



ROYAL LIFE SAVING
WESTERN AUSTRALIA

COMMUNITY TRAINER ADMINISTRATION GUIDE



2026-27

Welcome

Thank you for becoming a Community Trainer with The Royal Life Saving Society WA Inc (RLSSWA).

This administration handbook will provide you with an overview of the requirements to develop and maintain your Trainer Licence.

You will gain an understanding of the RLSSWA administration procedures as well as cover off on the resources requirements and delivery and assessment methods.

During this course your trainer will review this guide and refer to a number of other documents and processes that you are required to follow in order to effectively deliver and assess RLSSWA awards.

We look forward to working with you.

The Royal Life Saving WA team



THE HISTORY OF ROYAL LIFESAVING WA

The Royal Life Saving Society Australia (RLSSA) is a not for profit benevolent organisation and has developed into the leading water safety education organisation in Australia. Its foundation stems from the United Kingdom, where William Henry commenced water safety education in 1891 and this spread to Australia in 1894.

In 1924, the RLSSA was granted a Royal Charter by King George V and the official RLSSA was formed in 1934. Many aspects of the Society's operations were managed from the United Kingdom until 1957. In 1959 a supplemental Charter was granted by Queen Elizabeth II and this formally established the National Branch of the Society in Australia. A permanent national secretariat was established in 1978.

In 1984, the Society incorporated as a public company limited by guarantee.

The Royal Life Saving Society Western Australia was formed in 1909 by a Police Sergeant in Kalgoorlie who conducted water safety education programs for people who travelled to the coast for holidays.

OUR MISSION

To prevent the loss of life and injury in the community, with emphasis on aquatic environments.

AIMS & OBJECTIVES

To prevent the loss of life and promote safe participation in water related activities.

Through the:

- Provision of educational programs for water safety, swimming, survival, lifeguarding and resuscitation.
- Rescue and lifeguarding programs.
- Water safety programs
- Aquatic safety audits and risk management services.
- Public education and promotion of water safety.



HOUSEKEEPING

When becoming a Trainer with The Royal Life Saving Society WA (RLSSWA) you are representing the organisation. A professional approach should be taken during all interactions.

PUNCTUALITY

Trainers should arrive at the venue in time to:

- Perform the necessary on-site checks
- Complete course preparation
- Greet the candidates as they arrive

PROFESSIONALISM

- Maintain a positive and professional approach, even when dealing with difficult participants.
- Provide consistent, constructive feedback to candidates throughout the course.
- If concerns arise, address them privately with the candidate.

TRAINING RESOURCES

Community Trainers can access all required training materials through their aXcelerate portal after completing all components of the Aquatic Trainer course.

APPROPRIATE DRESS

Trainers should wear professional and practical attire, including:

- A RLSSWA Trainer polo shirt or Trainer rash vest
- Dark shorts or pants
- RLSSWA name badge
- Closed in shoes (unless poolside)

ORDERING RLSSWA UNIFORM

Upon completing all trainer requirements, trainers may order their official RLSSWA training shirt, rash vest, and name badge online at:

<https://www.royallifesavingwa.com.au/training-development/community-trainers/community-trainer-uniforms>





WHO IS A COMMUNITY TRAINER?

Royal Life Saving Community Trainers are people who are qualified to deliver training courses within the community throughout Western Australia.

Benefits of being a RLSSWA Community Trainer:

- Use of RLSSWA resources
- Uniform/badge/rash vest
- Recognition events
- Professional Development (both online and Face to face)
- Insurance
- Facebook group and eDM
- Community Education team available for ongoing support

WHAT CAN YOU TEACH?

Aquatic Trainer:

- Bronze Medallion
- Resuscitation*
- Bronze Cross
- Bronze Star
- Aquatic Rescue for Group 3 Pools
- Aquatic Rescue for Hydrotherapy
- Aquatic Rescue for Playleaders
- Heart Beat Club
- Aqua Skills 55+
- Heart Beat 45+

Resuscitation Trainer:

- Resuscitation*
- Heart Beat Club

Heart Beat Trainer:

- Heart Beat Club
- Heart Beat 45+

*Please note, Community Trainers are only allowed to teach the Community Resuscitation award, which does not include the unit of competency HLTAID009.

RESOURCES

WRITTEN RESOURCES

All written resources are supplied by RLSSWA. You are unable to modify resources provided by the organisation.

DELIVERY OUTLINES

RLSSWA provide delivery outlines for all courses. These outlines incorporate all delivery and assessment requirements for initial and requalification courses as taken from the Swimming and Lifesaving water safety for all Australians 7th edition and must be followed for all courses.

PHYSICAL RESOURCES

Please ensure you hold appropriate equipment to be able to deliver our community courses, such as noodles, kick boards, life jacket, manikins etc. RLSSWA do not provide physical resources for community trainers.

REASONABLE ADJUSTMENT

Reasonable adjustments ensure that students with disabilities or injuries can fully participate in education and training. These adjustments are designed to provide equitable access, not to give an unfair advantage, alter course standards, or guarantee success. Any modifications to teaching, learning, or assessment methods must be justifiable and uphold the integrity of the award.

UNSUCCESSFUL CANDIDATE

Candidates should receive progress updates throughout the course.

If deemed “Not Yet Competent,” they should be issued a Candidate Reassessment Form and given an opportunity to rebook by contacting the RLSSWA Office.

DIFFERENCE BETWEEN A UNIT OF COMPETENCY AND RESUSCITATION AWARD?

A Unit of Competency is nationally recognised and must meet the requirements of the training package, outlined on www.training.gov.au. Only VET trainers can deliver the Unit of Competency.

The Royal Life Saving Resuscitation award follows the requirements outlined in the Swimming and Life Saving Manual. There is no Unit of Competency attached to the Resuscitation award.



AWARD SHEETS

Award sheets are an assessment document and must be completed in full. Any award sheet that is not fully completed will be returned to the trainer for completion, thus delaying the release of the awards.

Ensure correct spelling and legible writing

- Ensure all the assessment boxes are marked with √ (tick) for Competent (C)
- X (cross) if Not Yet Competent (NYC)

The award sheet must be sent to RLSSWA along with the Payment form and the Participant Info Form.

Award sheets must be returned to RLSSWA for awarding process within 48 hours from completion of the course.



Email all documents to ctsupport@royallifesavingwa.com.au

ROYAL LIFE SAVING WESTERN AUSTRALIA
 The Royal Life Saving Society WA
 400 Kingsway Road, 6th Floor, Perth WA 6000
 Phone (08) 9439 6100
 www.rls.org.au

BRONZE MEDALLION AWARD SHEET

Course Organizer: Jane Forrest
 Course Location: Claremont Pool
 Date of Examination: 20/01/2025

Return to RLSSWA within 2 days of completing course

Participant ID number	Participant Details (Capital, LF1980)	Competent (C) Not yet Competent (NYC)	Participant signature
1	V Jayden Smith 26/04/1984	C	<i>Jayden Smith</i>
2	V Sam Robertson 05/02/1992	NYC	<i>Sam Robertson</i>
3			
4			
5			
6			
7			
8			
9			
10			
11			
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15			
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17			
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19			
20			

CERTIFICATES WILL BE EMAILED TO PARTICIPANTS - Email address if course organizer/trainer needs copies

Trainer Name: Jane Forrest
 Signature: *Jane Forrest*

Verify that the candidates who have been deemed competent have completed all assessment components as indicated

Participant ID	First Name	Surname	Theory	Primary Skills	Reach Rescue	Stroke	Total Time (15 mins/20 mins) Please initial time	400m Swim (15 minutes) Please initial time	Survival Skills	Accomplished Assessment and Goals	Fee	Special Injury	Subsidiary Skills/Notes	SAPS and Accoun	Rescue and Resuscitate	Rescue Initiative	C/MC	
																		C
1	Jayden	Smith	V	V	V	V	2:55	12:01	V	V	V	V	V	V	V	V	V	C
2	Sam	Robertson	V	V	V	V	3:02	14:05	X	V	X	V	V	X	V	V	V	NYC
3																		
4																		
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Comments:

PAYMENT INFORMATION

You will be invoiced an award fee for each successful participant listed on the award sheet. Please note RLSSWA does not issue invoices for individual students.

Trainer details	
Trainer name:	Jane Forrest
Trainer contact number:	0433556677
Trainer email:	jane.forrest@xxx.com
Please indicate if you volunteered your time or were paid for this course:	volunteered
Volunteer = participants were only charged award fee Paid = participants were charged trainer fees or you were paid by your employer to assess the course	
If volunteered, please provide the amount of training hours:	10 hours
Payonline	
Please wait for the invoice and payment information to be sent to you	
If invoice is required please provide details below:	
Organisation:	The Trainer
Purchase order number:	
Email address to send invoice:	jane.forrest@xxx.com
For awarding process please return the award sheet to ctsupport@royallifesavingwa.com.au or post it to RLSSWA PO Box 28 Floreat Forum 6014	



PARTICIPANT INFORMATION FORMS

Participant information forms should be completed and reviewed when checking ID. Any candidate who is unable to complete all aspects of the course should be informed to rebook at a later stage.

This form must be completed by all participants attending the course and returned with the Award sheet. Please ensure it is completed in full.

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PARTICIPANT INFORMATION

Please fill in ALL sections clearly
If you have any queries please don't hesitate to contact the training department
Phone: 08 9393 6200 (Email: training@rslswa.com.au)

Given Name: _____ Surname: _____
Email: _____ (Please include your email address as your certificate will be emailed to you)
Date of Birth: _____
Telephone Numbers: _____ Gender: Male Female
Mobile: _____ Other: _____
Address: _____
Suburb: _____ Post Code: _____
Emergency Contact Name: _____ Mobile: _____

Are you of Aboriginal or Torres Strait Islander Origin? No Yes, Aboriginal Yes, Torres Strait Islander
 Yes, both Aboriginal & Torres Strait Islander

Do you speak English at home? Yes No, I speak: _____
(Please inform your trainer if you have any difficulty understanding your trainer)

Do you have a disability, impairment or long term medical condition? No Yes, please specify: _____

Do you have any language, literacy or numeracy requirements to complete this course? No Yes (if Yes, please inform your trainer) if YES, please specify: _____

Tick or cross the below points

I understand I will be provided feedback throughout the course and will only be notified if I am not yet competent

RLSWA has provided the policies, procedures and terms of enrolment

I give permission for my statement of attainment to be sent to a third party such as an employer, parent or teacher

Signature of Participant: _____ Date: _____



SUBMITTING AWARD SHEETS

ELECTRONIC AWARD SHEET

For a simple and quick way to send in assessments, we highly encourage you to use the electronic award sheet!

The electronic award sheet is an excel spreadsheet that is designed to collect participants information, mark them Competent or Not yet competent and submit payment details all in one single file. The excel can be downloaded from your Axcelerate portal and sent to the RLSSWA team via email.

This avoids printing and scanning of multiple sheets and importantly, typos!

Candidates will be issued with awards no later than 10 working days, after receiving the assessment paperwork. During peak periods start of November – end of February, the awarding process might be slightly delayed.

Award sheets or electronic award sheets are to be emailed to ctsupport@royallifesavingwa.com.au

RECORD KEEPING

You are not required to keep any records of the assessment paperwork, but please keep a copy of the documents if you are posting it in.

ID VERIFICATION

It is a requirement of the trainer to verify that the candidate undertaking the course is in fact that person, prior to the course commencing.

Many of the qualifications that are issued by Royal Life Saving may lead to employment or are a prerequisite for employment. For this reason Royal Life Saving must ensure that all candidates receiving accreditations are actually the person who completed the course and are in fact competent in all necessary skills.

If the Candidate was unable to perform these competencies when required, then Royal Life Saving, the trainer, the Employer and the Candidate could be open to litigation. It is for this reason that the Royal Life Saving Society are now insisting Candidates verify their identity prior to undertaking the training course.

Before the course begins, trainers must verify candidates' identities using one of the following:

- Drivers Licence
- Passport
- Student ID

MEMORANDUM OF UNDERSTANDING

An MoU is an agreement between Royal Life Saving Society and the Trainers. It is designed to provide an effective partnership between The Royal Life Saving Society Western Australia Inc and the individual named in the contract.

Community Trainers are provided with a MoU every year at requalification time.

REQUALIFICATION

TRAINER REQUALIFICATION

The Trainer Licence expires every year on the 30th of June.

The requalification is an easy online process that requires the following:

- Completion of a minimum of 3 Professional Development sessions throughout the year
- Holding a current qualification such as Bronze medallion (for Aquatic Trainers) or Resuscitation (for Resuscitation and HBC Trainers) and a current Working With Children check
- Delivery of a minimum of 3 courses per year (recommended).

LICENCE BENEFITS

Once you obtain your Trainer Licence you become a Member of the Royal Life Saving Society WA.

Your membership reflects our shared commitment and purpose to empower our community to be safe in and around water. We are confident that your involvement will contribute to the growth and success of our lifesaving community.

Here are some of the benefits included within your Membership:

- Free online professional development sessions
- Ongoing face-to-face professional development opportunities
- Member recognition events
- First notice of job opportunities provided by Royal Life Saving WA
- Insurance cover for the duration of your Licence
- Ongoing support and customer service.

REQUIREMENTS TO OBTAIN THE ROYAL LIFE SAVING WA TRAINER LICENCE

AQUATIC & RESUSCITATION TRAINERS

Requirements:

- Current Bronze Medallion or START
- WWCC

Logbook – Refer to document

- You will be required to deliver, demonstrate and assess one (1) Bronze Medallion course with an approved RLSSWA trainer/assessor
- You have 2 months to complete and submit the logbook

HEART BEAT CLUB TRAINERS

Requirements:

- Current Resuscitation award or Provide Cardiopulmonary Resuscitation HLTAID009 statement of attainment
- WWCC

Logbook – Refer to document

- You will be required to deliver one (1) Heart Beat Club course with an approved RLSSWA trainer/assessor
- You have 2 months to complete and submit the logbook

RESUSCITATION TRAINERS

Requirements:

- Current Resuscitation award or Provide Cardiopulmonary Resuscitation HLTAID009 statement of attainment
- WWCC

Logbook – Refer to document

- You will be required to deliver, demonstrate and assess one (1) Resuscitation course with an approved RLSSWA trainer/assessor
- You have 2 months to complete and submit the logbook

WHAT'S NEXT?

After completing the Aquatic and Resuscitation Trainer course you are required to co-present on a full Bronze Medallion course (2 days) and be signed off on your Logbook by one of our “approved Trainers”.

Trainers living in the metro area can look at public courses available on our website, then contact the Community Education team to organise the co-presentation.

Trainers living in regional areas can contact the Community Education Team to discuss opportunities to co-present.

Logbook and WWCC must be returned to ctsupport@royallifesavingwa.com.au

The Aquatic and Resuscitation Trainer Licence will be issued within 7 working days.

Contact the Community Education Team

PH: (08) 9383 8200

Email: ctsupport@royallifesavingwa.com.au

You're joining a network of
**400+ COMMUNITY
TRAINERS STATEWIDE**



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