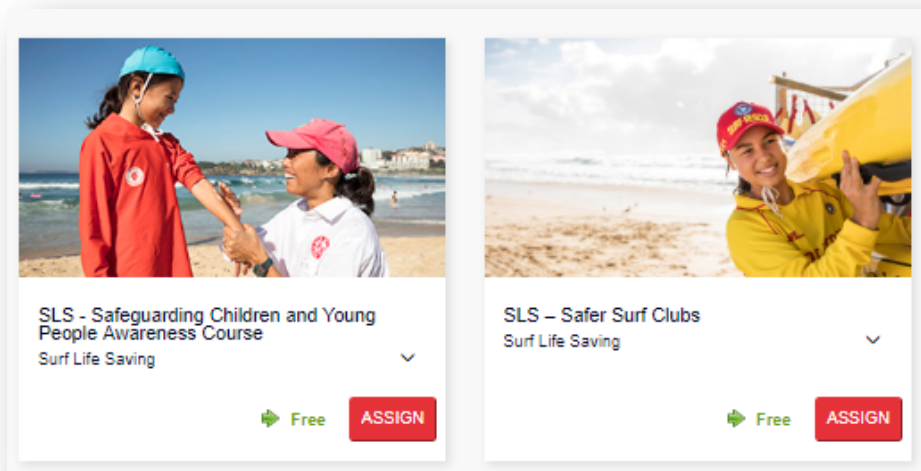
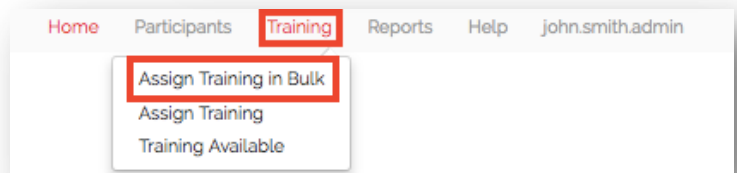
- 1. Organisation: Surf Life Saving Australia
- 2. Department: All Courses and affiliated Orgs
- 3. Department: Life Saving Notices
- 4. Department: Surf Life Saving
- 5. Department: Surf Life Saving NSW
- 6. Department: Surf Life Saving QLD
- 7. Department: Surf Life Saving VIC
- 8. Department: Surf Life Saving WA
- 9. Department: Surf Life Saving TAS
- 10. Department: Surf Life Saving SA

Welcome to the Surf Life Saving eLearning system.

To view a course, select 'Training Library' from the left hand side of the menu. From here all of the modules which are available to you will be visible. Once you have enrolled in a course, you can then access this course from the 'My Training' page on the left hand side of the menu.

Need help?

For a complete list of help topics, click on the 'Help' link in the top right corner of the page.



Only courses that require payment by credit card upon assignment will display the **'Purchase'** button. You will also be advised if the individual participant has met the course prerequisites.

9. If you are an assessor who has been provided with a single-use promotional code, enter the promotional code then click the **'Apply'** button. Contact the SLSEA Sport Development Coordinator during regular business hours with any promotion code enquiries (Ph: 02 9215 8000).
10. If required, enter credit card details for payment. For example, your surf club's credit card details.
11. Click on the **'Process Payment'** button.
12. Choose to 'Assign more training' to the same participant or go 'Back' the Manage Participants menu.



## View participant progress and certificates

After logging into the SLSA eLearning portal via the SLSA Members Area, CTO's and trainers with admin access can view participant progress and certificates for an individual participant (member) by following the nine (9) steps outlined below.

1. Click on the **'Switch'** button on the home page to select your admin level account.

Your admin level account will have the word 'admin' in the username.

2. Click on **'Participants'** located in the grey menu bar. A drop-down menu will then appear.
3. Click on **'Manage Participants'**.
4. Enter the member's name or email address into the **'Criteria'** search space provided.
5. Select the search criteria **'Name'** or **'Email'** from the drop-down box provided.

**Note:** The participant username within the eLearning portal is **not** the same as the members username in the SLSA Members Area.

The participant User ID within the eLearning portal is **not** the same as the members ID# in SurfGuard.

6. Then click on **'Search'**.
7. Click on the **'View Training'** icon next to the participant's name whose training progress you wish to view.
8. Click on the column headers to filter the participant training information you wish to view, e.g., course completion status, date access was given.
9. Click on the **'Certificate'** icon to view (and print) the participant's certificate of completion if required.

### Welcome John

LMS Level: Participant

This account allows you to manage the Participant

You also have the following linked accounts which you can switch between to give you a different level of access.

Sub-Organisation: Surf Life Saving Club (john.smith.admin)

Switch

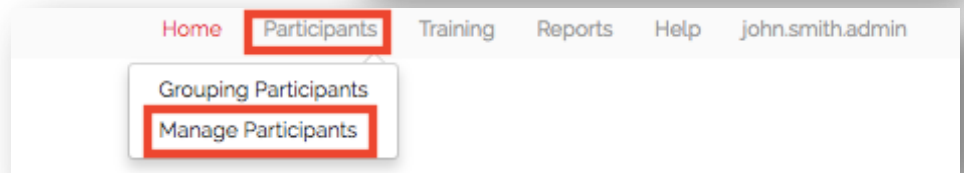
Welcome to the Surf Life Saving eLearning system.

To enroll in a course, select 'Training Library' from the top right hand side of the menu. From here all of the modules which are available to you will be visible. Once you have enrolled in a course, you can then access this course from the 'My Training' page on the top right hand side of the menu.

Important Information about Skills Maintenance Courses

The courses are best completed using Google Chrome as your web browser. We recommend using this link to check which web browser you are using - [whatbrowser.org](#).

If you are not already using Google Chrome please watch this video on how to download it to your computer by clicking on the Logo below or alternatively [Download Google Chrome](#) here.



## Manage Users

### Search Options

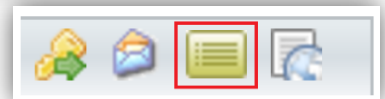
User Type ☒ - Participants

Criteria  in

Archived ☐ Include Archived Users

search

Name  
Email Address  
Username  
UserID (Advanced)



Training Name	Code	Provider	Status	Details	Documents
Surf Rescue Certificate		Surf Life Saving	In Progress	Access Given 14/10/2016	
- SRCSLSSFWLBNG001 - SRC - Module 1 - Safety & wellbeing		Surf Life Saving	Not Started	Access Given 14/10/2016	
- SRCSLSSFAWNSKILL001 - SRC - Module 2 - Surf awareness & skills		Surf Life Saving	Not Started	Access Given 14/10/2016	
- SRCSLSRESTECH001 - SRC - Module 9 - Rescue techniques		Surf Life Saving	Not Started	Access Given 14/10/2016	
- SRCSLSHUBODY001 - SRC - Module 3 - The human body		Surf Life Saving	Not Started	Access Given 14/10/2016	
- SRCSLSFSTAI001 - SRC - Module 6 - First aid		Surf Life Saving	Not Started	Access Given 14/10/2016	
- SRCSLSCOMMS001 - SRC - Module 7 - Communications		Surf Life Saving	Not Started	Access Given 14/10/2016	
- SRCSLSCDORESUS001 - SRC - Module 4 - Cardiopulmonary Resuscitation		Surf Life Saving	Not Started	Access Given 14/10/2016	
- SRCSLSBCHMG001 - SRC - Module 11 - Beach management		Surf Life Saving	Not Started	Access Given 14/10/2016	
SLS - Workshop Presenter		Surf Life Saving	Complete	Access Given 14/10/2016 Completed 17/10/2016 Competent 17/10/2016	
SLS - Technical Official 2 - Being a Technical Official		Surf Life Saving	In Progress	Access Given 14/10/2016	
SLS - Skills Maintenance Resuscitation		Surf Life Saving	Complete	Access Given 14/10/2016 Completed 17/10/2016 Competent 17/10/2016	

Legend: view results view certificate view custom certificate no certificate available no permissions to view certificate

## Email individual participants

After logging into the SLSA eLearning portal via the SLSA Members Area, CTO's and trainers with admin access can email participants by following the ten (10) steps outlined below.

1. Click on the **'Switch'** button on the home page to select your admin level account.

Your admin level account will have the word 'admin' in the username.

2. Click on **'Participants'** located in the grey menu bar. A drop-down menu will then appear.
3. Click on **'Manage Participants'**.

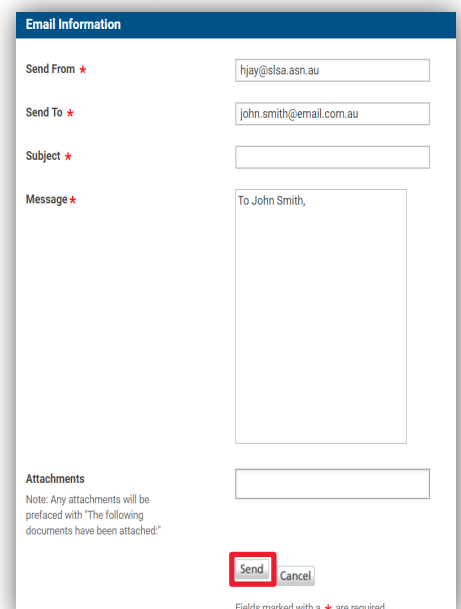
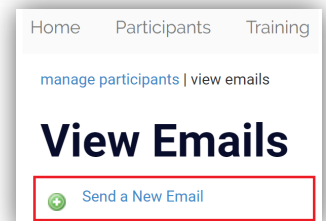
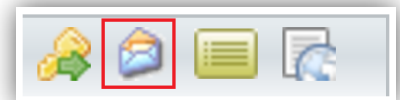
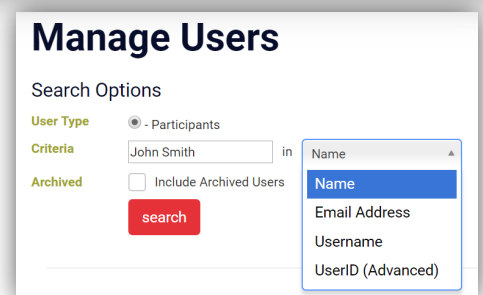
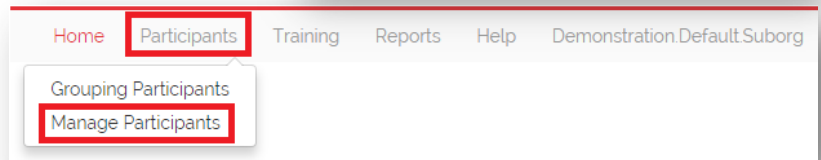
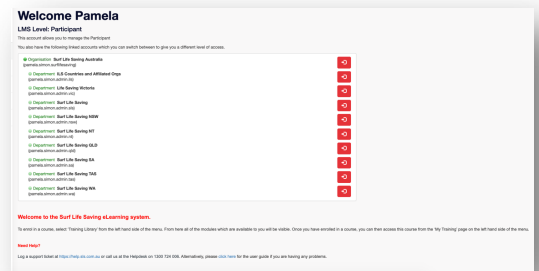
4. Enter the member's name or email address into the **'Criteria'** search space provided.
5. Select the search criteria **'Name'** or **'Email'** from the drop-down box provided.

The participant username within the eLearning portal is **not** the same as the members username in the SLSA Members Area.

The participant User ID within the eLearning portal is **not** the same as the members ID# in SurfGuard.

6. Click on the **'Send E-mail'** icon next to the participant's name whose training progress you wish to view.
7. Click on **'Send a New Email'**.

8. Enter the email subject line.
9. Enter your email message.
10. Click **'Send'**.



## Reporting on participant training status

After logging into the SLSA eLearning portal via the SLSA Members Area, CTO's and trainers with admin access can report on their course participants' online training status by following the ten (10) steps outlined below.

1. Click on the **'Switch'** button on the home page to select your admin level account.

Your admin level account will have the word 'admin' in the username.

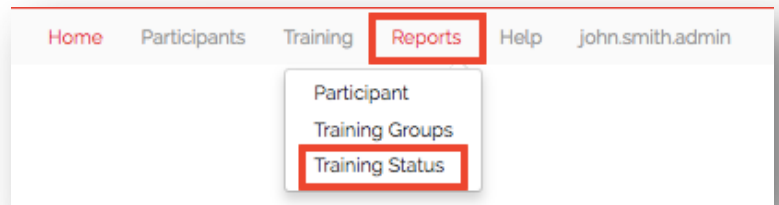
## Welcome Etrainu

### LMS Level: Suborganisation

This account allows you to manage the Altona Sub-Organisation, You also have the following linked accounts which you can switch between to give you a different level of access.

- Organisation [Surf Life Saving Australia \(etrainu.demonstration\)](#) **Switch** +
- Participant [\(demonstration.participant.sls\)](#) **Switch**

2. Click on **'Reports'** located in the grey menu bar. A drop-down menu will then appear.
3. Click on **'Training Status'**.
4. Select **'Participant Groups'** as the group type.
5. Then select your participant group from the drop-down box that you wish to run a report on, e.g., Bronze Medallion squad.
6. Select **'Individual Items'** to report on sections of a course, e.g., Age Managers – Part 1, or select **'Bundles'** to report on an entire course, e.g., SLS – Age Managers.
7. Select the course name or section from the **'Training Item'** drop-down menu, e.g., Bronze Medallion.
8. Click on the calendars to select the date range training was assigned from and to, e.g., 2019/20 season. There are options to also choose when the User was Created and When the Course was Completed.
9. Click **'Submit'**.



## Training Status Report

**Member Group** - Select a member group or a participant group

Reporting For: Surf Life Saving Club  
(when nothing else selected)

OR

**Participant Group**

**Training Item** - Select an individual, bundle or group item

**Individual**

OR

**Bundle**

OR

**Group**

**Date Training Was Assigned**  From: 27/10/2019 To: 26/11/2019

**Date User was Created**

**Date Course was Completed**

**Submit**

10. View report results at the bottom of the page and 'Export to excel' if required.

### Report Results

Group	Participant	COMPLETE		IN PROGRESS		Total Training Items
		Training Items	Percentage	Training Items	Percentage	
Avalon Beach	1	1	100.0%	0	0.0%	1
Avoca Beach	3	1	33.3%	2	66.7%	3
Bulli	2	1	50.0%	1	50.0%	2
Cabarita Beach	1	0	0.0%	1	100.0%	1
Caves Beach	1	1	100.0%	0	0.0%	1
Copacabana	7	2	28.6%	5	71.4%	7
Manly	2	0	0.0%	2	100.0%	2
North Avoca	1	0	0.0%	1	100.0%	1
North Curl Curl	1	0	0.0%	1	100.0%	1
North Steyne	5	2	40.0%	3	60.0%	5
Pambula	1	0	0.0%	1	100.0%	1
Soldiers Beach	1	1	100.0%	0	0.0%	1
The Lakes	1	1	100.0%	0	0.0%	1

Property	Value	Percentage	Detail
Total Results	25	100%	Total number of assigned Bundles found in the report.
Total Status: "COMPLETE"	8	32.0%	Total number of assigned Bundles with the status "COMPLETE".
Total Status: "IN PROGRESS"	17	68.0%	Total number of assigned Bundles with the status "IN PROGRESS".

Click on the header to sort by that column.

Firstname	Surname	Course	Access Allowed Date	Status	Completion Date	Progress	Suborganisation	Department
Robin	Bell	SLS - Core Official	22-Nov-2019	COMPLETE	25-Nov-2019	100% ( 2 / 2 )	North Steyne	Surf Life Saving NSW
Petrina	Bryce	SLS - Core Official	23-Nov-2019	IN PROGRESS		50% ( 1 / 2 )	Cabarita Beach	Surf Life Saving NSW

### Note

You will need to have Microsoft Excel installed on your computer to be able to export the reports to an electronic spreadsheet.

# Frequently Asked Questions

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## Frequently Asked Questions by Member Participants

### Accessing course content

#### 1. Why can I not select a state/territory when logging into the eLearning platform via the SLSA Members Area?

You will not be able to select a state/territory if you are not an active member for the previous, current or next season within SurfGuard. Log in to the SLSA Members Area (<https://members.sls.com.au>) to renew your SLSA membership, then log in to the eLearning system as an active member.

#### 2. When progressing through a course, it asks me to log in to the SLSA Members Area to view a document after clicking on the download icon. Why?

The download icon often refers you to the latest version of a document in the SLSA Members Area for viewing or downloading. When you log in to the SLSA eLearning platform via the SLSA Members Area, you can automatically go to the documents without having to log in again unless your session within the SLSA Members Area has timed out. Simply log in to the SLSA Members Area again upon request to start a new timed session.

#### 3. Where do I find the learning support resources that complement the online training?

Most SLSA education/training materials can be accessed electronically and downloaded from the SLSA Members Area Library (<https://members.sls.com.au>).

Training manuals that are provided by your local surf club upon your enrolment into the Surf Rescue Certificate, Bronze Medallion, Silver Medallion Advanced First Aid or IRB Crew courses can also be purchased from the online SLSA Members Store. To access the online store, simply log in to the SLSA Members Area and click on the 'Memberships' menu.

#### 4. Why can't I see the SLSA online Skills Maintenance courses when logged in?

Some SLS state/territory centres use their own websites for members of surf clubs to access Skills Maintenance and preseason updates which are only applicable to their state/territory. When logging in via the SLSA Members Area, you are asked to check that your state/territory is correct to ensure you also have access to any online courses that are relevant to your state/territory. Contact your club or state/territory centre for the correct website details for Skills Maintenance in your respective state/territory.

#### 5. Why does my course keep 'freezing'?

A course may sometimes 'freeze' due to previous software versions or high internet security settings (e.g., Citrix network system) on your computer or mobile device. We recommend attempting the course on another device or using another internet browser where possible. If your course continues to 'freeze', please log a support ticket to the SLSA IT Helpdesk, <https://help.sls.com.au>

#### 6. Why can't I resume my training?

A course may sometimes not allow you to resume your training at the same point due to previous software versions or high internet security settings (e.g., Citrix network system) on your computer or mobile device. We recommend attempting the course on another device or using another internet browser where possible. If you continue to experience technical issues, please log a support ticket to the SLSA IT Helpdesk, <https://help.sls.com.au>

### Online course duration

#### 1. How long does an online course module/part usually take?

The online courses are designed to have a 30-minute seat time per module/part, however all online learning is self-paced. For example, a doctor may skip through some slides on the topic of first aid at the start of the online Advanced Resuscitation Techniques Certificate to complete the online course within a shorter time frame than participants who have little prior knowledge of first aid. Some online course activities must be completed while others can be skipped.

#### 2. Can I skip modules or parts of a course?

Some courses contain modules which can be completed in any order while others contain parts that need to be completed in sequential order. You need to complete all modules or parts of a course bundle by completing the online learning or gaining online RPL in order to receive your certificate for that course.



### **3. The modules are taking a long time to download. Why?**

There are a wide variety of reasons that you could be experiencing slow downloading times. For example, members using 3G internet connections may experience slower download times compared to members using 4G internet connections.

We suggest you try the following if you are experiencing slow downloading times:

- turn your device on and off again before logging back in
- try logging into the SLSA eLearning portal using another web browser
- try attempting different modules on different devices to determine if there is an issue with your device
- try attempting different modules on different days to determine if it is a once off occurrence or an ongoing issue.

### **4. Do I have to complete all modules/parts online to get a certificate?**

Some courses contain modules that align with units of competency while others contain parts that together align with a unit of competency. Some courses have certificates available at the end of each module that can be used for RPL with other courses while others need all parts completed to get a certificate that can be used as a prerequisite for another course, or for RPL purposes.

For example, you will be able to receive a certificate at the end of the SRC Radio Operations Module that can be used for RPL towards the SLSA Bronze Medallion. You need to complete all parts of the ARTC before you can receive a certificate of online completion that is a prerequisite to commence the SMAFA training.

When you complete all modules within the SRC or Bronze Medallion, you will receive another certificate that lists all modules completed as part of the course.

## **Online course results**

### **1. How are my results recorded?**

Your online training results are recorded in the 'My Training' menu that is in the grey menu bar of the SLSA eLearning platform. Here you can view the record of your training status as well as view or print your completion certificates to show trainers (or your employer). This information is available to trainers at your club that have been allocated admin access by your club's CTO.

Some courses that do not have a face-to-face course presentation have their online component recorded in SurfGuard within 24 hours of online course completion. Most awards signifying course completion are manually entered into SurfGuard upon your successful completion of a course's online theory, face-to-face practical and assessment requirements.

### **2. Why won't my results save and let me access my certificate?**

This will be due to the web browser you are using to complete SLSA online courses created prior to 2017, or the version of the web browser you are using. When logging into the SLSA eLearning platform, you will see the latest important information about this on your 'Welcome' page.

### **3. I have completed the course, yet it won't let me print my certificate. Why?**

Some courses have been designed with certain activities or knowledge content that cannot be 'skipped' to ensure you meet the course learning outcomes, e.g., Silver Medallion Beach Management. Please ensure you click on all buttons within the course to later view your certificate.

## **Blended learning**

### **1. Am I missing out if I do the theory component of the course online – wouldn't I learn more in the classroom?**

It really depends on your learning preferences. You can learn the theory component of the course online in a flexible, self-directed way at a time of your choosing, or you can participate in face-to-face training sessions with other members when they are offered by your club or state/territory centre. All practical training is still done by face-to-face training formats.

### **2. Members who attend the face-to-face courses receive paper-based training materials. Do I miss out if I complete the theory component of the course online?**

No. All resources are available to download within the SLSA Members Area Library or within the online course themselves via download icons that appear as you progress through the course. Contact your club's CTO if you feel you are missing out on any training resources.

## Online Surf Sports Courses

### 1. Where is Module 1 of the Core and Technical Officials course?

Module 1 of both the Core Official and Technical Official course is the online Australian Sport Commission's (ASC) Introductory Level Officiating General Principles. You need to log in to the ASC's eLearning portal to complete this course. Click [here](#) to access this course.

### 2. Where is Module 1 of the Foundation Coach and the Development Coach course?

Module 1 of both the Foundation Coach course and the Development Coach course is the online Australian Sport Commission (ASC)'s Introductory Level Coaching General Principles. You need to login to the ASC's eLearning portal to complete this course. Click [here](#) to access this course.

### 3. How long does my SLSA sports course accreditation last for?

All SLSA Surf Sports courses are accredited for 4 years. Officials are required to keep a log book and attain 100 points within a 4-year period (please refer to logbook for more details).

### 4. What do I need to know about SLSA Surf Sports Officials log books?

All SLSA Surf Sports Officials are required to log each carnival they attend and have their log book signed by the event referee/coordinator and/or the stamp of the organising body. If your club/branch does not supply you with a log book, you can purchase a log book from your state/territory centre.

### 5. How do I pay for a course?

Payment can be made with credit/debit card only at the time of self-enrolment or course allocation by your Chief Training Officer. The person making the credit/debit card payment will receive an invoice after payment has been processed. The invoice will be sent to the email address associated with their eLearning participant level account.

### 6. My Chief Training Officer has tried to allocate me a course, but cannot find me in the eLearning system. Why is this?

Your Chief Training Officer will not be able to find you in the SLSA eLearning system until after you have created an SLSA elearning account via the SLSA Members Area. Log in for the first time, then advise them that your eLearning account has been created for them to allocate you the course.

### 7. How do I apply for my relevant state/territory legislation check(s) for working with children?

Some online courses require participants to have completed their relevant state/territory legislation check(s) for working with children. Visit the [Play by the Rules](#) website for information on the application process for your state/territory.

### 8. Where do I find the FAQ sheets?

Each course has a FAQ sheet within the SLSA Members Area Library which should be read prior to enrolling in the course. Simply search for 'FAQ sheet'.

## Providing feedback to SLSA

### 1. How do I provide feedback?

Your constructive feedback will greatly contribute towards improving SLSA Learning and Development resources.

All resources developed by SLSA are reviewed regularly and updated as required. Constructive feedback can be supplied through contacting SLSA using the details below or through the online course surveys that accompany each online course.

Please remember to reference the course's module, part and/or slide numbers if referring to specific things within a course.

Surf Life Saving Australia  
PO Box 7773, Bondi Beach NSW 2026  
Ph: (02) 9215 8000  
Fax: (02) 9215 8180  
[info@slsa.asn.au](mailto:info@slsa.asn.au)

## Frequently Asked Questions by Trainers and Facilitators

### Admin access

#### 1. How do I get admin access to assign training and monitor participant progress?

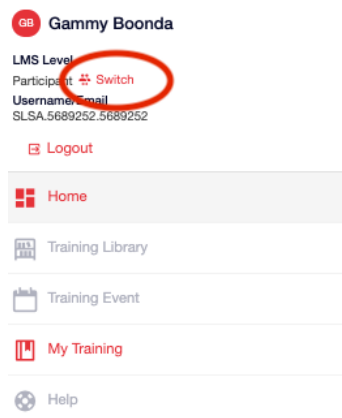
Ask your club's CTO to submit a request to the SLSA IT Helpdesk for you to have admin access for your club in the SLSA eLearning portal. They will need to provide your full name and your SurfGuard Member ID# to the SLSA IT Helpdesk.

#### 2. I am the CTO of my club yet do not have automatic admin access when I log in. What should I do?

Check that the Education officer synonym in SurfGuard has your correct details and that the date range applicable to the role has not expired ([www.surfguard.slsa.asn.au](http://www.surfguard.slsa.asn.au) > Organisational Management > Officers > Officers). Have your club administrator update the details if required.

#### 3. How do I switch from my participant level account to my admin level account after logging in?

Simply click on your username at the left-hand side of the screen to switch your user alias.



### Assigning courses

#### 1. Why can't I see my participants when I go to assign them training in bulk?

Only members who have logged in via the Members Area to create an eLearning account can be seen in the list of participants to assign training to.

#### 5. Why do some participant's names appear 'greyed out' when I go to assign training?

Participant members who have already enrolled themselves into the course you are allocating will appear 'greyed out'.

#### 2. Do I have to pay for online courses at the time of enrolment or can I be invoiced for the course at a later date?

All online courses must be paid for at the time of enrolment.

#### 3. Can I use my Surf Life Saving Club's credit card when allocating a paid course to a participant?

Yes. You can use any credit card for payment when allocating a course. An invoice will be automatically generated and sent to your personal email address associated with your eLearning participant account. This email address is the same one that you use to receive notifications regarding your course participants.

#### 4. Can I assign courses that require payment in bulk?

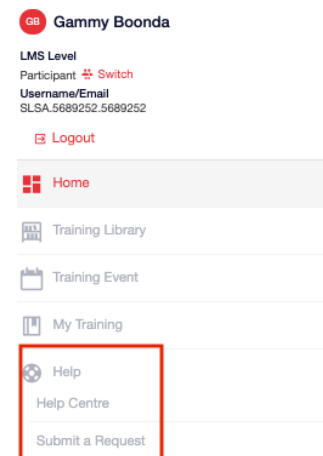
No. You can only assign courses that require payment to individual participants. The system is designed to avoid payments being made for individual participants who do not meet course prerequisites.

# Help Centre

If you require any technical support, you can submit a request for further assistance to the SLSA IT helpdesk ([help.sls.com.au](http://help.sls.com.au)).

After logging into the SLSA eLearning platform, you can access the SLSA IT Helpdesk Online Help Library to obtain the contact details for the SLSA IT Helpdesk as well as see important updates from the SLSA National IT Unit.

1. Click on **'Help'** located in the grey menu bar. A drop-down menu will then appear.
2. Click on one (1) of the following two (2) options:
  - a. **'Help Centre'** to access the SLSA IT Helpdesk Online Help Library which includes user guides for eLearning as well as other online solutions, e.g., SurfGuard, Members Area, SurfCom, smart device applications, Coastal Risk, Payment Gateway, and Carnival Manager. The Help Centre option allows you to view more contact details for, and important updates from, the SLSA National IT Unit. It also contains some useful forms to download, e.g., Form 49 – IT Systems access form.
  - b. **'Submit a Request'** to open a new ticket with the SLSA IT Helpdesk or check the status of a current ticket. SLSA recommends checking the SLSA IT Helpdesk Online Help Library ([help.sls.com.au](http://help.sls.com.au)) for important update notifications before submitting a request. SLSA also recommends naming your web browser and including screen shots of any issues when opening a new ticket to help our IT Helpdesk resolve your matter as quickly as possible.



## Course Content

Constructive feedback on course content can be supplied through contacting SLSA using the contact details below.

Surf Life Saving Australia

PO Box 7773, Bondi Beach NSW 2026

Ph: (02) 9215 8000

Fax: (02) 9215 8180

[info@slsa.asn.au](mailto:info@slsa.asn.au)

## SLSA Office hours

Monday to Friday 9:00am–5:00pm

# SLS Online Course List

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Following is a list of online courses that are grouped according to their online course category within the SLSA eLearning portal.

## Remember

You must (in most cases) also participate in practical training and assessment to achieve competency in an award before it can be assigned to your member ID# in SurfGuard.

## SLS – Aquatic Rescue

### Aquatic Rescue Pathway

#### Surf Rescue Certificate (SRC)

This course aims to provide participants with the skills and knowledge of basic patrolling and surf awareness in order to be able to participate in lifesaving operations.

It contains nine (9) modules that are named and numbered to complement chapters of the *Public Safety and Aquatic Rescue (34<sup>th</sup> Edition Revised July 2016)* training manual.

The nine (9) SRC online modules contain the same content as nine (9) of the eleven (11) online modules in the Bronze Medallion course. Members who have completed the SRC can apply for RPL when transitioning to the Bronze Medallion.

1. SRC Module 1 – Safety and wellbeing
2. SRC Module 2 – Surf awareness and surf skills
3. SRC Module 3 – The human body
4. SRC Module 4 – Cardiopulmonary resuscitation
5. SRC Module 6 – First aid
6. SRC Module 7 – Communications
7. SRC Module 8 – Radio operations
8. SRC Module 9 – Rescue techniques
9. SRC Module 11 – Beach management

#### Bronze Medallion (BM)

This course aims to provide participants with the skills and knowledge of basic patrolling and surf awareness in order to be able to participate in lifesaving operations. This is the core award to be a surf lifesaver in Australia.

There are eleven (11) modules that complement chapters of the *Public Safety and Aquatic Rescue (34<sup>th</sup> Edition Revised July 2016)* training manual.

1. BM Module 1 – Safety and wellbeing
2. BM Module 2 – Surf awareness and surf skills
3. BM Module 3 – The human body
4. BM Module 4 – Cardiopulmonary resuscitation
5. BM Module 5 – Basic oxygen and defibrillation
6. BM Module 6 – First aid
7. BM Module 7 – Communications
8. BM Module 8 – Radio operations
9. BM Module 9 – Rescue techniques
10. BM Module 10 – Carries and supports
11. BM Module 11 – Beach management.



### **Silver Medallion Aquatic Rescue**

The aim of this course is to provide participants with the skills and knowledge to participate in search and rescue operations.

This course complements the *Public Safety and Aquatic Rescue (34<sup>th</sup> Edition Revised July 2016)* training manual, as well as the latest edition of the *SLSA Silver Medallion Aquatic Rescue Learner Guide* available in the SLSA Members Area Library.

## **Beach Management Pathway**

### **Silver Medallion Beach Management (SMBM)**

This course aims to provide participants with the skills, knowledge and experience required to manage a lifesaving or lifeguard team in emergency and non-emergency situations. The course is aimed at people wishing to be patrol captains and senior lifeguards.

This online course complements topic 1 and 3 of the latest edition of the *SLSA Silver Medallion Beach Management Learner Guide* available in the SLSA Members Area Library.

### **Radio operations**

This course aims to provide participants with the skills and knowledge to operate communications systems and equipment in surf lifesaving operations.

It contains one (1) module that is named and numbered to complement relevant chapter of the *Public Safety and Aquatic Rescue (34<sup>th</sup> Edition Revised July 2016)* training manual.

Members who have completed Radio Operations Module 8 within the SRC or Bronze Medallion online course bundles can apply for online RPL when transitioning to the Surf Rescue Certificate or Bronze Medallion.

## **Powercraft Pathway**

### **SLS – IRB Crew**

The aim of this course is to provide participants with the skills and knowledge to effectively crew an Inflatable Rescue Boat (IRB) in surf rescue operations. This course complements the latest edition of the *SLSA Powercraft Training Manual*, as well as the latest edition of the *SLSA IRB Crew Learner Guide* that is available in the SLSA Members Area Library.

## SLS – Emergency Care

### Emergency Care Pathway

#### SLS – Advanced Resuscitation Techniques Certificate (ARTC)

The aim of this course is to provide participants with the skills and knowledge for the application of oxygen, airway management devices and automated external defibrillators during resuscitation, as well as the administration of oxygen to conscious and unconscious victims.

It contains four (4) parts that covers all topics contained within the latest edition of the *SLSA Advanced Resuscitation Techniques Certificate Learner Guide* available in the SLSA Members Area Library.

- **Part 1**  
This part complements topic 1 in the *SLSA Advanced Resuscitation Techniques Certificate Learner Guide*. This part covers what first aid is, legal considerations, social issues, hazards, risks and control measures associated with the provision of first aid and resuscitation.
- **Part 2**  
This part complements topic 1 in the *SLSA Advanced Resuscitation Techniques Certificate Learner Guide*. This part covers emergency action plans that include primary and secondary assessments of victims.
- **Part 3**  
This part complements topic 2 in the *SLSA Advanced Resuscitation Techniques Certificate Learner Guide*. This part covers the administration of oxygen and oropharyngeal airways during resuscitation.
- **Part 4**  
This part complements topics 3-4 in the *SLSA Advanced Resuscitation Techniques Certificate Learner Guide*. This part covers the administration of suction and defibrillation during resuscitation.

#### SLS – Spinal Management

This course is designed to address the need to identify and manage victims with suspected spinal cord injuries in the aquatic environment.

It complements the latest edition of the *SLSA Spinal Management Certificate Learner Guide* available in the SLSA Members Area Library.

#### SLS – Silver Medallion Advanced First Aid (SMAFA)

The aim of this course is to provide participants with the skills and knowledge to manage emergency first aid situations until professional medical support is available.

It contains three (3) parts that cover topics contained within the latest edition of the *SLSA Silver Medallion Advanced First Aid Learner Guide* available in the SLSA Members Area Library.

- **Part 1**  
This part complements topics 1-2 in the *SLSA Silver Medallion Advanced First Aid Learner Guide*. It covers incident management and triage.
- **Part 2**  
This part complements topics 3-7 in the *SLSA Silver Medallion Advanced First Aid Learner Guide*. It covers substance abuse, poisoning, severe bleeding, emergency childbirth and first aid considerations for both children and the elderly.
- **Part 3**  
This part complements topics 8-9 in the *SLSA Silver Medallion Advanced First Aid Learner Guide*. It covers first aid kits and additional first aid considerations, e.g., for various respiratory conditions that can benefit from supplemental oxygen.

#### **Note**

You must complete both the online SLSA ARTC and online SLSA Spinal Management Certificate courses before you can commence the SMAFA course online. Contact your club's CTO to arrange for RPL of online learning if required before commencing SMAFA online.

### **SLS – Pain Management**

The aim of this course is to provide the opportunity for participants to develop the skills and knowledge required to manage victim pain, especially through the use of methoxyflurane. This course complements the latest edition of the *SLSA Pain Management Certificate Learner Guide* available in the SLSA Members Area Library.

#### **Note**

Before commencing this course online, speak with your club's CTO as not every state/territory government issues permits for surf clubs to store, dispose and administer methoxyflurane. You can also refer to SLSA Policy 3.12 Pain Management – July 2009 in the SLSA Members Area for more information.

### **SLS – Age Managers**

The SLSA Age Managers course has been developed to assist you with your role as an age manager. It will allow you to develop a greater knowledge about how SLS operates and help provide you with the skills and knowledge to assist you in the successful coordination and delivery of the Nippers program.

It contains three (3) parts that cover topics contained within the latest edition of the *SLSA Age Managers Learner Guide* available in the SLSA Members Area Library.

- **Part 1**  
This part covers Surf Life Saving Australia and the role of an Age Manager.
- **Part 2**  
This part covers creating a safe environment and how children learn and grow.
- **Part 3**  
This part covers the Junior Development Program, the SLSA Junior Development Resource Kit and programming a Nipper season.

You will need to present a 'Working with Children's Check' before acting in the role of an SLSA Age Manager. Visit the [Play by the Rules](#) website for information on the application process for your state/territory.

## SLS – Sport

### Coaching

#### SLS – Foundation Coach

The Foundation Coach provides an entry level course for parents and club members who are new to coaching. The course aims to provide coaches with the knowledge and skills needed to coach nippers in a surf club environment using a games sense approach. It covers the three (3) general principles of surf sports; swim, beach and board. The Foundation Coach is the first stage of the Surf Life Saving Australia's coaching pathway.

There are three (3) modules that complement the latest edition of the *SLSA Surf Sports Manual* available in the SLSA Members Area Library.

1. FC Module 1 – Australian Sport Commission's Introductory Level Coaching General Principles
2. FC Module 2 – Introduction to Surf Sport Coaching
3. FC Module 3 – Time to Coach

You will need to register with the [Australian Sport Commission \(ASC\)](#) to complete their free online course. Upon completion, you will receive an ASC certificate for you to present to the CTO at your local surf life saving club.

You will also need to present your relevant state/territory legislation check(s) for working with children before coaching SLSA members. Visit the [Play by the Rules](#) website for information on the application process for your state/territory.

Before commencing the course, please refer to its 'FAQ sheet' within the SLSA Members Area Library.

#### SLS – Development Coach

The Development Coach course has been created to provide coaches with the knowledge and skills to effectively plan and deliver discipline specific coaching sessions with a particular focus on skill development. The Development Coach is an entry point as well as being the second stage of the SLSA coaching pathway.

There are six (6) modules that complement the latest edition of the *SLSA Surf Sports Manual* available in the SLSA Members Area Library.

1. DC Module 1 – Australian Sport Commission's Introductory Level Coaching General Principles
2. DC Module 2 – Introduction to Surf Sport coaching
3. DC Module 3 – Understanding your athletes
4. DC Module 4 – Developing your athlete's skills
5. DC Module 5 – Developing your athlete's physical capacities
6. DC Module 6 – Managing your Surf Sport coaching program

There are also several electives to choose from. For example:

- Surf Boat
- IRB Events
- Beach Events
- Board Events
- Surf Ski Events
- Coaching Surf Swimming Events
- Coaching Lifesaving Events
- Coaching Pool rescue Events

You will need to register with the [Australian Sport Commission \(ASC\)](#) to complete their free online course.

Upon completion, you will receive an ASC certificate for you to present to the CTO at your local surf life saving club.

You will also need to present your relevant state/territory legislation check(s) for working with children before coaching SLSA members. Visit the [Play by the Rules](#) website for information on the application process for your state/territory.

Before commencing the course, please refer to its 'FAQ sheet' within the SLSA Members Area Library.

### **SLS – Performance Coach**

Members must complete the Expression of Interest for this course. This online course covers the following topics:

- Developing performance level technical skills
- Developing performance level physical capacities
- Developing performance level physiological skills
- Planning your performance level coaching program
- SLSA Coach Workshop Presenter
- SLSA Coach Assessor
- SLSA Coach Mentor.

## **Officiating**

### **SLS – Core Official**

The Core Official course has been created to provide officials with the knowledge and skills to officiate at SLSA junior surf sports events.

There are two (2) modules that complement the latest edition of the *SLSA Surf Sports Manual* available in the SLSA Members Area Library.

1. Module 1 – Australian Sport Commission's Introductory Level Officiating General Principles
2. Module 2 – Introduction to officiating Surf Sport

You will need to register with the [Australian Sport Commission \(ASC\)](#) to complete their free online course. Upon completion, you will receive an ASC certificate for you to present to the CTO at your local surf life saving club.

You will also need to present your relevant state/territory legislation check(s) for working with children before coaching SLSA members. Visit the [Play by the Rules](#) website for information on the application process for your state/territory.

Before commencing the course, please refer to its 'FAQ sheet' within the SLSA Members Area Library.

### **SLS – Technical Official**

The Technical Official course has been created to provide officials with the knowledge and skills to officiate at all SLSA surf sports events.

There are two (2) core modules and three (3) elective modules to choose from that complement the latest edition of the *SLSA Surf Sports Manual* available in the SLSA Members Area Library.

1. Module 1 – Australian Sport Commission's Introductory Level Officiating General Principles
2. Module 2 – Being a Technical Official
3. Module 3 – Role specific elective:
  - Marshall/Check-Marshall
  - Starter/Check-starter
  - Timekeeper/Recorder/Finish Judge.

You will need to register with the [Australian Sport Commission \(ASC\)](#) to complete their free online course.

Upon completion, you will receive an ASC certificate for you to present to the CTO at your local surf life saving club.



You will also need to present your relevant state/territory legislation check(s) for working with children before coaching SLSA members. Visit the [Play by the Rules](#) website for information on the application process for your state/territory.

Before commencing the course, please refer to its 'FAQ sheet' within the SLSA Members Area Library.

### **SLS – Senior Official**

The Senior Official course has been created to provide officials with the knowledge and skills to officiate at all SLSA surf sports events in senior roles.

Those wishing to complete the senior official course must complete the 'Senior Official Enrolment' form on the sport training library menu of the eLearning platform.

Successful candidates will be notified via email and contacted by the SLSA eLearning provider for payment.

There are ten (10) core modules to choose from that complement the latest edition of the *SLSA Surf Sports Manual* available in the SLSA Members Area Library.

- Advanced officiating general principles
- Senior officiating roles: Course Supervisor
- Senior officiating roles: Chief Judge
- Senior officiating roles: Sectional Referee
- Senior officiating roles: Area Referee
- Senior officiating roles: Referee
- The Senior Official in action
- Being an Official Mentor
- Being an Official Assessor and Practical Workshop Facilitator.

You will also need to present your relevant state/territory legislation check(s) for working with children before coaching SLSA members. Visit the [Play by the Rules](#) website for information on the application process for your state/territory.

Before commencing the course, please refer to its 'FAQ sheet' within the SLSA Members Area Library.

## **SLS – Safety and Wellbeing**

### **SLS – Safer Surf Clubs**

The SLSA Safer Surf Clubs course has been developed to help you honour both your legal and ethical duties to health and safety within surf clubs and while participating in any surf club activities.

- **Part 1**  
This part covers work, health and safety (WHS) responsibilities within your surf club. It also covers legal, organisational and WHS training requirements such as those relating to critical incident stress and member protection.
- **Part 2**  
This part covers the risk management process and club safety inspections. It also covers documentation and consultation requirements, notifiable incidents and the injury management process.
- **Part 3**  
This part covers some common hazards in the surf club environment that need to be managed. It also covers emergency management plans and club gymnasium inductions.
- **Part 4**  
This part covers the SLS special event application process and event safety considerations. It also covers SLS special event categories and insurance requirements.

### **SLS - Safeguarding Children and Young People Awareness Course**

This online awareness course assists the Surf Life Saving community to build awareness and education in the protection of children and young people from all forms of abuse and exploitation. The course aims to provide participants with:

- an awareness of child abuse and child protection
- an understanding of the Surf Life Saving Australia's Member Protection Policy
- the confidence to be able to take appropriate action when they become concerned for the safety of a child.

### **SLS – Skills Maintenance**

The online skills maintenance courses allow you to complete the theory component of your skills maintenance requirements online. They include refresher videos and a series of questions to ensure that you maintain your skills and knowledge. Once you have completed your online skills maintenance theory components you will be issued with an electronic certificate that can be shown to your assessors as proof of completion.

It is important you make sure that you complete the online skills maintenance course for the current season, which is available in your eLearning Training Library. Past courses will be identifiable by a black and white image in the training library.

## **SLS State/Territory Centre and Academy Online Learning**

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Some SLS state/territory centres and academies also have online courses available through their websites.

Below are a few example websites that can provide you with additional online learning opportunities.

The Everyday Lifesaver App

<http://www.everydaylifesaver.com.au/desktop.php>

Life Saving Victoria: Lesson Plans and Supporting Documents

<https://lsv.com.au/lesson-plans-and-supporting-documents/>

Australian Lifesaving Academy Queensland

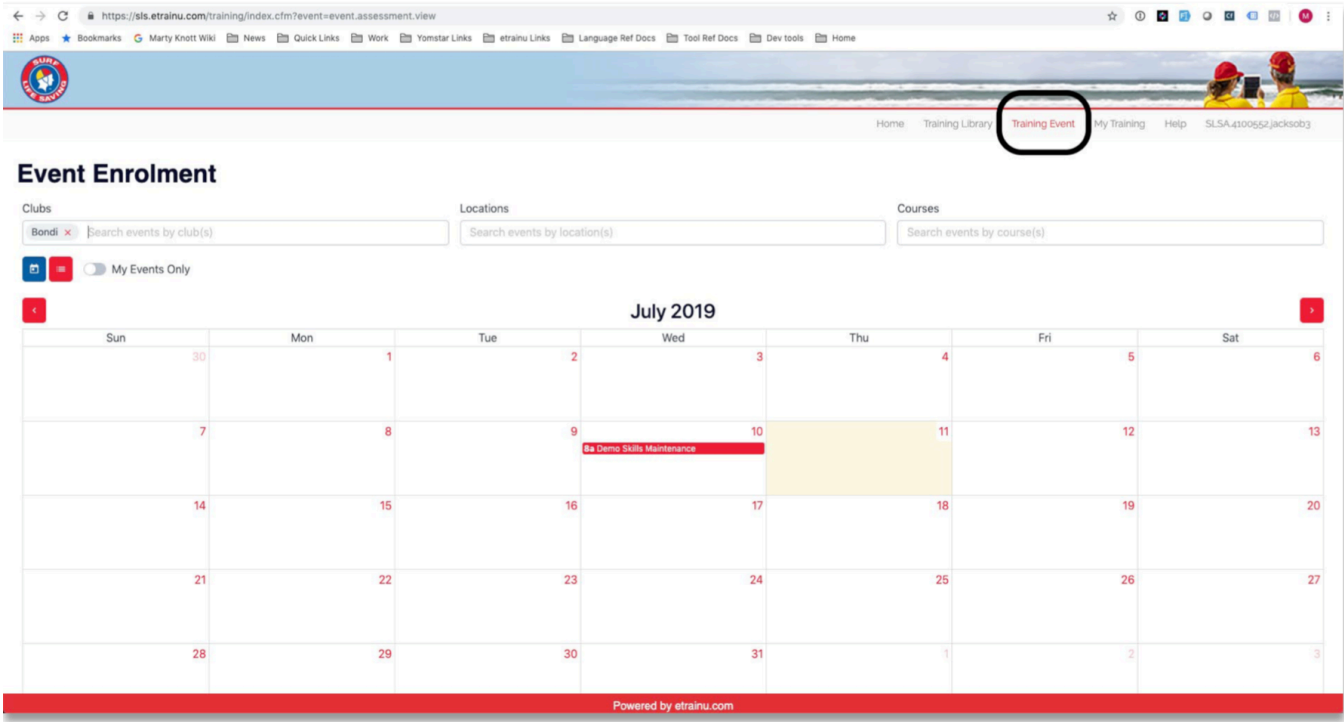
<https://alaq.com.au/>

Surf Life Saving WA Online Learning

<https://www.mybeach.com.au/courses-programs/>

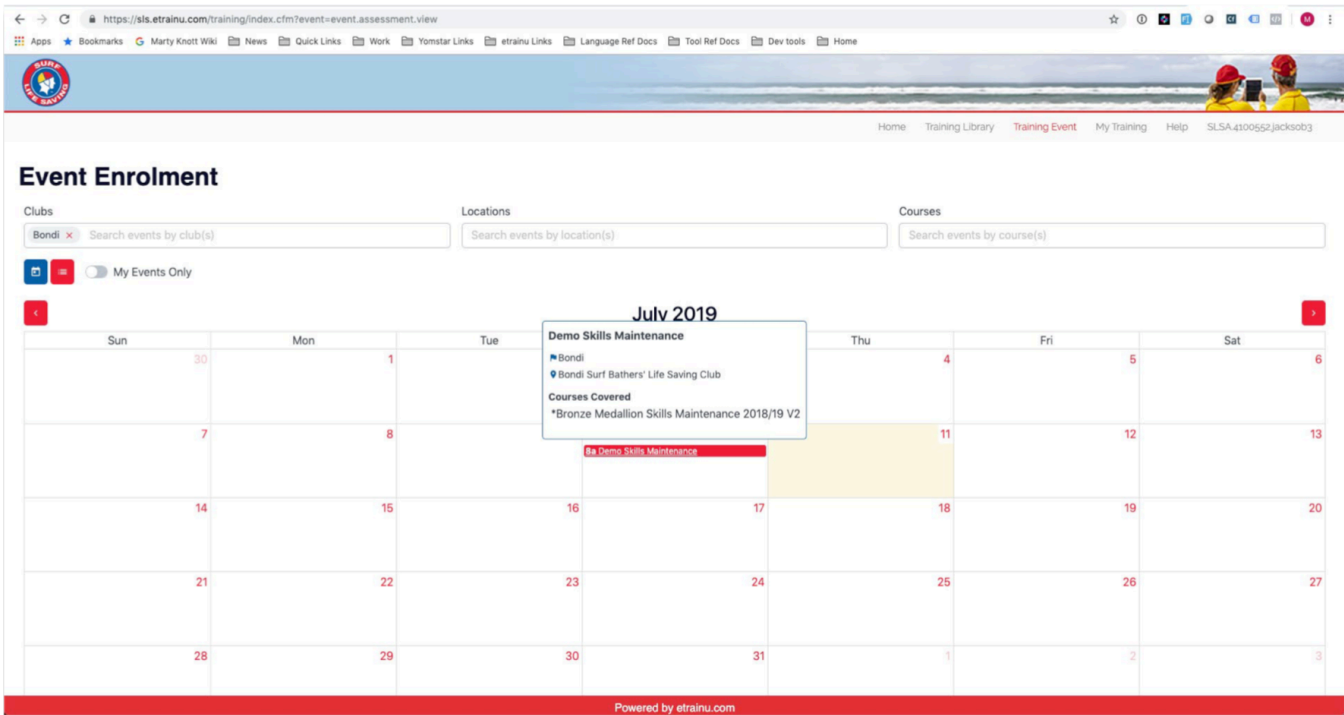
# Member Enrolment into Events

Members are able to enrol into events via the eLearning Portal from Training Event page as per the image below.

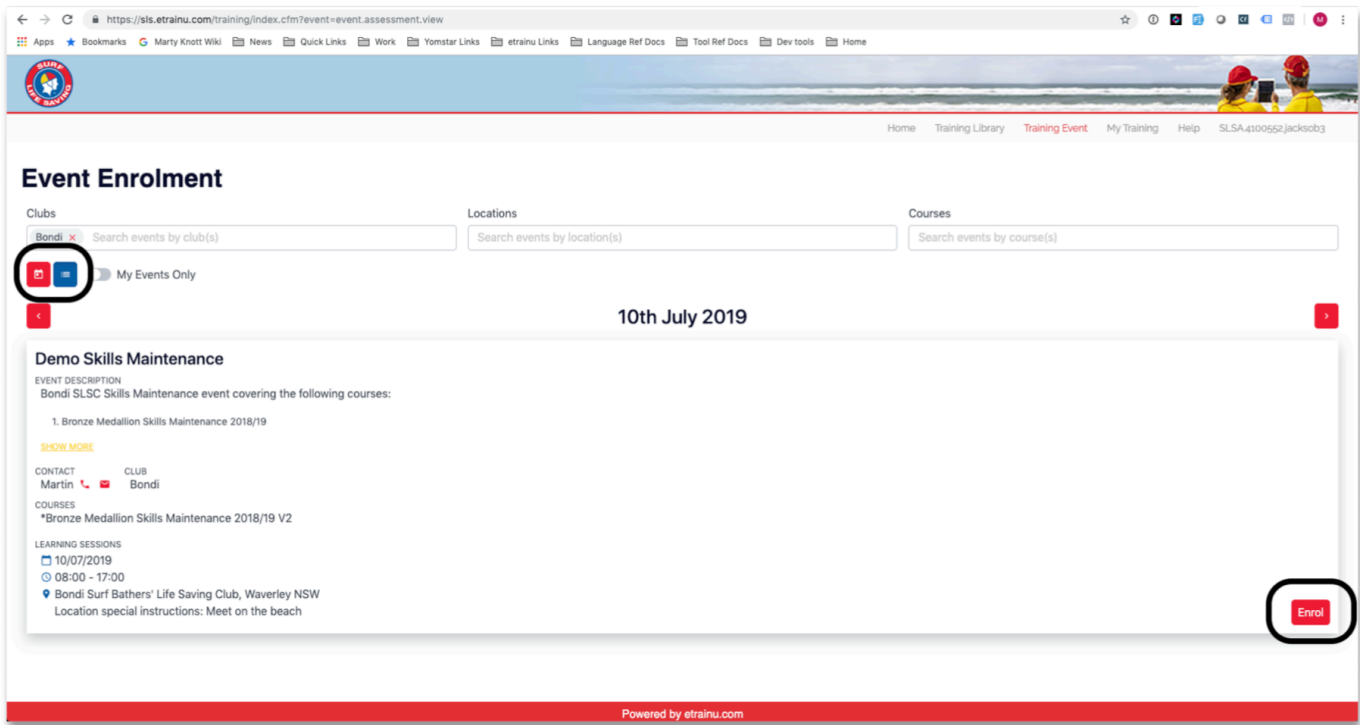


Members can view all events that have been created and they can search for events based on the organising club, the event location and/or the courses covered in the events. The club search bar is automatically populated with the club the logged in user is associated with.

Members can hover over the different events and a popup will be displayed to show more information about the event.

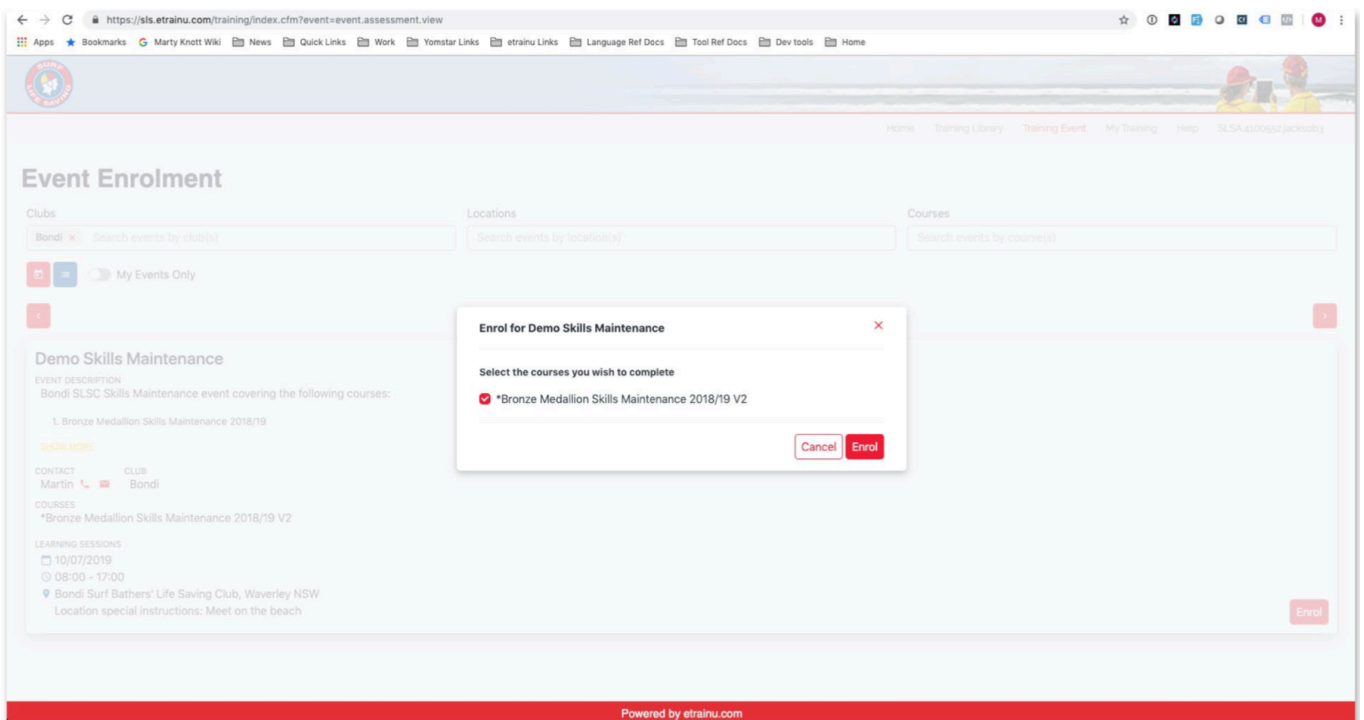


Members can also view events in a list view by pressing the list view button as shown in the image below.

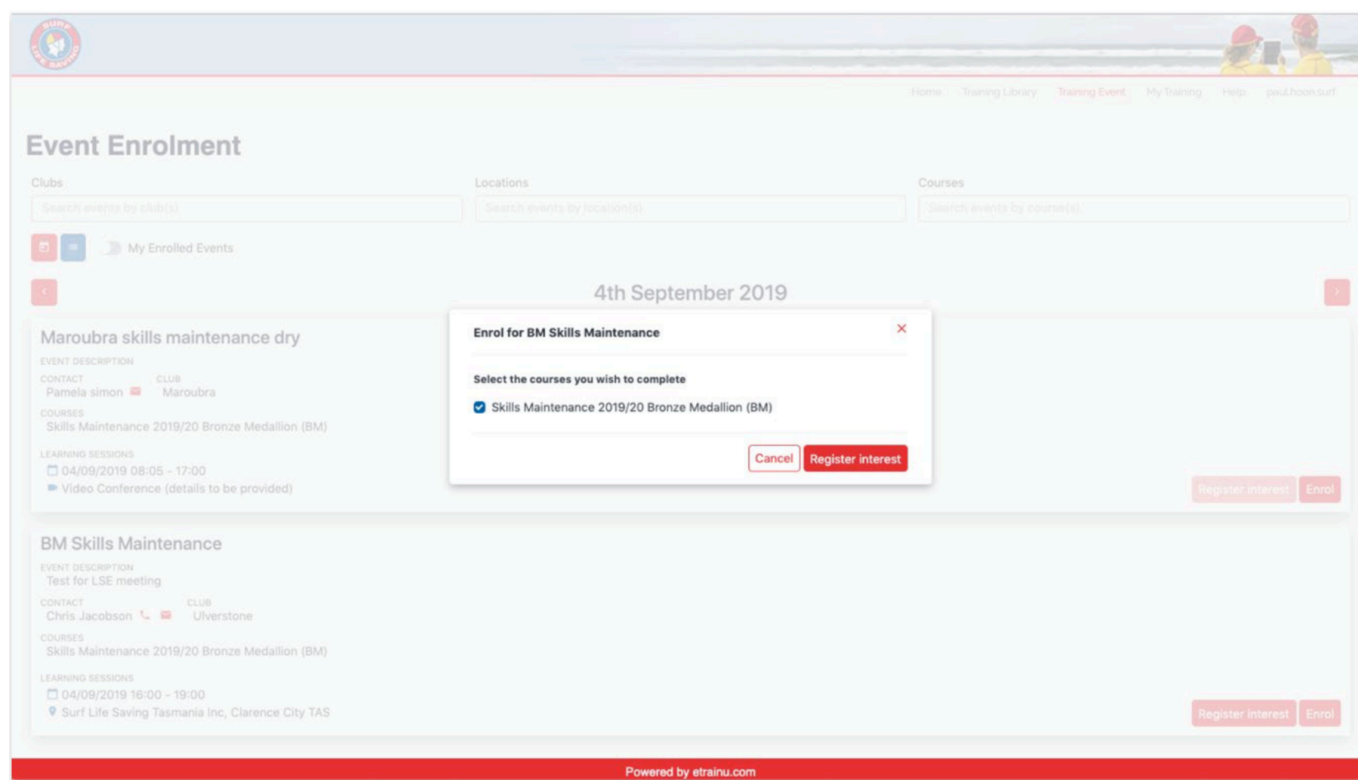


Once a member has found an event they would like to enrol into, press the 'Enrol' button at the bottom of the event when within the list view as shown in the image above.

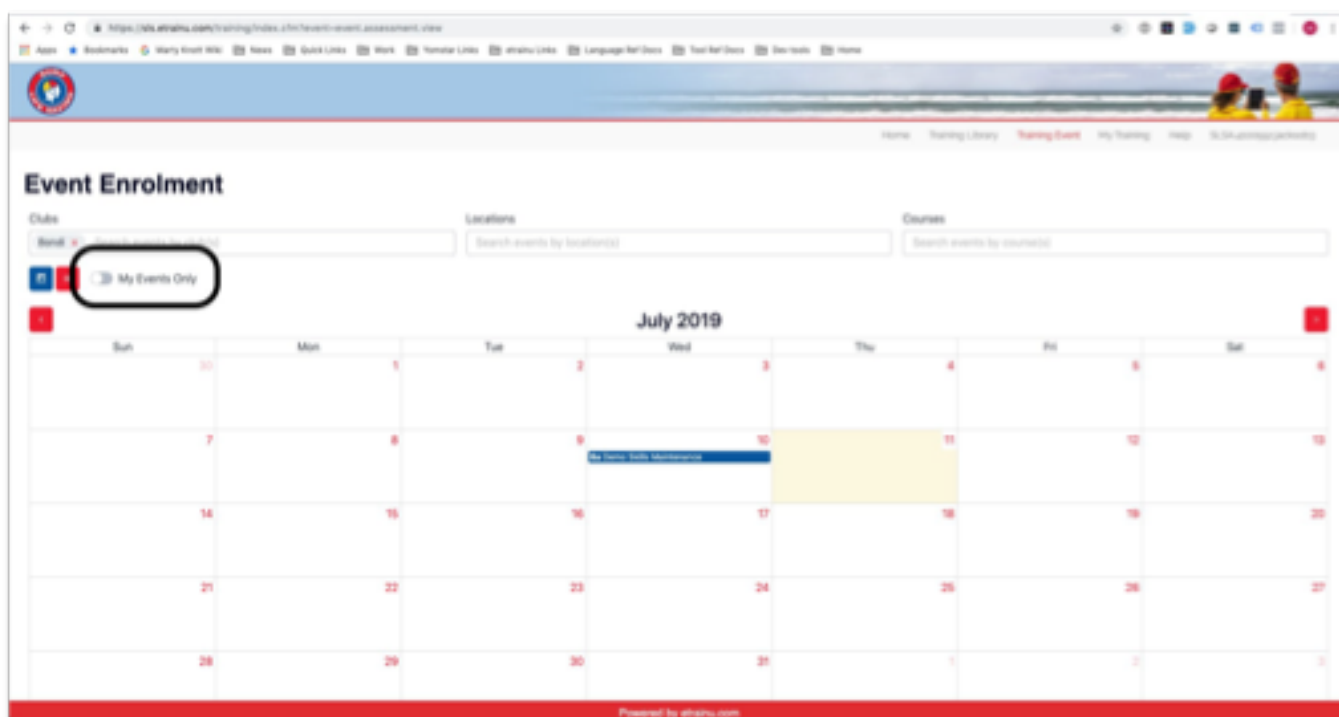
Members will see the following popup requesting them to select the courses they wish to be assessed for at the event. Members should press the 'Enrol' button to confirm their enrolment.



A member may also Register Interest into an event by clicking on 'Register Interest'. However, this does not enrol them into the event. The assessors will be able to review this on their app and they can contact the member or enrol them into the event if required.



Once enrolled, the Training Event page will highlight events the user is enrolled in blue within the calendar and list views. The following image also shows the 'My Events Only' button that can be used to enable users to show the events they are enrolled into.





Members are also able to unenrol from an event within the Training Event page. To do this, they should select the event they wish to unenrol from, and then click the 'Unenrol' button as per the image below.

