

# National Pool Lifeguard Award Assessor Toolkit

## Overview

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### Purpose of this toolkit

The purpose of this toolkit is to provide a set of resources for Assessors who carry out workplace based assessment of the following unit standards:

- **Unit Standard 5683** Perform aquatic rescue techniques in a swimming pool environment L3, C4, v3
  - **Unit Standard 5684** Intervene to prevent an emergency situation arising in an aquatic facility L3,C4, v3
  - **Unit Standard 5685** Respond to an emergency in an aquatic facility L4, C6 v3
  - **Unit Standard 5686** Supervise patrons at an aquatic facility L4, C4 v3
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### Contents

This toolkit contains the following topics.

Topic	See
Assessment Checklist	Sec 2/1-22
Sample Scenarios	Sec 3
Risk Management Activity and sample answers	Sec 4

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## How to use this toolkit

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**Introduction** The tools presented here have been adapted from the Assessor Resource (the Blue Book) developed from assessment resources supplied by assessors who carry out thorough and effective lifeguard assessment in the workplace.

### **Contributors include**

Manakau Leisure Services  
Wellington City Council  
Christchurch City Council  
Porirua City Council  
CLM  
NZRA

**Before you begin assessing** In addition to the tools provided here it is essential the assessor is familiar with and uses the policies and procedures related to the life-guarding role that are unique to each facility, these will include:

- Normal Operation Procedures (NOP)
- Emergency Action Plans (EAP)
- Supervision Guidelines
- Health and Safety Policies

**Warning** First aid and resuscitation skills and knowledge are an integral part of emergency response in a swimming pool; it is essential the candidate has achieved competency for first aid unit standards **6401 Provide first aid L2** and **6402 Provide resuscitation level 2 L1** prior to assessment of the life-guarding units.

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## How to use this toolkit, Continued

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This toolkit includes

1. **Practical Activity Instructions and Oral Questions** which provide opportunities for the lifeguard to demonstrate practical skills that occur regularly in their life-guarding role but are not in response to emergency situations.
2. **Simulated Emergency Scenario Instructions and Oral Questions** which provide opportunities for the lifeguard to demonstrate his/her knowledge, skill and ability for responding to emergency situations.
3. **Checklist** which will provide a record of assessment and your feedback and comments that relate to individual candidates you will assess. The checklist should be retained for moderation and quality checking purposes.

Sample scenarios which will assist with setting up practical activities and simulated emergency scenarios have been provided.

We strongly recommend you take some time to develop your own scenarios based around the unique needs of your facility Emergency Action Plan, Normal Operating Procedures and Supervision Guidelines.

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## Best Practice Assessment

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Your role and responsibilities	As workplace assessors you will understand how important it is to assess a candidate against unit standards to determine competency using the five principles of Best Practice Assessment:
Sufficient Evidence	Have you seen, heard or read enough to say the candidate can confidently and consistently repeat the competency?
Fair Assessment	Have you as the assessor provided a fair and quality opportunity for the candidate to demonstrate his/her skills, abilities or knowledge?
Valid assessment and evidence	Are the assessment tasks and the evidence you are looking for related to the life guarding unit standards and the NOPS and EAPs unique to your facility?
Authentic	Is the evidence you are seeing, hearing or reading the work of the candidate you are assessing?
Current	Is the evidence you are seeing or reading recent enough to be current i.e. within three months of the actual assessment? Are you sure the candidate can "confidently and repeatedly" demonstrate the knowledge or skill?

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### **Credit Reporting**

Credit reporting for the NPLA unit standards must be sent to Sfrito within two weeks of completion of the assessment.

Credit reporting pads are available from Sfrito please call 0800 737 486.

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## What to assess and where

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<b>Background</b>	Setting up artificial assessment activities to collect evidence of risk management, supervision and incident prevention is not recommended. Putting the candidate into a real workplace to respond to real customers will provide the best evidence of these competencies.
<b>Under supervision</b>	Candidate lifeguards should be assessed on job under the supervision of a qualified lifeguard.
<b>Practical Activities</b>	Lifeguarding – that is supervision, risk management and incident prevention are assessed through observation of practical activities. Where possible gathering naturally occurring evidence complemented by oral questioning in the workplace.
<b>Simulated Emergency Scenarios</b>	Emergency response skills and knowledge are most effectively assessed through observation of activities set up in a scenario situation therefore gathering evidence which is not likely to occur naturally or frequently in the workplace
<b>Oral or Written</b>	Most assessment activities throughout this resource are supplemented with follow up oral questions. We recommend you develop a set of questions and model answers that meet the needs of your facility EAP, NOP and Supervision Guidelines.

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**Feedback** If you have any suggestions or feedback about this resource please contact:

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<b>National Pool Lifeguard Award Assessment Schedule</b>		<b>Assessment Tasks and Questions</b>
<b>Unit Standard 5683 Perform aquatic rescue technique in a swimming pool environment L3 C4, V3</b>		
Element		
1.	Perform aquatic rescue technique in a swimming pool environment and describe their application in an aquatic facility	Simulated Emergency Scenario Task # 1, 2, 3 Oral Q. 1, 2, 3, 4 & 4a
2.	Demonstrate the use of a floatation aid to assist a rescue in a swimming pool environment	Practical activity – Task # 4 & 5 Oral Q. 5
3.	Demonstrate defensive techniques whilst going to the aid of a swimmer in difficulty in a swimming pool environment	
<b>Unit Standard 5684 Intervene to prevent an emergency situation arising in an aquatic facility L3 C4, V3</b>		
Element		
1.	Explain factors that contribute to safety problems in an aquatic facility	Oral Q. 14, 15 & 16
2.	Take action to resolve safety problems at an aquatic facility	Practical activity – Task # 10 Oral questioning – see scenario
3.	Communicate with lifeguards and patrons (customers) in an aquatic facility	
4.	Explain the Emergency Action Plan for the aquatic facility	Oral Q. 14, 15 & 16
<b>Unit Standard 5685 Respond to an emergency in an aquatic facility L4 C6, V3</b>		
Element		
1.	Identify and explain signs of people in difficulty in an aquatic facility	Oral Q. 6
2.	Apply aquatic rescue techniques in response to a simulated emergency in the water at an aquatic facility	Simulated Emergency Scenario Task # 5 Oral Q. 7 & 8
3.	Respond to a simulated emergency when people are in difficulty and require assistance out of the water at the aquatic facility	Simulated Emergency scenario Task # 7 Oral Q. 10
4.	Explain and demonstrate, using a simulated situation in the aquatic facility, the management of the casualty with a suspected spinal injury	Simulated Emergency Scenario Task # 12 Oral Q. 21, 22, 23 & 24
5.	Explain when and how bystanders might be used in an emergency situation at the aquatic facility	Oral Q. 25, 26 & 27
6.	Communicate with emergency service and provide post emergency care following an emergency at the aquatic facility	Practical activity – Task # 6 Oral Q. 7 & 9
7.	Explain and demonstrate procedures for reporting and recording incidents at an aquatic facility	Practical activity – Scenario Task # 8 Oral Q. 10
<b>Unit Standard 5686 Supervise patrons at an aquatic facility L4 C4, V3</b>		
Element		
1.	Explain roles and responsibility of the lifeguard at an aquatic facility	Oral Q. 11, 12 & 13
2.	Control hazards and risks associated with an aquatic facility	Practical activity – Task # 9 Hazard ID and Risk Management Activity, 10 Scenario & 11 Oral Q. 17, 18, 19 & 20
3.	Apply supervision techniques to maintain safety in an aquatic facility	Practical activity - Task # 11 Oral Q. 11, 12, 13, 17, 18, 19 & 20
4.	Promote compliance with safety rules at an aquatic facility	Practical activity – Task #10 Oral Q. see scenario