

Workplace Supervisor Application Form

V7 2021

Candidates completing Royal Life Saving Pool Lifeguard, Technical Operations and/or Swim Teacher course in NSW, the ACT or in Tasmania are required to gain practical experience in the workplace through supervised practical activities. This 'on-the-job' training can only be verified by an approved and registered Royal Life Saving Workplace Supervisor. This quality assurance measure ensures that a candidate's performance is in line with industry standards, and is overseen by someone with the relevant industry skills and knowledge.

Requirements for Pool Lifeguard Workplace Supervisors

A Pool Lifeguard Workplace Supervisor will need to supervise and sign off on the components outlined in the Pool Lifeguard Licence Application. To be eligible for Pool Lifeguard Workplace Supervisor registration, the applicant will need to produce evidence of attainment for:

- a) A current Pool Lifeguard Skillset, and
- b) A minimum of 2 years' experience as a qualified/licenced Pool Lifeguard, and
- c) Induction at the facility in which the applicant intends to undertake Workplace Supervision activities.

Requirements for Technical Operations Workplace Supervisors

A Technical Operations Workplace Supervisor will need to supervise and sign off on the components outlined in the Technical Operations on-the-job assessment workbook. To be eligible to apply for Technical Operations Workplace Supervisor registration, an applicant will need to produce evidence of:

- a) An Aquatic Technical Operator Skillset (or equivalent), and
- b) A minimum of 2 years' experience as a qualified Aquatic Technical Operator, and
- c) Induction at the facility in which the applicant intends to undertake Workplace Supervision activities.

Requirements for Swim Teacher Workplace Supervisors

A Swim Teacher Workplace Supervisor will need to supervise and sign off on the components outlined in the Swim Teacher Licence Application. To be eligible to apply for Swim Teacher Workplace Supervisor registration, an applicant will need to produce evidence of:

- a) A Swim Teacher Skillset (or equivalent), and
- b) A minimum of 2 years' experience as a qualified Swim Teacher.

Instructions for Workplace Supervisors Application and Registration

1. Complete the following form; complete with endorsee details and signatures.
2. Attach relevant qualifications/licences and email form, with attachments to: courses@royalnsw.com.au
Incomplete applications will be returned, unprocessed.
3. A Royal Life Saving NSW Staff Member will contact you with instructions to log into and complete the Workplace Supervisor online program. Upon completion, a Workplace Supervisor Certificate will be issued.

Terms and Conditions

- Incomplete applications will not be processed and will be returned to sender.
- A complete application does not guarantee approval for registration as a Workplace Supervisor.
- Endorsing Officers may be contacted for further information relating to an application. If the additional requested information is not available to Royal Life Saving, the application will not be processed and will be returned to sender.
- Applications will be assessed individually against strict criteria to ensure that standards of training are met and maintained, supporting quality industry services.
- Workplace Supervisor registration may be revoked or suspended by Royal Life Saving, at its discretion, at any time. Royal Life Saving will make practical and reasonable efforts to notify the Workplace Supervisor of the intent to revoke or suspend their registration.

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Section A - Applicant Personal Details

First Name: Last Name:

Address:

D.O.B.: Mobile:

Email:

Section B - Workplace Supervisor Category and Required Evidence

- OPTION 1 - I am applying to be a registered Pool Lifeguard Workplace Supervisor and I declare:**
- I have at least 2 years' experience as a qualified/ licenced Pool Lifeguard
 - I have completed a full induction at the facility in which I will be acting as a Workplace Supervisor
 - I have attached a copy of my Pool Lifeguard qualification/ licence and induction record.

- OPTION 2 - I am applying to be a registered Technical Operations Workplace Supervisor and I declare:**
- I have at least 2 years' experience as a qualified Aquatic Technical Operator
 - I have attached a copy/ evidence of my Technical Operations Qualification.

- OPTION 3 - I am applying to be a registered Swim Teacher Workplace Supervisor and I declare:**
- I have at least 2 years' experience as a qualified/ licenced Swim Teacher
 - I have attached a copy of my Swim Teacher qualification/ licence

OR

- OPTION 4 - I am applying to be a registered Workplace Supervisor (selected category below) but I do not have the stipulated evidence to provide. I have attached other information and evidence that I believe demonstrates my suitability for the role of Workplace Supervisor and I request consideration for registration based on this. I understand this decision is at the discretion of Royal Life Saving and will be made using a risk-based approach.**

- Pool Lifeguard Workplace Supervisor
- Technical Operations Workplace Supervisor
- Swim Teacher Workplace Supervisor

Suggested evidence to support an application being made under Option 4 may include, but is not limited to: Written recommendation from Council/ Owner/ Manager identifying and describing suitability of the applicant for the role; evidence of extensive relevant vocational experience; other third party written references; copies of relevant qualifications other than those stipulated above.



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Section C - Applicant Work Experience

Current Place of Employment:

Current Position:

Experience in the Role - complete whichever applies:

- Years of Experience as a Pool Lifeguard:
- Years of Experience as an Aquatic Technical Operator:
- Years of Experience as a Swim Teacher:

Section D - Endorsing Officer

An appropriate Endorsing Officer is required to sign this Workplace Supervisor Application in support of the Applicant's suitability for registration as a Workplace Supervisor. Endorsing Officers should hold a senior position to the Applicant (such as a Manager or Senior Supervisor) and have relevant knowledge of the Applicant's capacity to conduct effective Workplace Supervision activities. The Endorsing Officer may be contacted to verify support of this application and details within it.

Endorsing Officer's Full Name:

Current Position and Workplace:

Email: Phone:

Signature: Date:

Section E - Applicant Declaration

I declare that the information provided here is true and correct and that referees may be contacted to verify my application.

I give permission for Royal Life Saving to provide list my contact information to trainees requiring on-the-job Workplace Supervision. I further agree to be contacted regarding the provision of Workplace Supervision activities in my area.

I have read and understood, and agree to abide by, Royal Life Saving's Workplace Supervisor Code of Conduct.

I agree to undertake and complete any necessary additional training, as required by Royal Life Saving, to support my registration as a Workplace Supervisor.

Signature: Date:

Please email this completed application form, along with supporting evidence to:
courses@royalnsw.com.au

ROLE OF THE WORKPLACE SUPERVISOR

All candidates completing a Royal Life Saving Pool Lifeguard Licence, Technical Operations course, or Swim Teacher Licence in either New South Wales, the ACT or Tasmania require a Workplace Supervisor. The role of the Workplace Supervisor is to ensure that the candidate has been observed and supervised while completing the tasks outlined in their relevant On-the-Job Assessment Activities Workbook.

This workbook is provided to all candidates either upon enrolment, or at the time they attend face to face training with Royal Life Saving. The Workplace Supervisor is required to

endorse and date each of the required On-the-Job Assessment Activities within the workbook as they are completed.

QUALIFICATIONS OF A WORKPLACE SUPERVISOR

It is important that a Workplace Supervisor has the appropriate skills, knowledge and expertise to be able to monitor a candidate's progress. Workplace Supervisors must be able to provide evidence of the requirements listed below.

Industry experience must be demonstrable as having been collected over an extended period of time.

Pool Lifeguard

Pool Lifeguard Workplace Supervisors must possess/complete the following to supervise and endorse a Pool Lifeguard candidate for a Pool Lifeguard Licence Application:

- A current Pool Lifeguard Skillset, and
- A minimum of 2 years' experience as a qualified/licenced Pool Lifeguard, and
- Induction at the facility in which the applicant intends to undertake Workplace Supervision activities.

Technical Operations

Technical Operations Workplace Supervisors must possess/complete the following to supervise and endorse a Technical Operations candidate for a Royal Life Saving Technical Operations qualification:

- An Aquatic Technical Operator Skillset (or equivalent), and
- A minimum of 2 years' experience as a qualified Aquatic Technical Operator, and
- Induction at the facility in which the applicant intends to undertake Workplace Supervision activities.

Swim Teacher

Swim Teacher Workplace Supervisors must possess/complete the following to supervise and endorse a Swim Teacher Application candidate for a Swim Teacher Licence Application:

- A current Swimming and Water Safety Teacher Skillset (or equivalent), and
- A minimum of 2 years' experience as a qualified/licenced Swim Teacher.

Individuals who cannot produce evidence of the listed standard requirements may still be considered for Workplace Supervisor registration upon provision of alternative evidence of relevant experience and qualifications. Such evidence may include but is not limited to: Written recommendation from Council/ Owner/ Manager identifying and describing suitability of the applicant for the role; Evidence of extensive relevant vocational experience; Other third party written references; Copies of other relevant qualifications. Decisions related to such application will be made on a risk-based approach and will be made at the discretion of Royal Life Saving.

Individuals who cannot produce appropriate evidence supporting their suitability for registration as a Workplace Supervisor may be deemed unsuitable at the time of application. Royal Life Saving may recommend a training and/or development pathway that may include recognition of prior learning (RPL). Fees may apply and vary from case to case.

EXPECTATIONS OF A WORKPLACE SUPERVISOR

A Workplace Supervisor is expected to:

- Maintain high professional standards which safeguard the interests and welfare of candidates.
- Maintain a workplace environment that is safe and is conducive to the success of all candidates.
- Maintain currency of all relevant qualifications and participate in regular professional development to ensure current knowledge of industry practice standards.
- Ensure that On-The-Job assessment activities are conducted in a valid, reliable, flexible and fair manner that meets the requirements of the assessment as directed by Royal Life Saving.
- Monitor candidate progress through discussion and provide constructive feedback upon completion of all assessment activities.
- Confirm the workplace performance of the candidate through endorsement on completion of scheduled assessment activities.
- Maintain records relating to any other workplace training, progress, achievement and possible assessment that will provide evidence in support of a candidate's achievement of the relevant certification.
- Liaise with Royal Life Saving regarding any issues relating to the On-The-Job assessment process.

All registered Workplace Supervisors should be familiar with the assessment activities candidates are required to undertake. It is their role to meet with the candidate to discuss and plan the relevant On-the-Job Assessment Activities Workbook and subsequent schedule of activities.

The Workplace Supervisor's comments and endorsement of completed activities, together with supporting evidence may be used by the Royal Life Saving Assessor in making a judgment on the competency of the candidate and the issuance of a Nationally Recognised Statement of Attainment.

The registered Workplace Supervisor, as recognised by Royal Life Saving, is required to:

- Become, and remain familiar with the Pool Lifeguard/ Technical Operations/ Swim Teacher assessment activities as relevant to the category of registration.
- Be knowledgeable in the workplace's policies and procedures as they apply to On-The-Job assessment activities.
- Be available to act as a Workplace Supervisor for candidates within the facility.
- Be contactable for other candidates who do not have a registered Workplace Supervisor at their own facility.
- Discuss all performance and assessment requirements with the candidate.
- Agree on a schedule of activities that allows the candidate time to familiarise, practice and complete the assessment tasks to the required standard whilst under observation, keeping within relevant timeframes for completion as specified by Royal Life Saving.
- Identify a response plan for managing and rescheduling on-the-job assessment activities should unexpected circumstances arise, E.g. a 'real' incident, staff shortage or illness.
- Interview the candidate and provide feedback relevant to their performance upon completion of each assessment activity.

Grievance Mechanism

Royal Life Saving has developed a Grievance Policy to ensure that candidates have access to a fair and equitable process for dealing with grievances. The policy is available by contacting nsw@royalnsw.com.au

Appeals Process

Royal Life Saving has developed an Appeals Policy to ensure that candidates have access to a fair and equitable process for dealing with complaints regarding final assessment outcomes. The policy is available by contacting nsw@royalnsw.com.au

Record Keeping

Royal Life Saving keeps complete and accurate records of the attendance and progress of candidates and makes these records available to clients and candidates upon request, when it does not interfere with the Privacy Policy or legislation. These records may include submissions made by the Workplace Supervisor as part of the assessment process.

Quality Control

Royal Life Saving seeks feedback from candidates and clients regarding their level of satisfaction with services provided and seeks to improve its services in accordance with their expectations. This includes feedback regarding assessment activities (both on-course, and on-the-job) and interaction with the Workplace Supervisor. Royal Life Saving reserves the right to revoke or suspend the registration of a Workplace Supervisor at its discretion.

Should a Workplace Supervisor fail to adhere to the roles and responsibilities outlined in this Code of Conduct and the standards of professionalism required by Royal Life Saving, he/she can expect to be notified of such events. Royal Life Saving will make practical and reasonable efforts to notify the Workplace Supervisor of the intent to revoke or suspend their registration.