



AUSTRALIAN LIFESAVING
ACADEMY

**IRB Crew Certificate
Delivery and
Assessment Guide**



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Introduction and Administration

Course Overview



The aim of this course is to help the participant develop skills and knowledge to effectively act as a crewperson in rescues using an Inflatable Rescue Boat (IRB).

This course leads to the SLSA Award IRB Crew Certificate. Candidates will also develop knowledge and skills to enable them to demonstrate competence in the nationally recognised unit of competence:

- PUASAR015A Crew small powercraft in a rescue operation.

This unit forms a part of the nationally recognised PUA31310 Certificate III in Public Safety (Aquatic Search and Rescue).

The approximate times indicated in the session plans will vary depending on factors such as the number of candidates, number of Training Officers, equipment availability and environmental conditions. Trainers should apply as much time as is required to ensure the competence and safety of candidates

Course Outcomes

By the end of this course, candidates will be able to:

Understand the roles and responsibilities of an IRB Crewperson

- List the duties of an IRB Crewperson
- List the safety considerations when crewing an IRB

Crew an IRB

- List the different classes of IRBs
- Identify the components of an IRB and ancillary equipment
- Contribute to the safe and efficient launching of an IRB
- Demonstrate safe crewing positions while negotiating the surf
- Perform emergency procedures
- Observations, hazards and risks are identified and clearly communicated to the driver

Maintain an IRB

- Perform pre-operational checks and preventative maintenance of the IRB hull
- Perform post-operational maintenance of the IRB hull
- Report major wear or damage according to organisation procedures



Perform rescues in an IRB as a crewperson

- Perform conscious and unconscious patient pick-ups
- Perform complex rescues including swimming rescues, sailboarder and kite surfer rescues.

Terminology

The following terms are used throughout this guide.

IRB - Inflatable Rescue Boat

IRB Personnel - Includes both IRB Drivers and IRB Crewpersons

Hull - The IRB not including the motor and ancillary equipment

PPE - Personal Protective Equipment

Icons

The following icons (symbols) are used throughout this manual to indicate the types of activities you will be undertaking as you work through the module.



Course Aim and Objectives

This icon is used to bring attention to the course aims and objectives.



Individual Learning Activity

This icon indicates that learners are required to undertake an individual learning task. This will usually involve the documenting of individual thoughts and ideas.



Group Learning Activity

This icon indicates that learners are required to undertake a group learning task. Group activities may be completed in pairs, trios or larger groups.



Remember this!

This icon is used to recap important and critical issues or content that learners should pay particular attention to.



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Assessment Activity

This icon indicates that learners are required to undertake an individual assessment of their skills and/or knowledge. This may involve completion of a scenario, a set of multiple choice questions and/or an exam.



Course Administration Checklist

Use the checklist below to assist in preparing for your delivery of IRB Crew Certificate course.

Steps	Day to be completed	Tick when completed
6 weeks before delivering module		
Obtain and read the course materials and make a personal list of preparation required.		
Book venue and equipment for each separate session. This course is planned around 1 IRB Trainer delivering to a group of 4 candidates. To do this you will require 1 fully equipped IRB for the group. This may be replicated for larger groups, e.g. 12 candidates required 3 trainers and 3 fully equipped IRBs.		
Promote course and organise candidates (Use the Learner Course Information from the Learning and Assessment Strategy in flyers, brochures and letters.)		
2 weeks before delivering module		
Confirm participant numbers and send out joining instructions – see example on the next page.		
Confirm bookings for venue, catering, training resources and equipment		
Obtain sufficient copies of participant materials for group size Each candidate should also have their own copy of the Powercraft Manual and the IRB Crew Certificate Learner Guide		
1 week before delivering module		
Complete own preparation		
Day before delivering module		
Check weather conditions-training may need to be modified if the conditions are outside what is deemed safe .i.e. dangerous surf, lightning		
Ring/email reminder to candidates about start time and to check all preparation listed in joining instructions have been completed		
First day of module		
Brief candidates on training venue facilities, OH&S considerations and course administration		
Ensure candidates sign attendance sheet		



Joining Instructions

This is an example only of the type of information that should be provided to candidates prior to attendance at this course. You will need to fill in the spaces with appropriate information.

Dear

Welcome to the IRB Crew Certificate course.

The course will be held:

Venue:

Dates:

Times: - please arrive ten minutes prior to start time.

Dress requirements are: Due to the motors and fuel, IRBs can be very dirty and oily. Older clothes that can get dirty are recommended. For in-water practical activities, appropriate swimwear, a rash vest and a wetsuit are also recommended. Sunscreen should also be brought to training.

Costs:

Your facilitator will be:

I hope you enjoy the course.



Learning and Assessment Strategy

Development

The IRB Crew Certificate course has been developed through consultation with key stakeholders in each of the states.

Proposed Target Group

This course is targeted at surf lifesavers that already have general surf knowledge and swimming ability. Candidates will range in age from 15 years and over.

Qualification Details

Candidates successfully completing the course will receive the SLSA IRB Crew Certificate and unit of competency PUASAR015A Crew small powercraft in a rescue operation. This unit forms a part of the nationally recognised PUA313310 Certificate III in Public Safety (Aquatic Search and Rescue).

Units offered and clustering

This course is not aligned to any nationally recognised units of competency.

Pathways (including recognition)

- Recognition of Prior Learning (RPL)
- Learning and Assessment
- Assessment Only

Entry Requirements

To enter the IRB Crew Certificate course you must have met the following course pre-requisites.

- Minimum of 15 years of age on the date of final assessment
- Hold the SLSA awards shown in the table below

Surf Life Saving Pre-requisite Awards
Bronze Medallion

Delivery Modes

The IRB Crew Certificate is a theory and practical course where candidates complete training through group discussions, theory sessions and practical activities.



Assessment Methodologies

Assessment for the IRB Crew certificate includes a mix of written questioning of theoretical knowledge and practical demonstration of skills.

Infrastructure Requirements

Learning Environment

Access to a surf lifesaving club and operational spaces associated with IRB use, including storage area, equipment wash down area. In addition to club facilities, a low surf or still water environment for initial training and access to varied surf conditions.

Learning Resources

- IRB Crew Certificate Learner Guide
- Powercraft Manual 7th Edition
- Course attendance sheet
- SLSA Powercraft Code of Conduct handout (Appendix 1)
- Club and state specific material that may impact the operations of IRBs on your beach e.g.
 - State Maritime Laws
 - Local council beach regulations
 - Club rules and regulations

Equipment Required

- IRB (laden and unladen)
- IRB accessories required to conduct safe operations
- Access to IRB equipment storage area
- Access to PPE

Access and Equity

The Academy values and respects access and equity principles clearly outlined in the Code of Practice.

Delivery and Assessment Staff

Training Officers must hold the appropriate SLSA Training Officer Awards for IRB and be able to demonstrate current vocational competence.

Assessors must hold the appropriate SLSA Assessor Awards for IRB and be able to demonstrate current vocational competence.

The current list of qualified personnel to deliver or assess these courses can be found on the SLSA Member and Qualifications Database Surfguard (Surfmate for Queensland)



Course Evaluation

- **Methods of data collection**
 - Feedback from candidates via questionnaire after program to gather quantitative data
 - Feedback from Trainers & Assessors through the Course Management system
 - Focus groups with representatives from industry (possibly affiliated states and territories of Surf Life Saving Australia) and candidates to determine value of qualifications to industry and to gather qualitative data

- **Evaluation Criteria**
 - Content - relevance, currency, complexity, sufficiency
 - Structure – timeframes, flow, cost effectiveness,
 - Resources – sufficiency, currency, relevance, availability, usability, cost/benefit
 - Delivery – facilitator quality, support balance of knowledge and practice, methodologies, environment, participation
 - Results – outcomes achieved, future application, assessment relevance, assessment consistency, competency development, future application, and recording processes.

- **Reporting**

All feedback is monitored through the Course Management System and recorded in the iQual Quality Management System.



Learner Course Information

Below is sample material for personnel organising the delivery of the IRB Crew Certificate course. This information can be used in flyers and on websites etc where the course is being promoted. Its purpose is to inform candidates of the course requirements to aid them in making their decision to enrol in the course.

IRB Crew Certificate

This course provides the opportunity for candidates to develop the skills and knowledge required to be a safe and effective crew person in an inflatable rescue boat (IRB)

The focus of this instruction is on specific learner and organisation requirements, including pre and post operational equipment maintenance, safe operating procedures, negotiating and performing rescues in a surf environment in an IRB.

The course covers the skills required to participate in surveillance and rescue operations within the surf lifesaving environment either as a volunteer patrolling lifesaver or as a paid lifeguard.

The course has face-to-face contact hours with qualified trainers. The trainers will decide when you have reached the required level of competence and are ready for assessment. This is generally after a minimum of 26 hours of training.

Course Pre-requisites:

Hold an SLSA Bronze Medallion
Be 15 Years old on date of final assessment

Course Duration: <<include the number of sessions>>

Assessment requirements:

- o Written questionnaire
- o Demonstration of practical maintenance skills
- o Demonstration of practical surf negotiation and rescue techniques in an IRB

Cost: <<Include Course Cost>>

Contact details: <<Include contact details for further information/enrolment>>



Recognition of Prior Learning (RPL)

Candidates may already have some of the required knowledge and/or skills for this course. They may have completed similar training activities in previous work or learned them from performing their job or in another training course.

As Registered Training Organisations, the Australian Lifesaving Academy and its state branches, offer RPL to candidates who can demonstrate they are competent in a particular unit of competency, so they will not need to repeat the training for it.

Provide candidates with copies of the RPL Information Kit if, after talking with them, you agree that they may be able to demonstrate competence without undertaking training. The Kit includes a Self-Assessment Checklist for the course so candidates can check their own likelihood of success in the RPL process.

Competency can be demonstrated in a number of ways, and most commonly it is done by:

- candidates showing they have a recognised qualification which delivered the same unit/s of competency
- OR
- undertaking the assessment tasks for the module

Refer to the RPL Information Kit in Appendix 3 for more detailed information about the RPL process.



Lesson Plans

Time: The time of the course will be dictated by the learning progress and competency levels of the candidates. The lesson plans and recommended hours are based on 1 IRB trainer and IRB to 4 candidates. Training times should be adjusted to suit the size of the group and the availability of trainers.

Breaks: Breaks should be included as required during the course. This will add to the total time required for the course

Organisation: Trainers are expected to follow the lesson plans detailed in this guide. Candidates should only move to the next lesson when they are deemed competent in the tasks of the current lesson

Once the course content has been covered in the order detailed in the lesson plans further sessions should focus on providing training in a variety of conditions and matched to the progress of the candidates.

Training must be carried out **in a variety of conditions** and must be logged in the Learner Guide.

The review questions in the Learner Guide should be completed throughout the course to reinforce the learning outcomes of the practical activities.

Only when candidates are able to consistently demonstrate competence in a range of conditions, may they be presented for assessment.

Trainers must advise candidates that if they intend on patrolling in an IRB where conditions are different from their award training, they should seek extra training.



Course Outline

Topic	Type of session	Time
1. Course Introduction	Theory	1 hour 30 minutes
2. Introduction to IRB Equipment	Theory & demonstration	1 hours
3. Introduction to Crewing an IRB	Dry practical	3 hours
4. Basic Crewing of the IRB	Wet practical & theory	4 hours +
Repeat Topic 4 until the candidate is competent, first in low surf conditions then in varying, and more challenging conditions		
5. Perform Rescues in an IRB as a Crewperson	Wet practical & theory	4 hours +
Repeat Topic 5 until the candidate is competent, first in low surf conditions then in varying, and more challenging conditions		
6. IRB Towing and Buoy Laying	Wet practical & theory	2 hours
7. IRB Assembly, Storage and Maintenance	Dry practical	1 hour 10 mins
8. Revision and Reflection	Theory	1 hour



Topic 1 – Course Introduction

Delivery method: Theory session – on land

Time: Approximately 1 hour 30 minutes

Resources: Attendance sheet, Powercraft Code of Conduct handout, Learner Guide- IRB Crew Certificate (1 per participant), Powercraft Manual 7th Edition (1 per participant or class set)

Outcomes: Topics covered in this lesson will help candidates to answer the questions:

1. What is this course about?
2. How will this course be assessed?
3. What are the roles and responsibilities of IRB personnel?
4. What are the safety issues when operating an IRB?
5. What is the Powercraft Code of Conduct

Timing	Key Points/Content/Method	Resources
INTRODUCTION		
5 mins 	<ul style="list-style-type: none">• Welcome candidates and introduce Trainers.• Housekeeping: Explain venue facilities, emergency procedures, breaks, catering arrangements etc.• Describe scope of this session<ol style="list-style-type: none">1. Course outline: training durations, venues, course materials, assessment process2. Safety: Powercraft code of conduct3. Roles and responsibilities of IRB crewperson• Encourage candidates to ask questions throughout course.	Attendance Sheet Learner Guides for candidates SLSA Powercraft Manual 7th Edition
BODY OF SESSION		
10 mins 	Introductions <ul style="list-style-type: none">• Ask candidates to introduce themselves – use an icebreaker of your choice that is suitable for candidates, or ask candidates to introduce	



Timing	Key Points/Content/Method	Resources
	themselves – name, role, experience and expectations of the course, or ask candidates to talk with and then introduce a partner.	
10 mins 	Course overview <ol style="list-style-type: none">Briefly run through program<ul style="list-style-type: none">DurationDelivery method (theory & practical)How the candidate will be assessedWhat PPE the candidate will requireCourse venuesProvide candidates with course material and discuss when and how the material will be completedExplain to candidates what is expected of them during the course and their obligations as a Crewperson upon completion of the course.	Learner Guides Powercraft Manual 7 th Ed Delivery and Assessment Guide
5 mins 	IRB Behaviour and Safety <p>Brainstorm or explain the key safety issues and behavioural requirements of IRB Crew as set out in the Learner Guide. Discuss and list the potential risks and hazards when operating an IRB</p> <p>Lead into the discussion below:</p>	Learner Guide
20 mins 	Powercraft Code of Conduct Activity (Group) 1.1: Powercraft Code of Conduct <p>Ask candidates to explain what is meant by various parts of the code and provide more explanation where required. Discuss the purpose of the code and ensure all the questions in the Learner Guide are answered, drawing on local conditions and considerations where required.</p>	SLSA Powercraft Manual 7 th Edition p 11 Powercraft Code of Conduct handout (Appendix 1 of this guide)



Timing	Key Points/Content/Method	Resources
20 mins 	<p>Roles of Driver and Crew</p> <p>Explain briefly the difference in the responsibilities of Driver and Crew of the IRB without going into detail and then lead a brainstorm to complete the table.</p> <p>Activity (Group) 1.2: Roles of Driver and Crew</p> <p>Following the brainstorm, ensure candidates are clear about the need to follow the Driver's lead, while providing information and feedback required to enable the Driver to make good decisions.</p> <p>Activity (individual) 1.3: Reflection</p> <p>Ask candidates to complete the questions in Activity 1.3 in the Learner Guide, then lead a discussion based on their answers</p> <p>Accepting leadership of Driver</p> <p>Discuss the importance of teamwork and how the roles of the Driver and Crew contribute to this.</p>	<p>Powercraft Manual 7th Ed, p 24 & 50</p> <p>Flipchart and pens</p>
20 mins 	<p>Communication skills for IRB operation</p> <p>Explain the range of communication skills required as set out in the Learner Guide then lead into the activity:</p> <p>Activity (Group) 1.4: Examples of communication skills in action</p> <p>Assign topics/situations to smaller groups of candidates and allow them five minutes to organise themselves before each group presents for the larger group.</p> <p>Fill any gaps evident in the participant presentations to ensure all candidates have the full picture of the required communication skills.</p>	<p>Learner Guides</p>



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CONCLUSION		
5 mins	<ul style="list-style-type: none">• Reiterate the importance of safety• Reconfirm course objectives and identify any expectations of candidates that may not be met or may only be partially met by this course, explaining why.• Reiterate the importance of asking questions• Thank candidates for their attention and any questions asked so far.	



Topic 2 – Introduction to IRB Equipment

Delivery Method: Theory and demonstration session (on land)

Time: Approximately 1 hour

Resources: Learner Guide- IRB Crew Certificate (1 per participant), Powercraft Manual, 7th Ed, All required PPE, Access to fully-equipped IRB/s, storage area and ancillary equipment

Outcomes: Topics covered in Part 2 will help candidates to answer the questions:

1. What types of IRB might I be expected to crew?
2. What IRB equipment will I be working with?
3. What are the key safety issues in the IRB equipment area?
4. How is the IRB prepared for operations?

Timing	Key Points/Content/Method	Resources
INTRODUCTION		
3 mins	<p>Topic Overview</p> <ul style="list-style-type: none"> • Explain the session by touching on each of the questions listed above • Revision of culture of safety and powercraft code of conduct 	Powercraft code of conduct handout (appendix 1)
BODY OF SESSION		
15 mins	<p>Types of IRB</p> <p>Discuss the types of IRB's used in SLSA operations (soft, rigid and cat hull)</p> <p>Show candidates the types of IRB they will learn to use, explaining key differences between each – particularly as they affect the role of crew person.</p>	Access to all types of IRB used at the club (as far as possible)



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Timing	Key Points/Content/Method	Resources
<p>45 minutes</p> 	<p>Activity (Group) 2.1: Practical Activities</p> <p>This session involves a number of practical activities. Demonstrate tasks to candidates then check for understanding using questioning.</p> <p>These tasks are sequential, i.e., complete Task One before moving on to Tasks Two and Three (later sessions allow for candidates to work in small groups on different tasks at the same time and you will need the support of assisting trainers and/or experienced IRB drivers if you wish to run those sessions in this way).</p> <p>Task One Familiarisation with the IRB area. Name the equipment and its storage areas; explain safety precautions such as safe storage of fuel procedures.</p> <p>Task Two Using Personal Protective Equipment – Candidates should discuss the correct use of safety helmets, wetsuits, booties, gloves, mask, spray jackets and PFD (as required in your state/territory) and stinger PPE in tropical regions. Candidates should discuss why the need for each piece of PPE.</p> <p>Task Three</p> <ul style="list-style-type: none">▪ Discuss and demonstrate the roles of a crew person when preparing for IRB operations setting up an IRB and when packing away equipment, demonstrate:<ol style="list-style-type: none">1. Inflation to correct pressure2. Fuelling3. Checking ancillary equipment4. Warming up to prepare IRB personnel for physical activity (refer to pg 26)5. Completing log books6. Washing down equipment7. Reporting damaged equipment	<p>Powercraft Manual, 7th Ed, p 14-18</p> <p>All required PPE Access to fully-equipped IRB/s</p>



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Timing	Key Points/Content/Method	Resources
CONCLUSION		
5 mins	<ul style="list-style-type: none">• Reiterate the importance of safety• Reconfirm topic outcomes – ask a few questions if you wish to summarise content covered.• Reiterate the importance of candidates asking questions• Thank candidates for their attention and any questions asked so far.• Foreshadow next topic, next meeting, etc, if finished for the day.	



Topic 3 – Introduction to Crewing an IRB

Land based practical session

Time: Approximately 3 hours

Resources: Learner Guide- IRB Crew Certificate (1 per participant), Powercraft Manual, 7th Ed, All required PPE, Access to fully-equipped IRB/s

Outcomes: Topics covered in Part 2 will help candidates to answer the questions:

1. How should I warm up for IRB activities?
2. How is the IRB carried safely?
3. What roles does an IRB Crewperson have?
4. What crewing positions do I use during IRB operations?

Timing	Key Points/Content/Method	Resources
INTRODUCTION		
5 mins	<p>Topic Overview</p> <ul style="list-style-type: none"> • Welcome course candidates • Revision of culture of safety and powercraft code of conduct • Explain the key points that this lesson will cover: <ol style="list-style-type: none"> 1. Warming up for IRB personnel (refer to p 26) 2. Safe manual handling techniques 3. Simulation in an IRB on land of crewing techniques 	<p>Attendance sheet</p> <p>Powercraft code of conduct handout</p>
BODY OF SESSION		
20 mins 	<p>Manual Handling of the IRB</p> <p>Activity (Group) 3.1 Practical Activities Discuss, demonstrate and ask candidates to practice the correct manual handling practices with the IRB and equipment:</p> <ol style="list-style-type: none"> 1. In the IRB storage area 2. On the beach <p>Discuss and demonstrate correct transportation of</p>	<p>Powercraft Manual, 7th Ed, p 13-15</p> <p>Access to fully-equipped IRB/s and transport equipment</p>



Timing	Key Points/Content/Method	Resources
	IRBs using trailers, ATVs or beach vehicles	
2 hours 	<p>Introduction of Crewing Techniques</p> <p>Activity (Group) 3.2 Practical Activities</p> <p>Discuss, demonstrate and ask candidates to practice correct IRB crew techniques (using an unladen IRB on the sand or grass)</p> <ol style="list-style-type: none"> 1. Launching – entry to the boat 2. Sitting positions in all IRB class types 3. Hand and foot positions 4. Crew position techniques when turning, parallel runs and trimming the boat 5. Crew positions when negotiating the break and punching a wave 6. IRB capsize -roll over procedure including surfing an IRB to shore 7. Emergency drills 8. Patient pick up – conscious and unconscious 9. Resuscitation of patient in the boat 10. Return to shore 11. Transporting and lifting patients out of the boat 12. Search and rescue techniques <p>Discuss the roles of the driver in line with crew roles.</p> <p>Pack away the IRB and reiterate the importance of safety</p>	<p>Powercraft Manual 7th Ed p 24-46</p> <p>Access to IRB hulls</p>
15- 20 mins 	<p>Activity (Group) 3.3: Review Pre-Launch Activities</p> <p>Use the questions to review the practical tasks. Ask candidates to answer the questions individually in their Learner Guide before leading a discussion of the correct answers. Correct answers to the questions are found:</p> <ol style="list-style-type: none"> 1. See p 13 Powercraft Manual 7th Ed under heading Manual handling of IRBs/RWCs 2. See p 14 Powercraft Manual 7th Ed under heading How to lift 3. See p 28 Powercraft Manual 7th Ed under heading Crewperson duties 	<p>Powercraft Manual 7th Ed, Ch 1 & 2</p> <p>Learner Guide</p>



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Timing	Key Points/Content/Method	Resources
	4. See p 31 Powercraft Manual 7th Ed under heading Storage	
CONCLUSION		
5 mins	<ul style="list-style-type: none">• Reconfirm topic outcomes – ask a few questions if you wish to summarise content covered.• Reiterate the importance of candidates asking questions• Thank candidates for their attention and any questions asked so far.• Foreshadow next topic, next meeting, etc, if finished for the day.	



Guidelines for Water Based Practical Lessons

The table below contains a summary of the content to be covered in water based practical sessions. The activities below must be repeated until candidates are competent in all of them.

IRB Crew techniques to be practiced	Complete (tick)
1. Launching – entry to the boat	
2. Sitting positions in all IRB class types	
3. Hand and foot positions	
4. Crew position techniques when turning, parallel runs and trimming the boat	
5. Crew positions when negotiating the break and punching a wave	
6. IRB capsize - roll over procedure including surfing an IRB to shore	
7. Emergency drills	
8. Patient pick up – conscious and unconscious	
9. Resuscitation of patient in the boat	
10. Return to shore	
11. Transporting and lifting patients out of the boat	
12. Search and rescue techniques	

Trainers may select items to teach in lessons dependent on candidate's progress and environmental conditions on the day of training.

Lessons 4, 5 and 6 provide suggestions of how these activities can be delivered over three training sessions. Candidates must become competent in these tasks before moving on to lessons 7 and 8.

Candidates should practice all skills in low surf and demonstrate competence before practicing them in more varied and challenging surf conditions.

Candidates must record all their practical training in water in the Training Log in their Assessment Portfolio.



Commencing the lesson

Risk Assessment

Prior to commencing any water-based practical training session, the trainers should conduct a risk assessment to determine if it is safe to conduct practical training today. Trainers should consider the following:

1. The surf conditions (wave height, type and chop)?
2. The weather conditions?
3. What is the skill/competency level of the candidates?
4. The number of participants
5. Available beach and water space for training
6. Obstructions such as seaweed or other debris

You should conduct this review with the candidates so that they also develop the skills to assess the prevailing conditions and their own limitations.

If there is a high level of risk the training session should be relocated or postponed.

For detailed risk assessment and management tools, please refer to the Safer Surf Clubs Guidelines Vol. 1.4 at www.sls.com.au

Warm Up

At the start of any practical training session candidates should perform a warm-up to minimise the risk of injury. This should last 10-15 minutes and include a heart rate raising activity such as jogging, followed by stretching.



Topic 4 – Basic Crewing of the IRB

Delivery Method: Practical in water followed by theory on land

Time: Approximately 4 hours

Resources: Course Attendance sheet, Learner Guide- IRB Crew Certificate (1 per participant), Powercraft Manual, 7th Ed, All required PPE, Access to fully-equipped IRB/s and Driver/s or other support people

Outcomes: Topics covered in this lesson will help candidates to answer the questions:

1. How do I enter the IRB safely?
2. How do I safely negotiate the break as a Crewperson?
3. What are the different crewing positions I need to use?
4. How do I set up and pack away the IRB equipment

Timing	Key Points/Content/Method	Resources
INTRODUCTION		
5 mins	Topic Overview <ul style="list-style-type: none">• Welcomer course candidates• Revision of safety and powercraft code of conduct• Explain the key points that this lesson will cover:<ol style="list-style-type: none">1. Risk assessment – is it safe to operate an IRB today?2. Candidate warm up3. Equipment set up4. How to launch and enter an IRB5. Crewing positions when negotiating the surf6. Emergency drills7. Equipment pack-down	Attendance sheet



Timing	Key Points/Content/Method	Resources
BODY OF SESSION		
20 mins 	Equipment set-up Discuss, demonstrate and ask candidates to correctly set up the IRB/s.	Access to fully equipped IRB/s
60 mins 	Launching and boarding an IRB Reference: Powercraft Manual, 7th Ed, p 31-32 Activity (Group) 4.1 Practical Activities This session involves a number of practical activities. You will need to explain and demonstrate the following tasks one at a time before supervising participant practise. Task One Simulate launching the IRB – run through the steps on the beach. Demonstrate the commands the Driver will give, the pre-launch checks of the boat and what hazards the Crew should look out for. Task Two Simulate boarding the IRB – practise jump entry and hip and body roll entries on the beach Task Three Choose a suitable launch site, taking into account hazards and surf conditions then launch and board the IRB in the water.	All required PPE Access to fully-equipped IRB/s and Driver/s or other support people
2 hours 	Basic crewing of an IRB in various conditions Reference: Powercraft Manual, 7th Ed, p 31-36 & 45-46 Activity (Group) 4.2: Practical Activities This session involves a number of practical activities. You will need explain and demonstrate the following tasks one at a time before supervising participant practise. Task One Taking up correct crewing position and trimming (balancing) the boat post-launch, including	All required PPE Access to fully-equipped IRB/s and Driver/s or other support people



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Timing	Key Points/Content/Method	Resources
	<p>proceeding through the surf. Where possible practise this in still water, calm or small surf initially before attempting more challenging conditions. Next practise proceeding through unbroken and broken waves while maintaining the trim of the boat, i.e. changing positions, shifting weight, using foot straps, bow rope and handle.</p> <p>Task Two Practise trimming the boat while the driver takes the boat through various basic manoeuvres, including port and starboard turns, figure eight turns, negotiating waves, parallel running, punching through waves (using the locked in position) p 35 Powercraft Manual 7th Ed</p> <p>Task Three Practise returning to shore, using hand signals and verbal communication with the driver and radio, and following driver's instructions about when/how to alight from the IRB and lift the IRB above the water line.</p> <p>Task Four Practice entering the IRB from the water, as if the Crew had fallen out. Practice this in deep water and in chest depth water.</p> <p>Task Five Practise re-righting the IRB after capsize and surfing the IRB back to shore.</p>	
 20 mins	<p>Equipment pack-down Discuss, demonstrate and ask candidates to correctly pack-down equipment.</p>	Access to fully equipped IRB/s and qualified Drivers
 15 mins	<p>Activity (Individual) 4.3: Review Launch Activities Use the questions to review the practical tasks. Ask candidates to answer the questions individually in their Learner Guide before leading a discussion of the correct answers. Correct answers to the questions are found:</p> <ol style="list-style-type: none"> 1. See p 32 Powercraft Manual 7th Ed under heading 	Powercraft Manual 7 th Ed, p 31-33 IRBC Learner Guide



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Timing	Key Points/Content/Method	Resources
	<p>Launching the IRB</p> <ol style="list-style-type: none"> See p 31 Powercraft Manual 7th Ed See p 32 Powercraft Manual 7th Ed under heading Boarding procedure See p 32-33 Powercraft Manual 7th Ed under heading Boarding procedures 	
<p>15 mins</p> 	<p>Activity (Individual) 4.4: Review basic crewing activities</p> <p>Use the questions to review the practical tasks. Ask candidates to answer the questions individually in their Learner Guide before leading a discussion of the correct answers. Correct answers to the questions are found:</p> <ol style="list-style-type: none"> See p 33 Powercraft Manual 7th Ed See p 33-35 Powercraft Manual 7th Ed See p 32 Powercraft Manual 7th Ed under heading Safety when using an IRB See p 32 Powercraft Manual 7th Ed under heading Safety when using an IRB See p 35 Powercraft Manual 7th Ed under heading Other IRB hazards See p 33 Powercraft Manual 7th Ed under heading Negotiating the Surf – basically as shock absorbers and to shift weight. 	<p>Powercraft Manual 7th Ed, p 32-5</p> <p>IRBC Learner Guide</p>
CONCLUSION		
5 mins	<ul style="list-style-type: none"> Reiterate the importance of safety Reiterate the importance of asking questions and communicating with your trainer/s Brief candidates about the next lesson 	



It is essential that candidates master all the practical tasks in topic 4 before moving on to topic 5.



Topic 5 – Perform Rescues in an IRB as a Crewperson

Delivery Method: Practical in water followed by theory on land

Time: Approximately 4 hours

Resources: Course attendance sheet, Learner Guide- IRB Crew Certificate (1 per participant), Powercraft Manual, 7th Ed, All required PPE, Access to fully-equipped IRB/s and Driver/s or other support people

Outcomes: Topics covered in this lesson will help candidates to answer the questions:

1. How are rescues performed? Including:
 - a. Observation and lookout procedures
 - b. Patient pick-up and transport
 - c. Use of first aid in IRB
 - d. Principles of search and rescue operations

Timing	Key Points/Content/Method	Resources
INTRODUCTION		
5 mins	Topic Overview <ul style="list-style-type: none">• Welcomer course candidates• Revision of culture of safety and powercraft code of conduct• Explain the key points that this lesson will cover:<ol style="list-style-type: none">1. Risk assessment – is it safe to operate an IRB today?2. Candidate warm up3. Equipment set up4. How to perform a patient pick-up in various conditions5. Mass rescues6. Equipment pack-down	Access to fully-equipped IRB/s
BODY OF SESSION		



Timing	Key Points/Content/Method	Resources
20 mins 	<p>Equipment set-up</p> <p>Supervise candidates to correctly set up the IRB/s for use.</p>	Access to fully equipped IRB/s
3 hours 	<p>Rescue Operations</p> <p>Reference: Powercraft Manual, 7th Ed, p 37-44</p> <p>Activity (Group) 5.1: Practical Activities</p> <p>This session involves a number of practical activities. You will need to explain and demonstrate the following tasks one at a time before supervising participant practise.</p> <p>Task One Practise rescuing single patients and then more than one patient in clear open water. Include practice of different rescue techniques suitable for conscious and unconscious patients of various sizes and weights. Practice single and dual lifts. Also practice rescues where the crew leaves the IRB with the rescue tube.</p> <p>Task Two Practise rescuing single patients and then more than one patient in broken water, using a range of suitable techniques.</p> <p>Task Three Practise participating in mass rescues.</p> <p>Task Four Practise returning patients to the shore and carrying them from the IRB. Also practice applying rescue breaths in the IRB immediately following patient recovery from the water.</p> <p>Task Five (optional – depending on conditions prevailing at your location) Practise rescuing single patients and then more than one patient in challenging conditions, e.g. extreme broken surf, near rocks, recovering a sailboard rider and towing the sailboard, etc.</p>	<p>Powercraft Manual, 7th Ed, p 37-44</p> <p>All required PPE</p> <p>Access to fully-equipped IRB/s and Driver/s or other support people</p>



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Timing	Key Points/Content/Method	Resources
20 mins 	Equipment pack-down Supervise candidates to correctly pack-down the IRB/s	Access to fully equipped IRB/s and qualified Drivers
20-25 mins 	Activity (Individual) 5.2: Review Rescue Operations Use the questions to review the practical tasks. Ask candidates to answer the questions individually in their Learner Guide before leading a discussion of the correct answers. Correct answers to the questions are found: <ol style="list-style-type: none"> 1. See p 37 Powercraft Manual 7th Ed under heading Rescue Operations 2. See p 37-42 Powercraft Manual 7th Ed 3. See p 40 Powercraft Manual 7th Ed 4. See p 39 Powercraft Manual 7th Ed 5. See p 38-39 Powercraft Manual 7th Ed under heading Rescuing more than one casualty in open or broken water, and p 69 under heading Mass rescue 6. See p 41-42 Powercraft Manual 7th Ed 7. See p 110 Powercraft Manual 7th Ed under heading Search patterns 8. See p 106-109 Powercraft Manual 7th Ed 	Powercraft Manual 7 th Ed, p 37-442& 106-110 IRBC Learner Guide
CONCLUSION		
5 mins	<ul style="list-style-type: none"> • Reiterate the importance of safety • Reiterate the importance of asking questions and communicating with your trainer/s Brief candidates about the next lesson	



Topic 6 – IRB Towing and Buoy Laying

NB: Towing and buoy laying is not assessed in this course. However, it is important that Crewpersons gain these skills as they may be required to undertake them during IRB operations

Delivery Method: Practical in water followed by theory on land

Time: Approximately 2 hours

Resources: Course attendance sheet, Learner Guide- IRB Crew Certificate (1 per participant), Powercraft Manual, 7th Ed, All required PPE, Access to fully-equipped IRB/s and Driver/s or other support people, buoys.

Outcomes: Topics covered in this lesson will help candidates to answer the questions:

1. What State/Territory marine laws affect towing?
2. How to attach/remove a tow rope
3. How to store buoys and anchors in the IRB
4. How to lay buoys

Timing	Key Points/Content/Method	Resources
INTRODUCTION		
5 mins	Topic Overview <ul style="list-style-type: none">• Welcomer course candidates• Revision of culture of safety and powercraft code of conduct• Explain the key points that this lesson will cover:<ol style="list-style-type: none">1. Risk assessment2. Candidate warm-up3. Equipment set-up4. IRB towing5. IRB buoy laying6. Equipment pack down	Attendance sheet
BODY OF SESSION		
20 mins 	Equipment set up. Supervise candidates whilst they correctly set up the IRB/s	Fully equipped IRB/s



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Timing	Key Points/Content/Method	Resources
1 hour 	<p>Towing and buoy laying</p> <p>Activity (Group) 6.1: Practical Activities</p> <p>Task One</p> <ul style="list-style-type: none"> ▪ Discuss, demonstrate and ask candidates to practice correct IRB towing, including: <ol style="list-style-type: none"> 1. State/Territory marine laws regarding towing. 2. Attaching/removing tow ropes <p>Task Two</p> <ul style="list-style-type: none"> ▪ Discuss, demonstrate and ask candidates to practice correct IRB buoy laying (single buoy) <ol style="list-style-type: none"> 1. Storage of anchors and buoys in the IRB 2. Safely manoeuvring in the IRB with anchors and buoys 3. Safely laying and retrieving buoys <p>Discuss and demonstrate the roles of the driver in line with crew roles.</p>	Access to fully equipped IRB/s Powercraft manual 7 th Ed p 70-71 & Appendix 2
20 mins 	<p>Equipment pack-down:</p> <p>Supervise candidates whilst they correctly pack-down the IRB/s.</p>	Access to fully equipped IRB/s
20 mins 	<p>Activity (Group) 6.2: Review Transport and Towing</p> <p>Use the questions to review transport and towing. Ask the candidates to answer the questions individually in their Learner Guides and then use this information to lead a discussion. Correct answers to the questions are found:</p> <ol style="list-style-type: none"> 1. See p134 Powercraft Manual 7th Ed 2. See p134 Powercraft Manual 7th Ed 3. See p 70 Powercraft Manual 7th Ed 4. See p 20-21 Powercraft Manual 7th Ed 5. See p 71 Powercraft Manual 7th Ed 	Powercraft Manual 7 th Ed p 70-71 & 134
CONCLUSION		
5 MINS	<ul style="list-style-type: none"> • Reiterate the importance of safety • Reiterate the importance of asking questions and communicating with your trainer/s • Brief candidates about the next lesson 	



Topic 7 – IRB Assembly, Storage and Maintenance

Delivery Method: Water-based practical session

Time: Approximately 1 hour

Resources: Course attendance sheet, Learner Guide- IRB Crew Certificate (1 per participant), Powercraft Manual, 7th Ed, access to fully-equipped IRB/s

Outcomes: Topics covered in this lesson will help candidates to answer the questions:

1. How do we assemble an IRB that has been in storage?
2. How is an IRB deflated and packed up for storage?
3. What other basic maintenance may I be expected to assist with?

Timing	Key Points/Content/Method	Resources
INTRODUCTION		
5 mins	<p>Topic Overview</p> <ul style="list-style-type: none"> • Welcomer course candidates • Revision of safety and powercraft code of conduct • Explain the key points that this lesson will cover: <ol style="list-style-type: none"> 1. Full assembly of IRB equipment 2. Full pack-down of IRB equipment 3. Basic equipment maintenance 	<p>Course attendance sheet</p> <p>Powercraft code of conduct handout (Appendix 1)</p>
BODY OF SESSION		
1 hour	<p>IRB Assembly Storage and Maintenance</p> <p>Activity (Group) 7.1: Practical Activities</p> <ul style="list-style-type: none"> ▪ Discuss, demonstrate and ask candidates to practice correct IRB assembly and disassembly <ol style="list-style-type: none"> 1. Fully inflating and deflating an IRB 2. Inserting and removal of floorboards (class 	<p>Access to fully equipped IRB/s</p> <p>Powercraft Manual 7th Ed p 70-71 & Appendix 2</p>



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Timing	Key Points/Content/Method	Resources
	1 and 3) 3. Review manufacturer’s operating manual and instructions for basic maintenance 4. Rolling up and storing IRBs (class 1 and 3) Discuss and demonstrate the roles of the driver in line with crew roles.	
15 mins 	Activity (Individual) 2.4: Review Post operational procedures Use the questions to review the practical tasks. Ask participants to answer the questions individually in their Learner Guide before leading a discussion of the correct answers. Correct answers to the questions are found: 1. See p 30 Powercraft Manual 7 th Ed 2. See p 18 Powercraft Manual 7 th Ed 3. See p 21 Powercraft Manual 7 th Ed 4. See p 30-31 Powercraft Manual 7 th Ed	Powercraft Manual, 7 th Ed, Ch1 & 2
CONCLUSION		
5 MINS	<ul style="list-style-type: none"> • Reiterate the importance of safety • Reiterate the importance of asking questions and communicating with your trainer/s • Brief candidates about the next lesson 	



Topic 8 – Revision and Reflection

Delivery Method: Theory session

Time: Approximately 1 hour

Resources: Learner Guide- IRB Crew Certificate (1 per participant),
 Powercraft Manual, 7th Ed,

Outcomes: This session provides candidates with the opportunity to reflect on the course and revise material in preparation for assessment.

Timing	Key Points/Content/Method	Resources
INTRODUCTION		
5 mins	<p>Topic Overview</p> <ul style="list-style-type: none"> • Welcomes course candidates • Revision of culture of safety and powercraft code of conduct • Explain the key points that this lesson will cover: <ol style="list-style-type: none"> 1. Revision and reflection of course 2. Review of IRB Crew Learner Guide 3. Revision of culture of safety and powercraft code of conduct 	Course attendance sheet
BODY OF SESSION		
1 hour	<p>Activity (Group) 8.1 Review Course Content</p>  <p>Task one Reconfirm the topic outcomes and ask candidates if they have any questions about them. Discuss any queries</p> <p>Task Two Check that all Learner Guides have been completed and assist candidates with any questions and queries they have.</p> <p>Task Three Discuss the assessment procedure, then ask candidates to fill in a course feedback form</p>	Powercraft Manual 7 th Ed



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Timing	Key Points/Content/Method	Resources
CONCLUSION		
3 MINS	<ul style="list-style-type: none">• Thank candidates for their time and efforts during the course and wish them luck for their assessment.	



Assessment Summary

The assessment summary below outlines all of the tasks which must be completed satisfactorily for a course participant to be assessed as competent in the IRB Crew Certificate and the competencies which it is aligned to.

Evidence Collection Supervised By:	Assessment Grouping	Assessment Activity Title
Trainer and Assessor	Practical	Task 1 – Log of Training Hours
Assessor	Theory	Task 2 – Theory Paper
Assessor	Practical	Task 3 – Observation 1
Assessor	Practical	Task 4 – Observation 2

Candidates should complete all the practical and theory element of the course before being presented for assessment. Assessment tasks 1 and 2 should be completed before practical assessment in tasks 3 and 4 takes place.

Assessment Activities



Assessment Task 1: Log of Training Hours

Candidates must demonstrate that they have completed their practical training in a variety of local surf conditions and record this training in the log of training hours in their Learner Guide and present to the IRB Assessor. This training must be supervised by an IRB Training Officer.

Trainers must advise candidates that if they intend on patrolling in an IRB where conditions are different from their award training, they should seek extra training.



Assessment Task 2: Theory Paper

This task is to assess candidate knowledge of duties as an IRB Crew. This task will be conducted under exam conditions supervised by an assessor. The assessment paper is in the assessment portfolio section of the learner guide. Candidates are to write the answers in the space provided in the assessment portfolio section of their learner guide.



Assessment Task 3: Observation 1 – Pre & Post Operation Requirements

Observation is to be carried out using an IRB and equipment in the beach environment during completion of normal duties over a period of time. Assessment is to occur on a one to one basis. (i.e., each participant should demonstrate checks individually not as part of a group)

Crew is to perform basic maintenance only to IRB and not to motor. Tasks are to be performed under the direction of the IRB Driver.

A checklist is provided in the assessment portfolio section of the learner guide for the assessor to use when conducting the assessment



Assessment Task 4: Observation 2 – Crewing and Rescues

Observation is to be carried out in an IRB in the beach environment during completion of normal duties over a period of time or during at least two simulated activities. Tasks are to be performed under the supervision of the IRB Driver.

Candidates are to perform a minimum of two rescues:

Rescue 1- Beyond the break

Rescue 2- In white-water (as per state/territory requirements)

One of the rescues must be on an unconscious patient.

A checklist is provided in the assessment portfolio for the assessor to use when conducting the assessment



Assessment Tools

Most tools for assessment do not need to be restricted. Even candidates may see the assessment tools prior to assessment as part of a fair assessment process. The difference between restricted and unrestricted assessment tools and where they can be found is explained below.

Unrestricted Assessment Tools

The majority of assessment tools for candidates should be found in the individual assessment portfolio for each candidate. Some assessment tools such as group assessment checklists, or detailed observation checklists may have also been developed to assist assessors in conducting large group assessments and to ensure the reliability of assessment. These assessment tools can be found in the IRB Crew Learner Guide.

Restricted Assessment Tools

The Delivery and Assessment guides for Australian Lifesaving Academy resources are intended for access to all personnel involved in delivery and assessment. To ensure authenticity of some assessment evidence, some assessment tools such as specific case studies and theory question papers are restricted. These tools are included as a part of Appendix 1

The following assessment tools are restricted and can be found in Appendix 1 of this resource.

- Assessment Task 2: Sample Answers to Theory Paper



APPENDICES SUMMARY

Appendix 1 – Powercraft Code of Conduct Handout

Appendix 2 – Restricted Assessment Tools

For the IRB Crew Certificate the following assessment tools are restricted:

- Sample Answers to Written Questioning

Appendix 3 – RPL Documentation

Australian Lifesaving Academy RPL information comes in three sections. Section 1 is general RPL information; Section 2 is RPL information specific to the course and Section 3 are the forms to record assessment outcomes of RPL.

Appendix 4 – Mapping Documentation

Mapping documents are primarily for the Registered Training Organisation to demonstrate how the training and assessment for a specific course meets the requirements of the qualification and the units of competency to which is aligned. Mapping documents can also be used by trainers and assessors who wish to understand the relationship between the course and the units of competency to provide more informed feedback about the materials or so that assessors can make reasonable adjustment to assessment tasks without affecting the validity of the assessment.



APPENDIX 1 - Powercraft Code of Conduct

Act responsibly and with care

The driver has a responsibility to the crew, the community and the organisation to act in a responsible and considerate manner before, during and after the operation of the craft. Accepting the fact that power rescue craft have to be driven with reasonable aggression, the driver should not allow this aggression to replace skill and safety in the operation of the craft. Drivers and crew are placed in an important position and should at all times act with responsibility and care.

Promote a culture of safety

You must maintain the safe operation of the craft, and safety towards your crew, the public and yourself. Understand your role in assessing risk while operating the craft. Promote safety at every opportunity.

Your craft is high profile

Powercraft operators must understand that SLSA powercraft are regarded as high profile. They are bigger and quicker than most craft in the water and a near miss for a board rider, body surfer or any person in the water can be a traumatic experience. The speed, noise, power and smell of the craft can be both annoying and frightening. Respect the right of swimmers and the public to enjoy their time at the beach.

Understanding your limitations and that of your crew

Respect and understand your limitations and your crew's limitations in varying conditions. Experience, skills and knowledge of the craft differ from person to person. Drivers and crew should maintain a level of competency and adopt a culture of continuous improvement in relation to skill development.

Follow operating procedures

Follow the normal operating procedures as laid down by SLSA training manuals and policy. Read and understand standard operating procedures and keep up to date with current issues. You have a responsibility to ensure the continued successful operation of this rescue service to the community.



APPENDIX 2 – Restricted Assessment Tools

Restricted assessment tools may include controlled theory papers, case studies and scenario descriptions. These resources are available through your state centre. For the IRB Crew Certificate, the following assessment tools are restricted:

- Sample Answers to Theory Paper



Assessment Task 2: Theory Paper (Sample Answers)

Assessors: This guide is to be used when reviewing answers provided by the participant for the questions below. The answers below may vary between candidates as in some instances there can be a number of correct answers. The questions below are provided to the participant via the restricted assessment tool – Assessment Task 1: Theory Paper.

1. List at least three duties of an IRB Crew Member when preparing the IRB for operations.

Answers could include:

- *Ensure floorboards fitted correctly to IRB*
- *Ensure foot straps and crewing handles are secure and not damaged*
- *Inflate the pontoons and keelson to the correct pressure*
- *Ensure equipment is stowed and secured correctly*
- *Check the hull and valves for leaks and replace valve caps as necessary*

2. What are two main differences between an IRB Driver and a Crew Member?

Answers could include but not limited to:

- *Driver is in charge of the boat-crew member is led by the driver*
- *Crew member is responsible for their own safety-driver is responsible for all*



3. Name 3 points in the Powercraft Code of Conduct and provide practical examples of how they apply to you IRB area?

Points are:

- *Act responsibly and with care*
- *Promote a culture of safety*
- *Your craft is high profile*
- *Understanding your limitations*
- *Follow operating procedures*

Examples could include but are not limited to:

- *The speed, noise, power and smell of the IRB can be both annoying and frightening to swimmers and surfers. Respect the right of the public to enjoy their time at the beach.*
- *Notify the Driver if you are crewing a type of IRB you have not crewed before, or if you are crewing a beach where you are not familiar with the surf conditions.*
- *Follow operating procedures for safe re-fuelling*
- *Do not encourage IRB personnel to act irresponsibly.*
- *Report breaches in safety*

4. Under the SLSA Power Craft Code of Conduct whose safety is the IRB Crew Member responsible for?

- *Themselves and beach users*

5. List at least 5 checks that are undertaken in a pre-operational check

Answers could include:

- *Check log book*
- *Check pontoons & keelson (as applicable) are correctly inflated*
- *Check floor boards are secure (as applicable)*
- *Check foot straps are in good condition i.e. not broken or frayed*
- *Check lifting handles*
- *Check bow rope and fixing point*
- *Check fuel cell for damage*
- *Check fuel cell is correctly secured*
- *Check knife and sheath are secured*
- *Check whistle is working and secured*
- *Check rescue tube is serviceable and secured*
- *Check 2 paddles are secured*
- *Check tow rope is serviceable and secured*
- *Check re-right rope and pouch in good condition*



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- *Check radio is attached (as applicable)*

6. What do you do if there is a problem with a pre operational check?

Answers could include but not limited to:

- *Advise IRB driver*
- *Advise gear steward*
- *Document in log*
- *Advise Patrol Captain*

7. List at least 5 checks undertaken in a post operational check.

Answers could include:

- *Remove IRB from beach to suitable washing area*
- *Wash IRB thoroughly*
- *Check IRB for any damage*
- *Store motor in upright position*
- *Stow all equipment correctly*
- *Place Radio on charge*
- *Fill out Log book correctly*
- *Fill fuel cell*

If necessary:

- *Deflate IRB*
- *Remove floorboards*
- *Re-inflate IRB*
- *Wash thoroughly*
- *Deflate IRB*
- *Replace floorboards*

8. What do you do if there are problems with the post operational check?

Answers could include but not limited to:

- *Advise IRB driver*
- *Advise patrol captain*
- *Advise gear steward*
- *Document in log*

9. Explain the correct manual handling techniques that are applied to moving IRB?

Answers could include but not limited to:



Fully laden IRB carried by minimum of four people.

Always lift the IRB do not drag

Correct lifting

- *Face in the direction of where you intend to lift*
- *Bend knees and crouch down with straight back*
- *Balancing with wide support take hold of IRB securely*
- *Keep the load as close to the body as possible*
- *One member to co-ordinate and communicate the lift (e.g. one, two, three, lift)*
- *Brace your stomach muscles, keep your back straight and lift with your legs*

10. *There are two parts to this question.*

There are three classes of IRBs (Class 1, Class 2 and Class 3). Two of them are similar regarding the manner in which they are crewed while the other class is very different.

a) Which two classes are similar in their crewing technique?

Answer:

Class 1 and 2

What should you do if you join a service that has a class of IRB you are unfamiliar with?

Answers could include but not limited to:

- *Contact IRB trainer and ask for some coaching*
- *Read any relevant documents*
- *Practice in IRB*
- *Become familiar with operation of new craft*
- *Ask club for induction*

11. What is the signal for 'IRB wishes to return to shore'?

Raise one arm up and down from horizontal to 45 degrees above horizontal, in a waving motion

12. What is the signal for 'assistance required'?



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One arm raised moving to and fro above the head

13. Explain the safety requirements for refuelling the IRB.

Answers could include but not limited to:

- *Use well ventilated area*
- *Remove from IRB*
- *No smoking zone*
- *Remove air pockets*
- *Correct fuel mix*
- *Fuel stored in well ventilated area*
- *Know location of fire extinguisher*

14. What do you do if the IRB capsizes?

Answers could include but not limited to:

- *Check on the safety of the IRB Driver and any other passengers*
- *Attempt to re-right the IRB by:*
 - *Locate the roll over rope*
 - *Stand on opposite pontoon hold roll over rope pull on the rope*
 - *Hold IRB by bow rope steady into waves while IRB driver attempts to restart motor*
 - *If motor starts follow drivers directions for reboarding*
 - *If motor does not restart follow drivers directions to surf IRB back to shore*

15. On what side of the IRB does the crewperson sit?

- *Starboard (right pontoon)*

16. As a crew person how do you approach a:

- *Plunging wave*

In a class 1 and 2 craft the Crewperson should embrace the 'locked in' position; the left foot is in the portside foot strap, the right foot is free from the foot strap and the leg is placed in a bent position under the spray dodger. The bow rope is held with the right hand grasping one of the knots approximately 200mm from the bow rope D-ring. The left hand grips the bow rope handle and is tensioned tightly behind the hip and slightly downward over the crewpersons buttocks – the left hand can grip the right hand pontoon



handle if possible. Maintain tension on the bow rope by rolling the hip towards the transom. The head should be upright, facing forwards at the oncoming surf and the right elbow is tucked closely to the chest and the right shoulder can be placed on the spray dodger.

In a class 3 adopt a sitting position on the floor.

- Small broken or green wave

The crewperson should raise their buttocks off the pontoon and absorb any impact with bent knees.

17. What should you do if the motor stalls in the break?

Driver will order crew person to jump overboard while holding the bow rope to act as a sea anchor.

18. Describe a crew person's responsibility when parallel running?

Balance IRB at swell points and watch for swimmers/obstacles not seen by driver and communicate with the Driver

19. Which side should a crew person lean as the wave hits the starboard (right) side?

Right/Starboard (high side)

20. Where should the Crewperson position his or her self when the IRB is performing a port (left) turn?

The crewperson should move their body towards the port side of the IRB by crouching towards the centre of the IRB

21. Where and when should a tow rope be attached to an IRB?

The tow rope is attached to the transom eyelets when there is a need to tow another vessel



APPENDIX 3 – RPL Documentation

Introduction

Candidates who already have some of the required knowledge and/or skills for part or all of the IRB Crew Certificate course can apply to complete a module or the whole course via an assessment only pathway – known as Recognition. This document explains the recognition process and contains self-assessment tools for you to complete. These tools will assist you to make a decision about whether to apply for Recognition or to apply to attend training, or a combination of both.

Steps in the Recognition process

1. Read this Guide and make a list of questions to ask your Assessor if necessary.
2. Discuss the Recognition process with your Assessor to ensure you understand the process and the possible outcomes.
3. Use the Self-Assessment contained in this Guide to help you decide whether to apply for Recognition.
4. If you decide to go ahead with Recognition, complete the application form
5. Complete the assessment and/or provide proof of your skills and knowledge to the assessor.
6. Assessor provides feedback and makes the assessment decision.
7. Provide feedback about the Recognition process using the evaluation form provided.
8. Any qualifications or statements of attainment achieved are issued to you.
9. If unsuccessful, ask the assessor to explain your options for attaining the qualification or statement of attainment.

IRB crew Certificate

The IRB Crew Certificate aligns with the nationally endorsed unit of competency PUSAR015A Crew small powercraft in a rescue operation.

Course Outcomes

By the end of this course, you will be able to:

Understand the roles and responsibilities of an IRB Crewperson

- List the duties of an IRB Crewperson
- List the safety considerations when crewing an IRB



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Crew an IRB

- List the different classes of IRB's
- Identify the components of an IRB and ancillary equipment
- Contribute to the safe and efficient launching of an IRB
- Demonstrate safe crewing positions while negotiating the surf
- Perform emergency procedures
- Observations, hazards and risks are identified and clearly communicated to the driver

Maintain an IRB

- Perform pre-operational checks and preventative maintenance of the IRB hull
- Perform post-operational maintenance of the IRB hull
- Report major wear or damage according to organisation procedures

Perform rescues in an IRB as a crewperson

- Perform conscious and unconscious casualty pick-ups
- Perform complex rescues including swimming rescues, sailboarder and kite surfer rescues.

Proof of relevant skills and knowledge

In order to prove you already have the skills and knowledge delivered by this course, you can choose to EITHER:

- complete the assessment tasks for the course
OR
- provide proof that demonstrates you have these skills and knowledge, which might include:
 - demonstrate skills to your assessor
 - reports or references supporting your relevant skills and knowledge
 - names and contact details of referees
 - other types of proof agreed with your assessor

The evidence sheets on the following pages will provide you with examples of evidence that you may have. Read the Evidence Sheets and use the Self Assessment forms on the next pages to help you make a decision about whether to apply for Recognition Assessment. Refer to the sample completed self assessment at the end of this Guide



IRB Crew Certificate Evidence Sheets

Summary of Unit Requirements	Explanation of relevant job roles <i>You may have developed the required competencies through work done in the following roles</i>	Examples of possible evidence and its requirements
<p>Crew small powercraft in a rescue operation</p> <ol style="list-style-type: none"> 1. Prepare powercraft for operation 2. Assist operator to transport powercraft 3 Launch and stabilise powercraft through surf 4. Participate in emergency drills 5. Participate in rescue 6. Assist with powercraft recovery and restore. <p>Critical aspects of evidence: Assessment must confirm the ability to:</p> <ul style="list-style-type: none"> • Perform a rescue • Safely load and manoeuvre a vessel <p>Competency should be demonstrated over one or more exercises, scenarios or incidents to develop confident boat crewing.</p>	<p>IRB Driver</p> <p>Gear Steward</p> <p>Other Emergency Services Worker</p> <p>Thundercat racing</p>	<p>Evidence of participation in club gear inspections</p> <p>SES Qualifications – evidence of relevance to the unit of competency</p> <p>IRB, Incident and Patrol Logs completed correctly and signed by candidate</p> <p>Letters from club personnel confirming competence as an IRB Crewperson</p> <p>Evidence of successful participation in IRB competition such as placing/winning</p>



Self Assessment

Use this Self Assessment if you believe you already have the skills and knowledge (competencies) covered in this course. It will help you to decide whether you want to be assessed for competency in this course instead of attending the training.

This Self Assessment relates to the IRB Crew Certificate Course

Please complete the self assessment below clearly identifying what proof you may have to demonstrate your competence in the right hand column as well as providing any additional information you consider necessary.

I can do this	Yes/No	I can prove this by: (describe here how you can support your claim of competence or describe your experience)
Prepare IRB for patrols or rescue operations PUASAR015A element 1		
Assist IRB Driver to transport IRB PUASAR015A element 2		
Crew the IRB through the surf safely PUASAR015A element 3		
Perform roll overs after capsize PUASAR015A element 4		



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Perform rescues in open and broken water PUASAR015A element 5		
Assist with powercraft recovery and restore PUASAR015A element 6		

Based on my responses above, I believe I can already demonstrate competency in all of the items listed above and would like to be assessed against these units of competency.

YES/NO

If 'NO', you will need to attend the training and complete the associated assessment tasks to gain the skills and knowledge if you wish to attain the qualification/statement of attainment.

If 'YES', you should speak to your local trainer/assessor about proceeding with the Recognition of Prior Learning process.



RPL Assessment Portfolio

This RPL portfolio includes all of the evidence you are required to submit to your assessor to demonstrate competence in the Silver Medallion (IRB Driver) and the related competencies listed in the competency record below.

Learner Details

First Name:		Surname:	
Date of Birth:		Club / Group:	
Telephone:			
Email:			

Competency Record

		Competent	Not Yet Competent
SLSA Course			
IRB Crew Certificate			
Nationally recognised unit of competency			
PUASAR015A Crew small powercraft in a rescue operation			
Assessor Name			
Assessor Signature		Date	



RPL Assessment Summary

Participant Name:			
Assessment Evidence	Date Completed	Satisfactory/ Not Satisfactory (S/NS)	Assessor Signature
PUASAR015A Crew small powercraft in a rescue operation			
Comments:			



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Summary of Unit Requirements (Taken directly from the Training Package)	Candidate Explanation (the candidate's own 'story' about their relevant experience)	Documentary Evidence Attached (Work samples, references, certificates and other documents organised in a folder and numbered or coded in some way)	
<p>Crew small powercraft in a rescue operation</p> <ol style="list-style-type: none"> 1. Prepare powercraft for operation 2. Assist operator to transport powercraft 3. Launch and stabilise powercraft through surf 4. Participate in emergency drills 5. Participate in rescue 6. Assist with powercraft recovery and restore <p>Critical aspects of evidence: It is essential for this unit that competence can be demonstrated in organisational procedures for inspection testing, cleaning and servicing of response equipment</p> <p>Consistency in performance Evidence should be gathered over a period of time in a range of actual or simulated workplace environments</p>		Document No	Description
Reviewed and approved by Assessor: Name:		Signature	Date:



Mapping IRB Crew Certificate Learning and Assessment Materials to Unit of Competency PUASAR015A (Crew small powercraft in a rescue operation)

Important Note

Learning and assessment materials are written in an integrated manner with knowledge and skills introduced, developed and assessed over time.

Units and Elements of Competency*	Delivered in Learner Guide	Assessed in Assessment Activity	Notes/Comments
<p>PUASAR015A Crew small powercraft in a rescue operation</p> <p>1. Prepare powercraft for operations</p> <p>1.1 Relevant logbooks are reviewed for previous operational feedback and pre-use information is completed as directed by operator in accordance with organisational requirements</p> <p>1.2 Pre-launch checks to ensure operational readiness of craft and safety features are conducted at the direction of the operator in accordance with manufacturer’s guidelines</p> <p>1.3 Prelaunch operational checks of auxiliary equipment are completed and equipment is stowed</p> <p>1.4 Personal protective equipment (PPE) is obtained, applied or stowed as required</p> <p>2. Assist operator to transport powercraft</p>	<p>Topic 2 p 13-14</p> <p>Topic 2 p 13-14, Topic 4 p 15-17</p> <p>Topic 2 p 13-14, Topic 4 p 15-17</p> <p>Topic 2 p 13-14, Topic 4 p 15-17</p>	<p>NB: Some of the required skills and knowledge are in the pre-req Bronze medallion which has an annual proficiency</p> <p>Task 1 – Training log, Task 2 – Theory Paper, Task 3 – Observation</p> <p>Task 1 – Training log, Task 2 – Theory Paper, Task 3 – Observation</p> <p>Task 1 – Training log, Task 2 – Theory Paper, Task 3 – Observation</p> <p>Task 1 – Training log, Task 2 – Theory Paper, Task 3 – Observation</p>	



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<p>2.1 Safe manual handling techniques are used to assist operator to transport powercraft to launch site</p>	<p>Topic 4 p 15-17</p>	<p>Task 1 – Training log, Task 2 – Theory Paper, Task 3 – Observation</p>	
<p>2.2 Operator is assisted to unload and position powercraft at water’s edge</p>	<p>Topic 4 p 15-17</p>	<p>Task 1 – Training log, Task 2 – Theory Paper, Task 3 – Observation</p>	
<p>2.3 PPE is secured, checked and stored correctly in powercraft</p>	<p>Topic 2 p 13-14, Topic 4 p 15-17</p>	<p>Task 1 – Training log, Task 3 – Observation</p>	
<p>3. Launch and stabilise powercraft through surf</p>			
<p>3.1 Own level of competence is conveyed to operator in relation to surf/aquatic environment conditions.</p>	<p>Topic 1 p 9-10</p>	<p>Task 1 – Training log, Task 2 – Theory Paper, Tasks 3 & 4 – Observation</p>	
<p>3.2 Powercraft is lifted and dragged into water as directed by operator</p>	<p>Topic 4 p 18-20</p>	<p>Task 1 – Training log, Tasks 3 & 4 – Observation</p>	
<p>3.3 Powercraft is secured and positioned as required for surf/aquatic conditions</p>	<p>Topic 4 p 18-20</p>	<p>Task 1 – Training log, Task 2 – Theory Paper, Tasks 3 & 4 – Observation</p>	
<p>3.4 Powercraft is boarded safely on operator command and a <i>secure position</i> is assumed</p>	<p>Topic 4 p 18-20</p>	<p>Task 1 – Training log, Task 2 – Theory Paper, Tasks 3 & 4 – Observation</p>	
<p>3.5 <i>Position in powercraft</i> is changed at operator’s direction to assist with maintaining trim and negotiating surf/aquatic environment conditions</p>	<p>Topic 4 p 18-22</p>	<p>Task 1 – Training log, Task 2 – Theory Paper, Tasks 3 & 4 – Observation</p>	
<p>3.6 Lookout for <i>hazards</i> in surf is maintained and information concerning objects in the water is communicated to operator</p>	<p>Topic 4 p 18-22</p>	<p>Task 1 – Training log, Task 2 – Theory Paper, Tasks 3 & 4 – Observation</p>	
<p>3.7 Assistance with beaching and stabilising craft</p>	<p>Topic 4 p 18-22</p>	<p>Task 1 – Training log, Tasks 3 & 4 –</p>	



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is provided on return to shore as directed by operator		Observation	
4. Participate in emergency drills			
4.1 <i>Emergency procedures</i> are implemented safely as directed by operator	Topic 4 p 18-21	Task 1 – Training log, Task 2 – Theory Paper, Tasks 3 & 4 – Observation	
4.2 Assistance is provided with safe <i>manoeuvring of powercraft without operational motor</i>	Topic 5 p 19-21	Task 1 – Training log, Task 2 – Theory Paper, Tasks 3 & 4 – Observation	
5. Participate in rescue			
5.1 Casualty/object is retrieved using appropriate <i>retrieval techniques</i> as directed by operator	Topic 5 p 23-25	Task 1 – Training log, Task 4 – Observation	
5.2 <i>Basic patient care</i> of casualty is performed as required	Topic 5 p 23-25	Task 1 – Training log, Task 4 – Observation	
5.3 Casualty/object is secured for return to shore	Topic 5 p 23-25	Task 1 – Training log, Task 4 – Observation	
5.4 Casualty lift /object is removed from powercraft as directed by operator	Topic 5 p 23-25	Task 1 – Training log, Task 4 – Observation	
6. Assist with powercraft recovery and restore			
6.1 Safe manual handling techniques are used to assist operator with transport of craft to storage	Topic 3 p 15-17	Task 1 – Training log, Task 2 – Theory Paper, Tasks 3 & 4 – Observation	
6.2 Powercraft is cleaned and stored in line with organisational procedures and as directed by operator	Topic 7 p 28-29	Task 1 – Training log, Task 2 – Theory Paper, Tasks 3 – Observation	
6.3 Ancillary equipment is cleaned and restowed	Topic 7 p 28-29	Task 1 – Training log, Task 2 – Theory	



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<p>conditions</p> <ul style="list-style-type: none"> • Features and signs of rips. Gutters, sweeps and currents • Local hazards and environmental threats • Local operating procedures and organisational standards • Organisational craft procedures • Organisational procedures for cleaning and discarding equipment in terms of environmental management and sustainability • Self-rescue techniques • Surf/aquatic environment awareness including beach safety zones • Surf/aquatic environment hazards • Surf/aquatic environment survival techniques • Types of waves and their characteristic features 	<p>Pre-req Bronze medallion, Topic 2 p 19</p> <p>Pre- req Bronze, Topic 2 p 19, Topic 3 p 25 Topic 1, Topic 2 p 17-19, Topic 4</p> <p>All Topics</p> <p>Powercraft Manual, pg 9</p> <p>Pre-req Bronze medallion, Topic 2 p 21-22 Pre-req Bronze medallion, Topic 2 p 19&23</p> <p>Pre-req Bronze medallion, Topic 2 p 19 Pre-req Bronze medallion, Topic 2 p 21-22 Pre- req Bronze medallion</p>	<p>Bronze medallion assessment</p> <p>Task 1 Tasks 1, 2, 3 & 4</p> <p>Task 3 Observation</p> <p>Task 3 Tasks 1, 3 & 4</p> <p>Tasks 1, 2, 3 & 4 Bronze medallion assessment Bronze medallion assessment</p>	
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