



ANNOUNCEMENT

TO:	Club Presidents, Club Secretaries, Club Captains, Club CTOs, SLSS Vol Facilitators First Aid CC: BOM, LSRSC, EC, SSC, Y&JDC, MSC
FROM:	Director Education
DATE:	Thursday, 9 October 2025
PAGES:	4
NUMBER:	18: 2025/26
SUBJECT:	Volunteer Facilitated First Aid Courses Club Information
OVERVIEW:	This announcement is to provide the details and process for Clubs who wish to organise Volunteer First Aid Courses delivered by Volunteer endorsed Facilitators.

Volunteer First Aid Facilitators (VFAFs) will be utilising Australian Lifesaving Academy resources to deliver the course, however, there is different administration process for booking course, pre course work to be completed by participants and the award processing following the course. Clubs are required to understand and follow the information below to ensure course process and participants receive their awards efficiently afterwards.

Awards and Statements of Attainment

First Aid awards are processed via Surfguard in the same way as all other volunteer delivered awards. Certification costs are being fully subsidised by SLSNSW, therefore the First Aid SLSA award AND the HLTAID011, HLTAOD010 and HLTAID009 units of competency will be issued. Candidates will receive an electronic certificate and statement of attainment be email.

Booking Process

As there is a limited number of Volunteer First Aid Facilitators within our Branch, Clubs will need to be flexible with their requested dates for First Aid Courses.

Delivery format for the First Aid course is 6 hours and can be held over :

Evening delivery - 2 x evenings + pre-course work) OR

Weekend delivery - 1 full day + pre-course work

Clubs should allow at least 4 weeks when requesting a First Aid course so that there is sufficient time to confirm a Facilitator for the course and course participants have sufficient time to complete the pre-course workbook by the deadline provided.

Our Branch Partners and Sponsors





Clubs are asked to please complete an [online booking request form for a First Aid course](#) so we can share with the Volunteer First Aid Facilitators (where applicable) for appointment of Facilitator for your club course. Clubs may, of course, contact your preferred Facilitator prior to lodging a booking request form to check their availability, but please remember this does not negate the requirement of the online booking request to branch office.

We asked that Clubs ensure a minimum of 10 members are confirmed for these courses. We encourage clubs to work together to meet the minimum number if required. A maximum of 16 participants will be applied if there is only one (1) endorsed Facilitator. This number may be extended if there are additional Facilitators, the club can provide enough equipment available and there is sufficient space available at the venue.

Clubs can create their own process to collect EOIs from your members for the course.

Recognition of Prior Learning (RPL)

Members who wish to apply for Recognition of Prior Learning (RPL) for any element (such as CPR HLTAID009), should be made aware that due to the delivery format of the course, they will still undertake the training of all course elements. As assessment tasks happen throughout the course, not at the end, it is impractical to apply RPL to any individual element.

Training Equipment Required

Clubs will need to supply training equipment for the VFAP and participants to use, in order for the course to be run successfully. Remembering that many of our VFAPs are not commercial trainers and do not have their own equipment. A list of required items can be found on page 4 of this document.

Course Administration

Just like with Club-run training courses (such as Bronze or SRC), Clubs will be responsible for some of the Surfguard administration for the course. Clubs should follow these steps :

Before the Course

1. Club completes the booking request online form to Sydney Branch [online booking request form for a First Aid course](#)
2. When the course is confirmed, the Club will receive confirmation from Branch.
3. Club can then send 'course participant' information to all participants.
4. Club can create a new assessment request in Surfguard for **those members who are doing the course for the first time** :
 - Assessment Type = Award
 - Activity Start Date = first date of the course
 - Proposed Assessment Date = final date of the course (same as above if one day course)
 - Award Type = SLSA Education
 - Award = First Aid (this includes HLTAID011 Provide First Aid)
 - 2 units of competency will appear on the left (HLTAID010 and HLTAID009 will appear on the left. Move them all over to the right (as needed)
 - Add your members to the course as they are confirmed
 - Save the assessment request and leave it as incomplete so you make changes if needed. Submit it when it's ready. The Branch will then 'approve' it.

Our Branch Partners and Sponsors





If any of your members already hold this award, and this is a First Aid refresher course for them, you will need to raise 2 assessment requests for them:

5. Raise a New assessment request in Surfguard for the members updating their First Aid award:
 - Assessment Type = Bulk Proficiency
 - Award Type = SLSA Education
 - Award = First Aid
 - Add your member/s
 - Save the assessment request and leave it as Incomplete so you can make changes if needed. Do not 'submit' it. This will be done by the Branch office when the course is finished and the paperwork has been submitted.

6. Raise a 2nd New assessment request in Surfguard for the same members:
 - Assessment Type = Award
 - Award Type = AQTF Module
 - Award = Provide First Aid 2021
 - 2 units of competency will automatically appear. Move the 3rd unit (provide basic emergency life support HLTAID010) over to the right with the others.
 - Add your eligible members to the course
 - Save the assessment request and leave it was Incomplete

7. Email all your course participants the 'course participant / joining instructions' (template provided by SLSNSW / SLSSyd) for you to use [link to SLS Sydney Participant Template](#)

8. Download the Attendance Records and Form 14 from each assessment request for the Facilitator to use on the day.

9. Make sure you have all the required training equipment available for the course. See the list on page 4.

After the Course

The VFAF will finalise all the course paperwork and return it to the Club contact, including a copy of the Form 14 with a summary of the participants results. The Club should use this to 'Process the Results' of the Assessment Request/s in Surfguard. All course paperwork should then provided to Branch Office (Linda) for finalising, as quickly as possible.

Proficiencies

Only participants that already hold the 'First Aid' SLSA award and successfully complete the course, can then have the expiry date of their award updated by the Club via Surfguard as a Proficiency. Earlier versions of the award (such as First Aid (AID), Senior First Aid etc) should NOT be made proficiency, as these refer to past awards that are no longer active. Members who hold the older versions should be issued the new award only.

Our Branch Partners and Sponsors





Training Equipment To Be Provided by Clubs

The following list is the recommended minimum required for a group of 16 candidates. Clubs should extrapolate these numbers if the course is confirmed for a larger group.

Normal Infection Control

- Hand sanitizer
- Manikin wipes (lots)
- Disposable gloves (at least 4 pairs each)

CPR

- 4 adult manikins
- 4 infant manikins
- 4 AED trainers
- Each candidate to have their own resuscitation mask

Medical Emergencies

- 4 space blankets
- 8 trainer asthma puffers and spacers
- 8 EpiPen and Anapen trainer units (must have both types)

Bites and stings

- 4 PIT compression bandages

First Aid Kit or scenarios

2 kits will be required for use during simulated first aid scenarios. (Clubs can utilise above items). Minimum contents should include the following items. Note that these don't need to be new items. They can be versions that are cleaned and reused for training, or event simulated versions that are clearly labelled:

- 2 x Saline solution (can be empty, small vials or a bottle labelled 'saline')
- 2 x compression bandages
- 2 x triangular bandages
- 2 x Combine dressings
- 2 x non adherent dressings
- 1 x notepad and pen/pencil
- 4 x pair gloves
- 1 EpiPen or Anapen trainer
- 1 x trainer asthma reliever and spacer
- 1 x space blanket
- 1 x cold pack (can be a used one, or a simulated one in a zip lock bag labelled 'cold pack')
- Pack gauze

Any further questions relating to this information, please contact branch office lifesaving@sls.sydney or Director Education director_education@sls.sydney

End Document

Our Branch Partners and Sponsors

 safe365[®]

 Betty's Burgers

 BUYERS MARKET
BUYERS AGENTS