



SLSQ IRB TRAINING AND ASSESSING STEP BY STEP PROCESS

QUEENSLAND

The below process outlines the procedure for all IRB training and assessing within Surf Life Saving Queensland. This endorsed process has additional requirements to other Surf Life Saving awards.

Please Note: If the minimum requirements as per the process are not met by the Club/CTO, this may result in the delay in the start of the course or deletion of the assessment request.

It is the responsibility of the Club/CTO/Head Trainer to ensure that all processes are followed.

- **IRB Crew Pre-requisites-** 15 years of age on the date of final assessment, financial member of the association, proficient Bronze Medallion/Certificate II.
- **IRB Driver Pre- Requisites-** 17 years of age on the date of final assessment, financial member of the association, proficient Bronze medallion/Certificate II, proficient IRB crew award and current marine licence.

Step 1

- The Club/CTO wishes to organise an IRB Driver or IRB Crew course.
- Candidates' names are compiled and pre-requisites for each candidate are checked by the Club/ CTO for the course that the candidate wishes to complete.

Step 2

- A new IRB course must be generated in Surfguard and a training plan (**IRB 002- Course Information Form**) with the course number listed, all training dates, training times, training locations, alternative venues and training officer details must be submitted to the EDC/LDO **no later than 21 days close of business prior to the commencement of a new IRB course.**

Step 3

- All trainers and new trainers for the course must be listed. **Probationary IRB Trainers will be required to complete an IRB Induction with the Regional IRB TACO.**
- The SLSQ LDO/ SLSQ EDC checks all the details for the course. SLSQ LDO/ SLSQ EDC sends the training plan and attendance sheet to Regional IRB TACO for approval. Once approved by the Regional IRB TACO the SLSQ LDO/SLSQ EDC will send training information to all the Assistant IRB TACOs to make them aware of training that will be conducted.
- **Any training date changes to the submitted training plan must be communicated with the Branch and SLSQ LDO/SLSQ EDC.**

Step 4

- An assigned IRB TACO must only be assigned by an SLSQ LDO/SLSQ EDC.
- An IRB TACO must be assigned to all courses including assessment only pathways.
- The Head Trainer and the Branch is notified by SLSQ LDO/ SLSQ EDC a minimum of 7 days prior to the course if the course has been approved to start training.

Step 5

- It is recommended that the Club/CTO enter course candidates' names into Surfguard assessment request a minimum of 3 days prior to the course start date.
- Branch/Regional Office clicks SUBMIT on the Surfguard assessment request, a minimum of 2 business days prior to the course start date.
- **Prior to taking part in any IRB training (theory or practical) the course candidates names must be listed on the IRB assessment request in Surfguard.**
- The club prints the form 14 and all other relevant forms from Surfguard at the start of the course.
- The club prints from the TAF Portal: IRB Driver/Crew paperwork checklist, CMF6- Course Report, VET form (if applicable), Course Assessment Summary (*from the Delivery and Assessment Guide*), Observation Checklist (*from the Delivery and Assessment Guide*) and candidate's assessment portfolio are to be completed and ready for assessment day. **IRB Trainers and Assessors are to check all paperwork.**

Step 6

- **CHANGE OF ASSESSMENT DATE** – Notice in writing is required to the SLSQ LDO/SLSQ EDC a minimum of 7 working days prior to the change in course assessment date. A course assessment date can **ONLY** be changed a maximum of 3 times and assessment must be completed within 21 days of your nominated assessment date. Approval of the assessment date change is through consultation with the Regional IRB TACO and SLSQ LDO/SLSQ EDC.
- **CHANGE OF ASSESSMENT DATE DUE TO CONDITIONS**- Notice in writing is required to the SLSQ LDO/SLSQ EDC a minimum of 48 hours prior to the course assessment if due to conditions (weather, swell etc).

Step 7

- The IRB assessment is conducted and all paperwork, including CMF forms, paperwork checklist and candidates workbooks are returned to the **Branch no later the 7 days after the assessment.** A copy of an IRB TACO report will be sent to the SLSQ LDO/SLSQ EDC by the Branch/Regional Office if applicable.
- Branch/Regional Office 'Process Results' in Surfguard. All paperwork is sent to SLSQ within 14 days of the assessment date.
- SLSQ allocate awards within 21 days of the assessment dates and the award is completed.