

A group of four lifeguards in yellow and red uniforms are standing on a sandy beach. They are holding a large red and yellow flag. The lifeguard on the far left is looking towards the center. The lifeguard in the center is holding the flag. The lifeguard on the far right is clapping. The background shows a clear blue sky and some trees.

COURSE ENROLMENT HANDBOOK

BEFORE YOU START

The following outlines what you will need to complete before the course commences:

- Join Coolangatta SLSC – join.sls.com.au OR
Renewed your membership for 2023/24 season –
Members Area
- Have a USI – if you need to create one go to usi.gov.au
- Have a LUI – Qld High School Students only
- Enrolled Via the SLSQ Hub- steps below
- Hold a current Queensland Working with Children Blue Card (18+ only)
- In eLearning complete the SLSQ Child Youth Risk Management Strategy
- In eLearning complete the SLS Child Safe Awareness Course
- Pool swim completed and form signed- Send a copy to the office or hand it in (we will need to enter this before you can access learning so leave enough time for it) - Bronze SRC Only

CHILD SAFETY-BLUE CARD

As a Surf Lifesaving Queensland member over the age of 18 it is a requirement for you to hold a current Qld Working with Children Blue Card, it must be Qld and not another State. Please note, these are free to volunteers/members of our Club. To apply you will need to hold a Qld Drivers License or obtain a Customer Reference Number (CRN) from Qld Department of Transport and Main Roads. As a non-QLD resident -To get a CRN you will need to present in person at the closest Department of Transport and Main Roads office with ID and apply for a CRN for a Blue Card application. The closest office to Coolangatta is at Currumbin. CRN's are usually issued on the spot.

Using your QLD license or CRN please log into <https://my.bluecard.qld.gov.au/login> and complete the online portal registration.

You will get to a point and be told you need to be linked or verified by your volunteer organization and they will give you an account number.

We need more information from your volunteer organisation

Before you can apply for a volunteer blue card, the organisation you are volunteering with must tell us that you are one of its volunteers. Your organisation has not yet done this.

Tell your organisation your Blue Card Services account number. Your organisation will use that number to link you as one of its volunteers. If you provided an email address or mobile number, your account number has been sent to your device already. Please wait until your organisation has linked you before applying (we'll send you a message when this happens).

Alternatively, if you wish to apply for paid blue card, please change your application type to 'Job seeker'. Payment will be required for this application type if you proceed.

Please email that number to Coolyadmin@coolangattaslsc.com.au and we will arrange to link you to Surf Life Saving Queensland.

SLSQ will then link you as a volunteer

- You will receive an email from Blue card once linked, you will need to **log back on** to Blue Card Services and finish your application

[Renew my blue card or exemption card](#) 

CHILD SAFETY- ELEARNING

eLearning

There are 2 Child Safe courses that all members over 18 must complete every time they renew their Blue Card. Please note, these are 2 separate courses, one to meet State requirements and the other meets Federal requirements. You can access these through the Members Area portal which you will need to make an account with. <https://members.sls.com.au/>

CHILD YOUTH RISK MANAGEMENT (CYRMS) AND CSA

log into your Members Area account

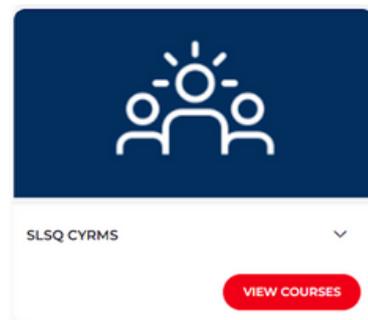
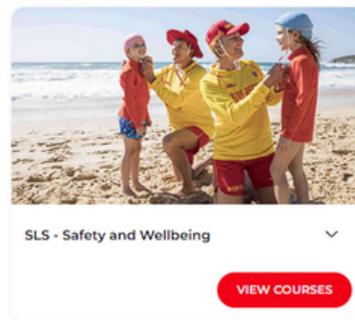
Select 'eLearning' then 'Log into eLearning'

Log in With Members area account

Click courses before 8 Sep

Log in with Members area Account

Select 'Training Library'



CRYMS-

Scroll through courses until you find 'SLSQ CYRMS' then select 'view courses'

Finally select 'enrol' and work your way through the course

Child Safe Awareness (CSA)-

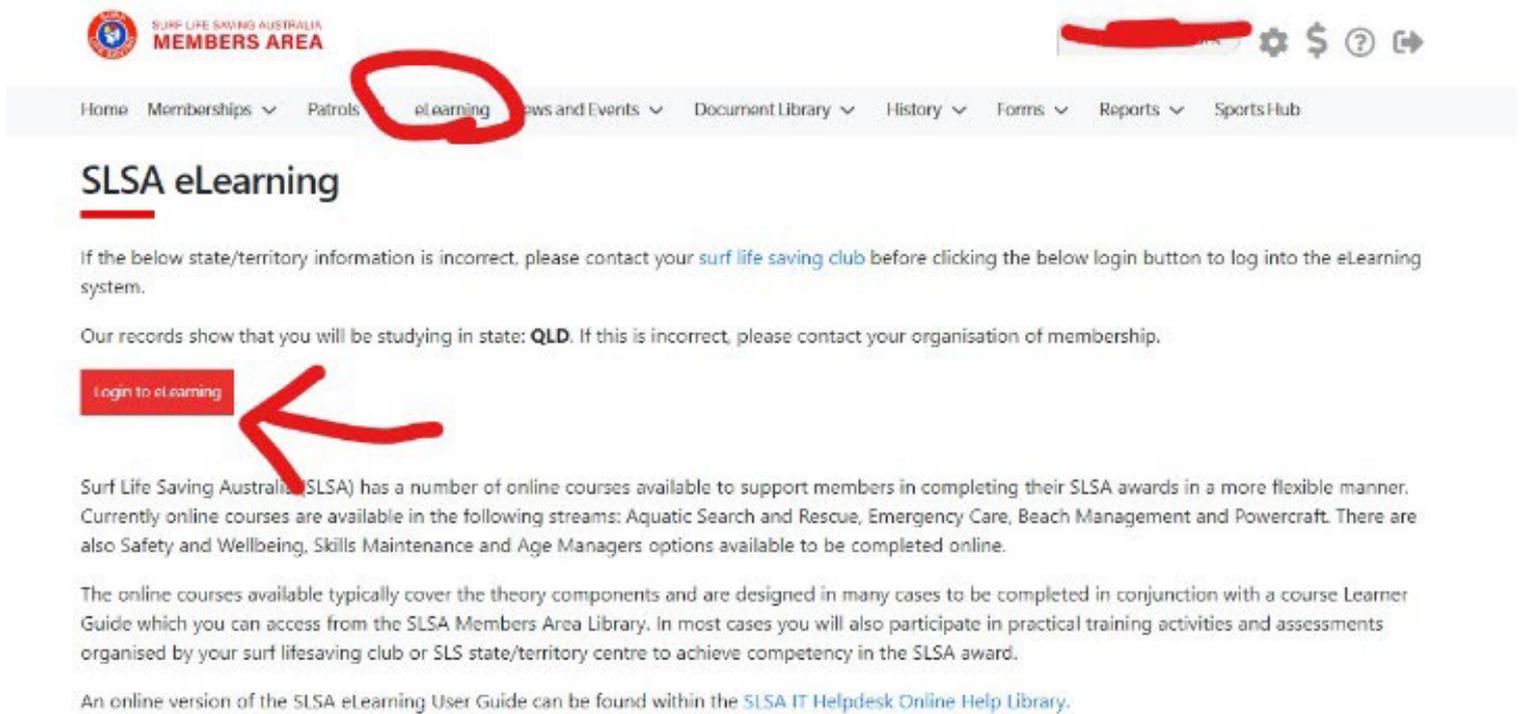
Scroll through courses until you find 'SLS - Safety and Wellbeing' then select 'view courses'

Finally look for the 'SLS - Child Safe Awareness' course and select 'enrol' then work your way through the course

PLEASE NOTE – Blue Card, CYRMS & CSA all need to be completed prior to enrolling and completing any courses.

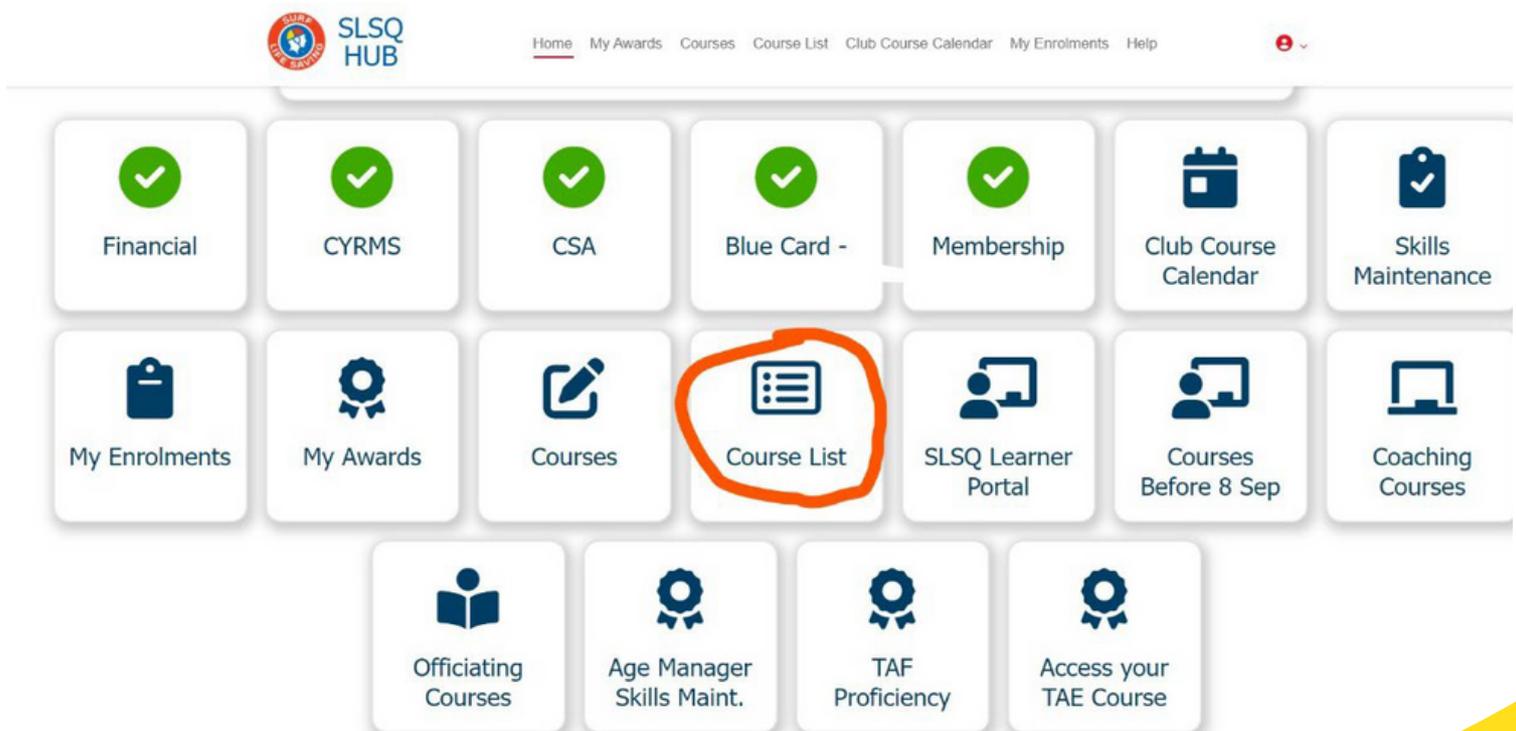
HOW TO ENROL

Step 1- Login to members area and access elearning



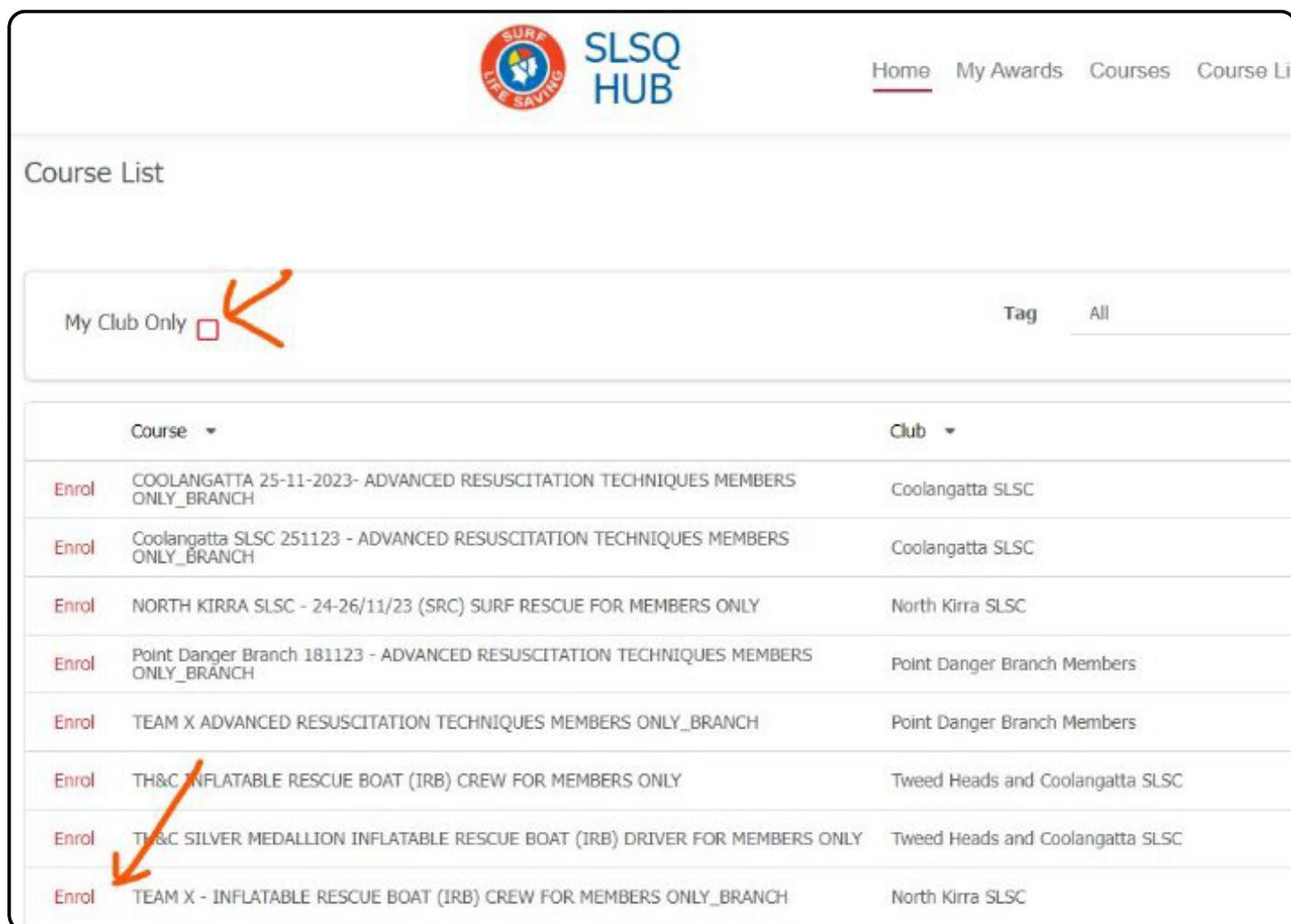
The screenshot shows the SLSA Members Area website. The navigation menu includes Home, Memberships, Patrols, eLearning, News and Events, Document Library, History, Forms, Reports, and Sports Hub. The eLearning section is highlighted with a red circle. Below the navigation menu, the text reads: "SLSA eLearning". A red arrow points to the "Login to eLearning" button. The text below the button states: "Our records show that you will be studying in state: QLD. If this is incorrect, please contact your organisation of membership." Below this, there is a paragraph about online courses available to support members in completing their SLSA awards. The text mentions that currently online courses are available in the following streams: Aquatic Search and Rescue, Emergency Care, Beach Management and Powercraft. There are also Safety and Wellbeing, Skills Maintenance and Age Managers options available to be completed online. The text also states that the online courses typically cover the theory components and are designed in many cases to be completed in conjunction with a course Learner Guide which you can access from the SLSA Members Area Library. In most cases you will also participate in practical training activities and assessments organised by your surf lifesaving club or SLS state/territory centre to achieve competency in the SLSA award. Finally, it mentions that an online version of the SLSA eLearning User Guide can be found within the SLSA IT Helpdesk Online Help Library.

Step 2- Login to the Hub with members area details- click course list



The screenshot shows the SLSQ HUB website. The navigation menu includes Home, My Awards, Courses, Course List, Club Course Calendar, My Enrolments, and Help. The Course List button is highlighted with a red circle. Below the navigation menu, there is a grid of buttons for various services: Financial, CYRMS, CSA, Blue Card -, Membership, Club Course Calendar, Skills Maintenance, My Enrolments, My Awards, Courses, Course List, SLSQ Learner Portal, Courses Before 8 Sep, Coaching Courses, Officiating Courses, Age Manager Skills Maint., TAF Proficiency, and Access your TAE Course.

Step 3- UNTICK My club only click enrol on course you want

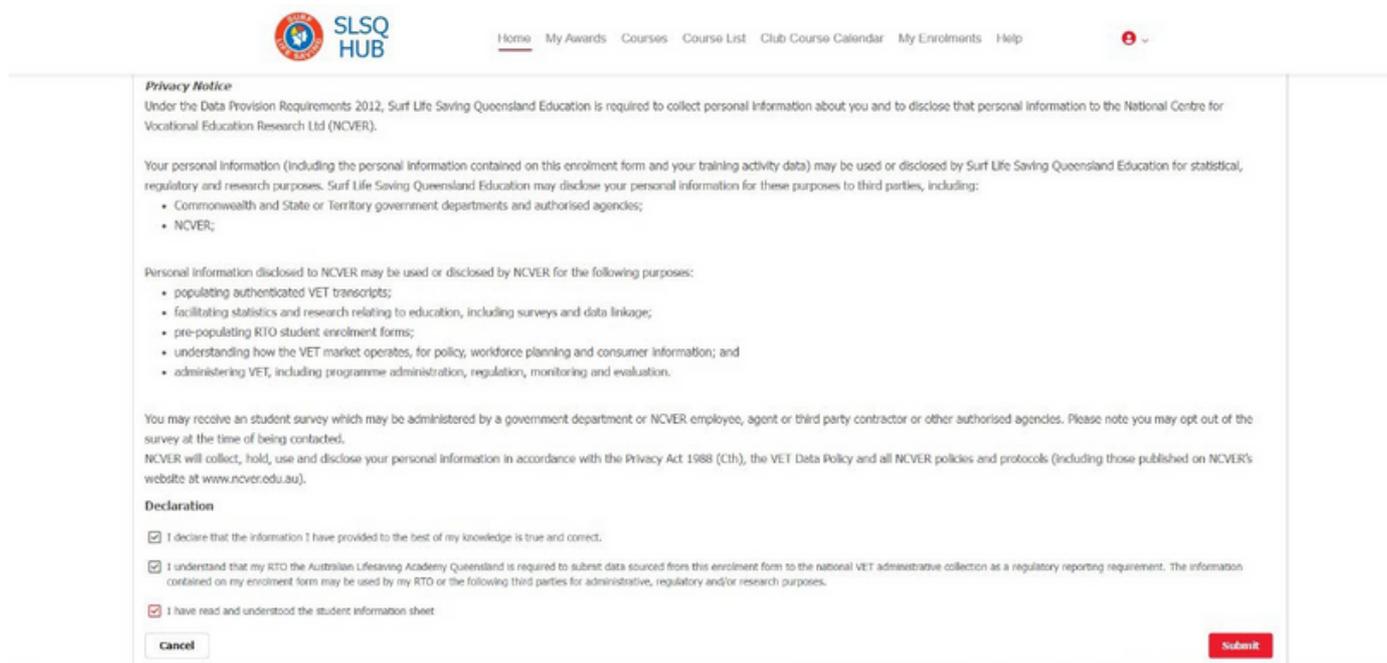


Course List

My Club Only Tag All

Enrol	Course	Club
Enrol	COOLANGATTA 25-11-2023- ADVANCED RESUSCITATION TECHNIQUES MEMBERS ONLY_BRANCH	Coolangatta SLSC
Enrol	Coolangatta SLSC 251123 - ADVANCED RESUSCITATION TECHNIQUES MEMBERS ONLY_BRANCH	Coolangatta SLSC
Enrol	NORTH KIRRA SLSC - 24-26/11/23 (SRC) SURF RESCUE FOR MEMBERS ONLY	North Kirra SLSC
Enrol	Point Danger Branch 181123 - ADVANCED RESUSCITATION TECHNIQUES MEMBERS ONLY_BRANCH	Point Danger Branch Members
Enrol	TEAM X ADVANCED RESUSCITATION TECHNIQUES MEMBERS ONLY_BRANCH	Point Danger Branch Members
Enrol	TH&C INFLATABLE RESCUE BOAT (IRB) CREW FOR MEMBERS ONLY	Tweed Heads and Coolangatta SLSC
Enrol	TH&C SILVER MEDALLION INFLATABLE RESCUE BOAT (IRB) DRIVER FOR MEMBERS ONLY	Tweed Heads and Coolangatta SLSC
Enrol	TEAM X - INFLATABLE RESCUE BOAT (IRB) CREW FOR MEMBERS ONLY_BRANCH	North Kirra SLSC

Step 4- Fill out details – USI Number needed



Privacy Notice
Under the Data Provision Requirements 2012, Surf Life Saving Queensland Education is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by Surf Life Saving Queensland Education for statistical, regulatory and research purposes. Surf Life Saving Queensland Education may disclose your personal information for these purposes to third parties, including:

- Commonwealth and State or Territory government departments and authorised agencies;
- NCVER;

Personal information disclosed to NCVER may be used or disclosed by NCVER for the following purposes:

- populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys and data linkage;
- pre-populating RTO student enrolment forms;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including programme administration, regulation, monitoring and evaluation.

You may receive an student survey which may be administered by a government department or NCVER employee, agent or third party contractor or other authorised agencies. Please note you may opt out of the survey at the time of being contacted.
NCVER will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (Cth), the VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

Declaration

I declare that the information I have provided to the best of my knowledge is true and correct.

I understand that my RTO the Australian Lifesaving Academy Queensland is required to submit data sourced from this enrolment form to the national VET administrative collection as a regulatory reporting requirement. The information contained on my enrolment form may be used by my RTO or the following third parties for administrative, regulatory and/or research purposes.

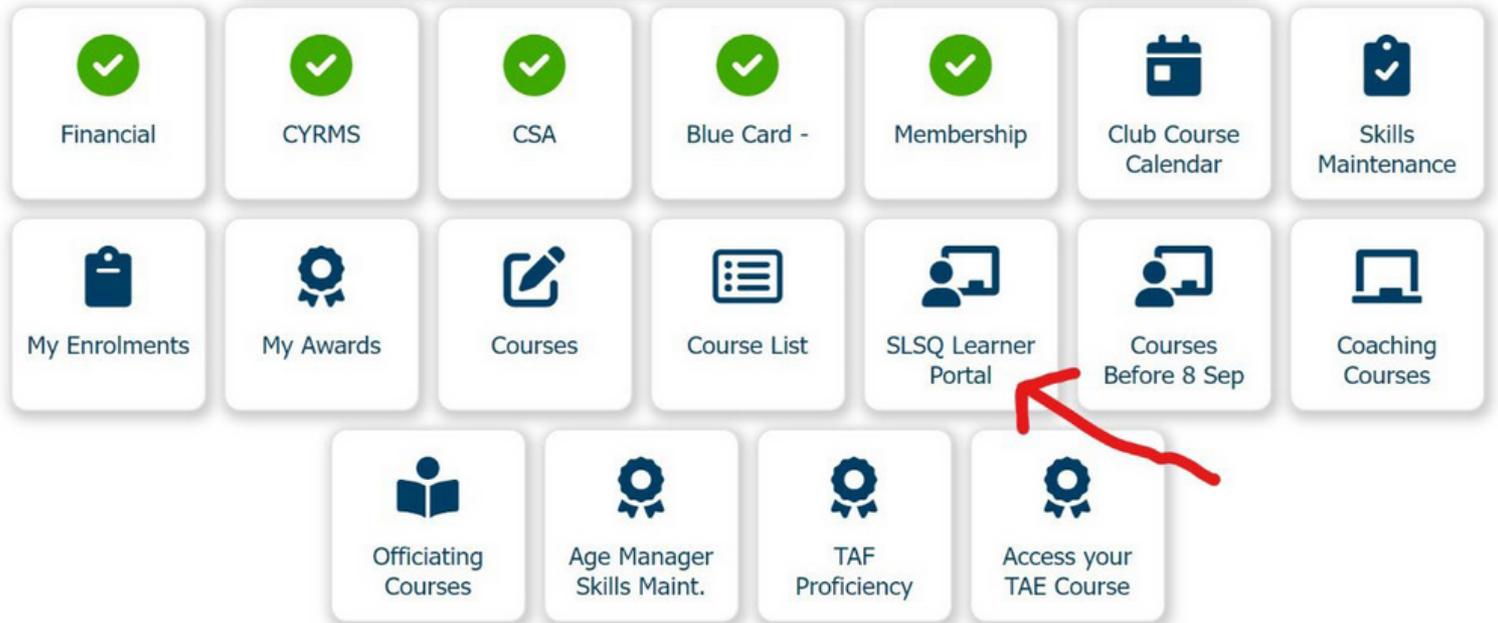
I have read and understood the student information sheet

Step 5- you will be brought back to the hub- click learner portal



Home My Awards Courses Course List Club Course Calendar My Enrolments Help

completing an enrolment form. Shared email addresses may cause delays in processing your enrolment.



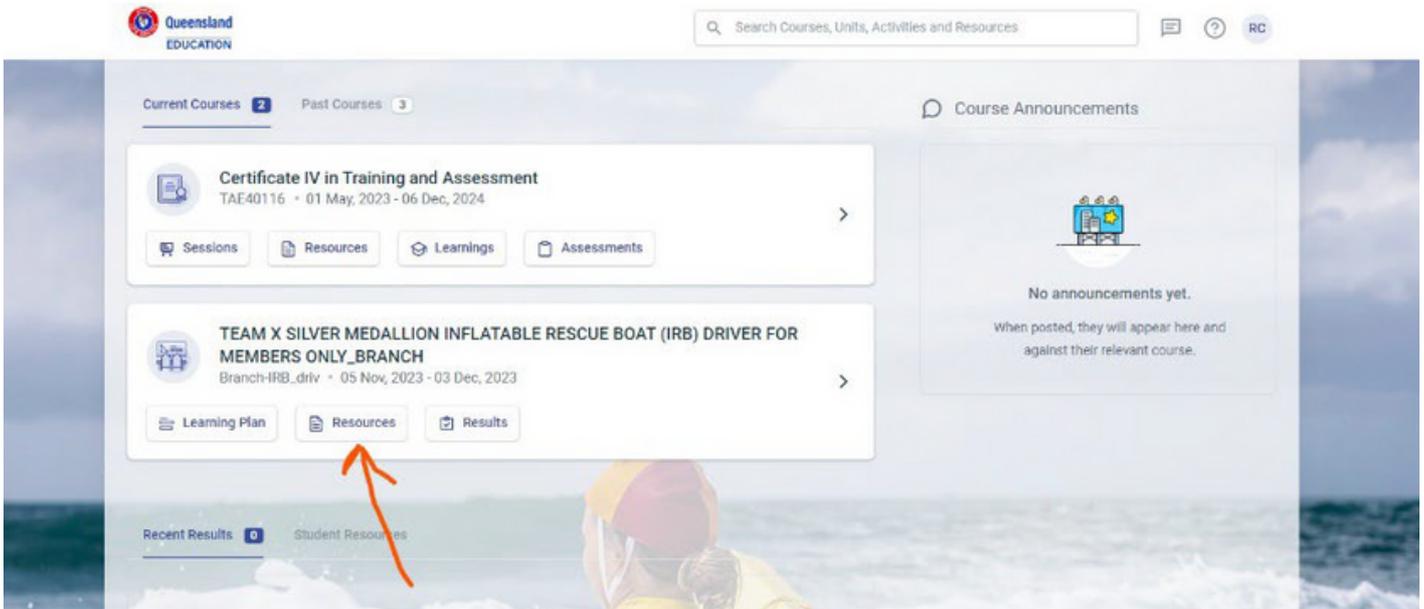
Log into Axcelerate: First Time? you will need to make a new account.

Trouble shooting no 'sign up' option:

Your details may have already been taken from the hub to make a placeholder account

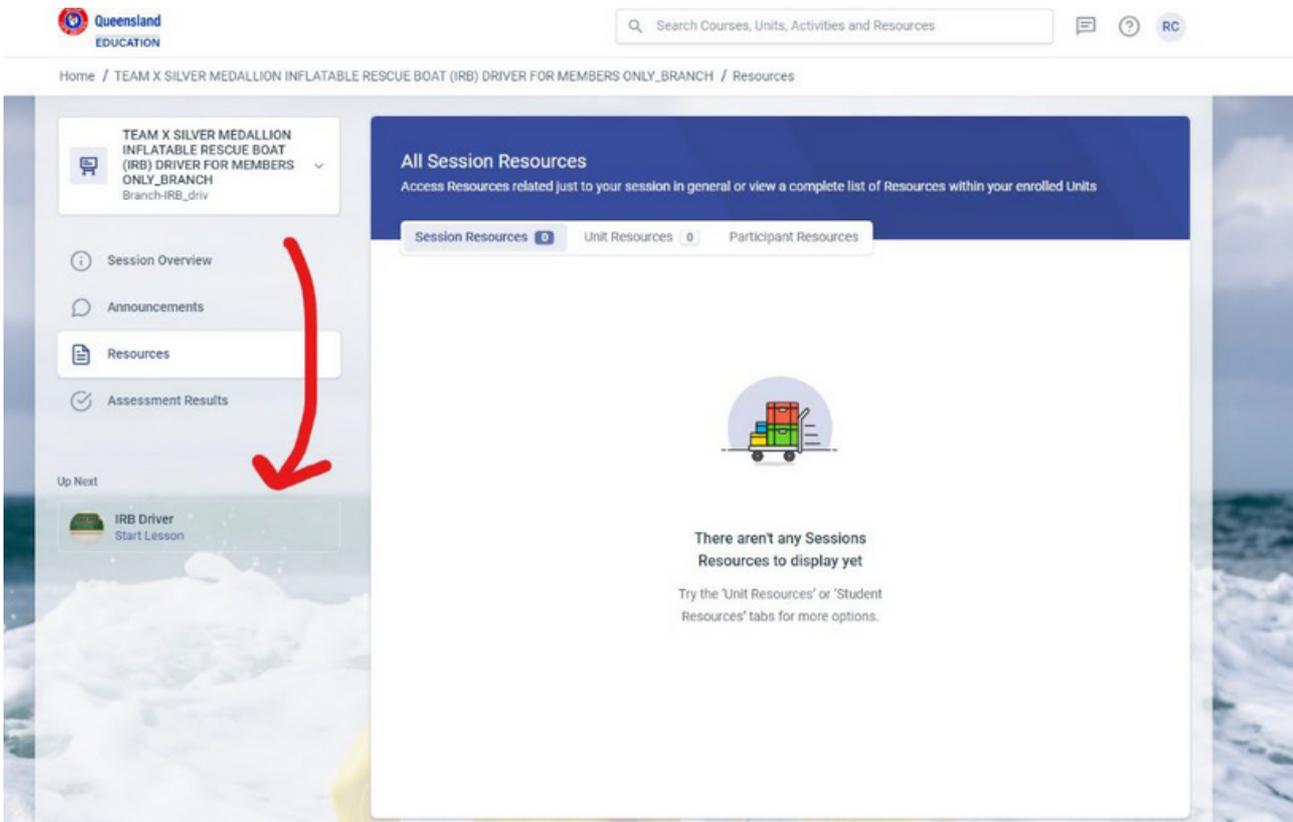
- Check your emails (spam folder usually) and there will be an email prompting you to make an account (with a link) Check your parents email if you are U18 (your email may not be updated to your own on surfguard)
- Enter your phone or email and click forgot password-reset
- Create an account with an email/phone number, different to whats listed as yours on surfguard- once in, email rto@lifesaving.com.au to Merge you and your placeholder account (get your surf club office to check if you have an account made already to merge with first)

Step 6- Your enrolled award should show up- got to resources



(if your trainer can see your enrolled in a course but you cannot see your learning on this page, your place holder account is most likely enrolled not you)- Contact rto@lifesaving.com.au

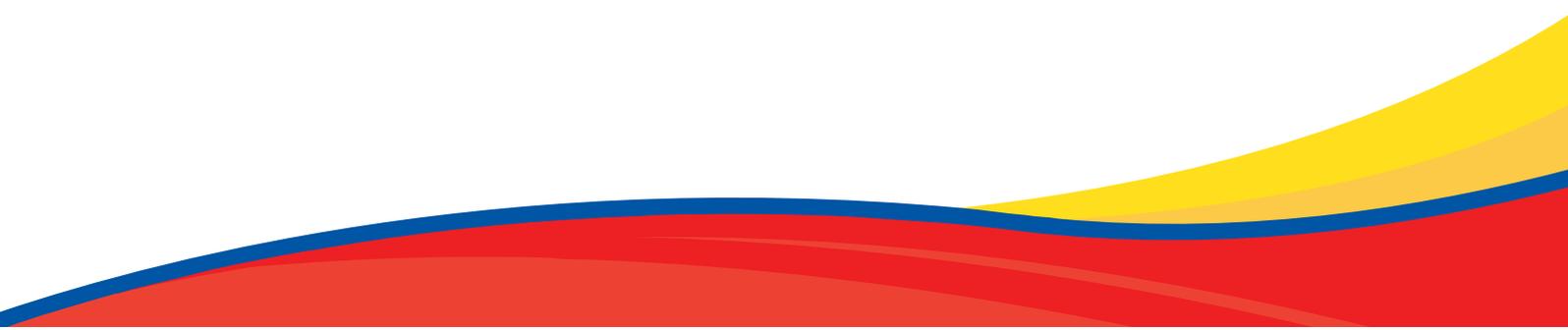
Step 7- begin lesson



For further assistance please contact:
Belinda Doman
deputypresident@coolangattaslsc.com.au
0438 204 479

The Office – Mon, Wed, Fri - 9am – 4pm
office@coolangattaslsc.com.au
(07) 5536 8474

For Axcelerate Account issues contact Rto@lifesaving.com.au





QUEENSLAND
EDUCATION
Courses & Training

INDIVIDUAL POOL SWIM FORM

Surf Rescue Certificate: 200m in 5 mins or less

Bronze Medallion: 400m in 9mins or less

Gold Medallion: 800m in 14 mins or less

*Note: This form can only be completed a current SLSA Bronze Medallion Trainer or Assessor, SLSA/ SAL Development Swim Coach or higher. For skills maintenance/ proficiency **ONLY** an Endorsed Delegate can complete.*

Members Name: _____ **DOB:** _____

Members Club: _____

Location that Pool Swim was conducted: _____

I certify that the member named above completed a pool swim in a pool no less than 2.5m in length in the time detailed below.

Distance: 800m 400m 200m **Swim Time:** _____ **Date:** _____

New Award Skills Maintenance Proficiency

Witness Name: _____

Witness Qualification & Number*: _____

* Swimming Australia Coach - Please attach a copy of your qualification

Witness Signature: _____

