FAQ’s - Snorkelling RPL 2012

Question: Who can apply for this RPL and what does it cost?

Queensland teachers, who have been instructing snorkelling in their schools for some time, may apply for this RPL to meet their CARA requirements. Commencing 1 January 2012, a fee of $75 will apply for each Education Queensland teacher application and $150 for non EQ teachers. Your school will be invoiced by Tallebudgera Beach School.

Question: Besides having instructed snorkelling to students, what other qualifications must I have to apply for the RPL?

1) Current First Aid.

2) Completed emergency response skills training appropriate to the site, e.g., snorkelling instructor/coach, scuba diver/rescue diver, bronze medallion/lifesaving bronze/surf rescue certificate, Royal Life Saving Queensland’s Oxygen Equipment Resuscitation/Pool Lifeguard Course, or other evidence.

3) Completed training that demonstrates an understanding of technical snorkelling knowledge, such as factors affecting buoyancy and how to control sinking and floating, pressure, volume and temperature as related to squeezes, and atmospheric related concerns such as hyperthermia and sunburn, e.g., snorkelling instructor/coach, scuba diver/rescue diver, or other evidence. Some snorkelling instructor/scuba diver programs include NASDS, NAUI, AUF, AUSI, NOLR, SSI, PADI, FAUI, ASC, BSA.

Question: What other evidence must I provide?

You must provide a completed risk assessment of the locality where you take your students snorkelling, a copy of your school’s snorkelling instruction program, and a signed Third Party report by your Principal. Note that your risk assessment must identify how you will be able to provide 100% oxygen to participants if required.

Question: What if I am a new or inexperienced snorkelling teacher, how can I meet the RPL requirements?

Firstly, you must hold first aid and have completed for example, a scuba diving accreditation which includes emergency response skills or a snorkelling guide accreditation such as AUSI. Secondly, you must be mentored on your snorkelling excursion/s by your HOD or delegated teacher for at least one full snorkelling unit.

As well, you must provide a completed risk assessment of the locality where you take your students snorkelling, a copy of your school’s snorkelling instruction program, and a signed Third Party report by your Principal.

Question: What documentation must I provide?

An RPL Application Package is provided for your completion. Be sure to complete all sections, attach required verifications and sign the document, and post to Tallebudgera Beach School. Alternatively, if you wish to send the application electronically, be sure that digital signatures are attached as well as all required verifications.
Question: **When will I receive my Statement of Attainment?**

Your application will be assessed and if you are deemed COMPETENT on the evidence presented, your Statement of Attainment will be posted to you.

Question: **Where else is information on the Snorkelling CARA available?**

Please refer to the Marine Teachers Association of Queensland website’s Member Section - [http://www.marineteachers.org.au/](http://www.marineteachers.org.au/). If you are not a member, you can join online. Highly recommended as the site hosts an example of a completed site risk assessment and a school’s snorkelling instruction program.

Question: **I understand the Snorkelling CARA has been revised and that if I currently already hold a diving/snorkelling instructor accreditation, e.g., PADI Instructor, AUSI Guide, NASDS, etc., that I will not need the Snorkelling Statement of Attainment.**

This is true. Please refer to the Version 2 Snorkelling CARA.

Question: **Where do I send my application?**

Please post to:

**RTO – Snorkelling RPL**
Tallebudgera Beach Outdoor Education School
PO Box 909
Elanora Q 4221

Email contact: rto@talloec.eq.edu.au
Application for Recognition of Prior Learning for Competency:

SISOSNK403A Instruct Snorkelling Activities

<table>
<thead>
<tr>
<th>Name:</th>
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<tbody>
<tr>
<td>Email:</td>
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<tr>
<td>Mobile:</td>
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<tr>
<td>School:</td>
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</tbody>
</table>
Open Water Snorkelling

To achieve the RPL, you are required to demonstrate current competence in planning, instructing and evaluating instructional snorkelling sessions to enable participants to achieve the skills and knowledge required to participate independently, or with minimal supervision, in a snorkelling activity in confined and/or open water conditions.

A Third Party Report Checklist to be signed by your Principal is attached for completion as part of the application.

Applicant Checklist

Have you:

- Completed your enrolment form
- Completed details of your snorkelling instructing experience log and snorkelling personal experience log
- Attached certified* (*signed by a JP) or verified* (*signed by your BSM or Principal) evidence of your current first aid, emergency response and technical knowledge documentation
- Provided your snorkelling instruction session plan
- Had your Principal complete and sign the Principal’s Report
- Signed the application

If your RPL application is successful, your Statement of Attainment will be emailed to you. If not, you may be required to provide additional information or demonstrate you have completed “gap” training.

Before completing the RPL, please review Education Queensland’s current Snorkelling Curriculum Activity Risk Assessment at

Enrolment Details

As a Registered Training Organisation (National Provider Code 30685), Tallebudgera Beach Outdoor Education School is required to obtain the following enrolment details.

TRAINING ENROLMENT FORM

Instructions:
Please complete all sections clearly and carefully by writing in block letters. All data is protected as required under the Vocational Education, Training and Employment Act 2000 & Amendment Act 2005.

1 PERSONAL DETAILS

Title: (Please tick) Mr  Mrs  Miss  Ms  Dr  Other

Family Name: .................................................................

Given Names: .................................................................

Residential Address: ............................................................... Post Code:.............

Postal Address: ................................................................. Post Code:.............

Phone Numbers:  Home _________________ Work _________________ Mobile____________________

Email: .................................................................

Date of Birth .................. Gender: ......................

Emergency/Next of Kin Contact Details:  Name.................................................................Phone: ......................
2 COURSE DETAILS

Name of course/qualification currently undertaking: SISOSNK403A Instruct Snorkelling Activities

Date of enrolment: ……………………………..

3 LANGUAGE AND CULTURAL DIVERSITY

Are you of Aboriginal or Torres Strait Islander origin?  
(For persons of both Aboriginal AND Torres Strait Islander origin, mark both "Yes" boxes)

☐ No  
☐ Yes, Aboriginal  
☐ Yes, Torres Strait Islander

Were you born in Australia? ________________ If not, please specify?

Do you speak a language other than English at home?  
☐ No, English only (Go to disability section)  
☐ Yes, other – please specify

How well do you speak English?  
☐ Very Well  
☐ Well  
☐ Not well  
☐ Not at all

4 DISABILITY

Do you consider that you have a disability, impairment or long-term condition?  
(You may indicate more than one area)

☐ No  
☐ Vision  
☐ Hearing/Deaf  
☐ Physical  
☐ Medical Condition

☐ Other  
☐ Intellectual  
☐ Mental Illness  
☐ Learning  
☐ Acquired Brain Impairment

5 EDUCATION

What is your highest completed school level?  
In which year did you complete that school level ☐

☐ Completed year 12  
☐ Completed year 11  
☐ Completed year 10  
☐ Completed year 9 or lower  
☐ Completed year 8 or lower  
☐ Did not go to school
Are you still attending secondary school?  
Yes [ ]  No [ ]

Have you successfully completed any of the following qualifications?  

- [ ] Yes (please tick ANY applicable boxes)  
- [ ] No (Go to the Employment section)

- Bachelor Degree or Higher Degree
- Advanced Diploma or Associate Degree
- Diploma (or Associate Diploma)
- Certificate IV (or Advanced Certificate/Technician)
- Certificate III (or Trade Certificate)
- Certificate II
- Certificate I
- Certificates other than the above

6 EMPLOYMENT

Of the following categories, which best describes your current employment status? (Tick ONE box only)

- Full-time employee
- Part-time employee
- Self employed – not employing others
- Employer
- Employed – unpaid worker in a family business
- Unemployed – seeking full-time work
- Unemployed – seeking part-time work
- Not employed – not seeking employment

7 STUDY REASON

Of the following categories, which best describes your main reason for undertaking this course/traineeship/apprenticeship? (Tick ONE box only)

- To get a job
- To start my own business
- To get a better job or promotion
- I wanted extra skills for my job
- For personal interest or self development
- To develop my existing business
- To try for a different career
- It was a requirement of my job
- To get into another course of study
- Other reasons

8 DECLARATION

I certify that all details provided on these forms are correct.
**Section 1 – Snorkelling Instruction Experience Log** – Please list the when, what & location of the training environment, and description of the participants. In particular, please emphasise your specific instruction experience in the last 2-3 years.

<table>
<thead>
<tr>
<th>When</th>
<th>What</th>
<th>Location</th>
<th>Description of participants</th>
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<tbody>
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</table>

**Section 2 – Snorkelling Personal Experience Log** – Please list the when, what & location of the training environment, and description of the participants. In particular, please emphasise your specific personal/recreational snorkelling experience in the last 2-3 years.

<table>
<thead>
<tr>
<th>When</th>
<th>What</th>
<th>Location</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>
Section 3 – Qualifications & Awards – please list and attach copies of qualifications/awards (verified by your Principal or BSM).

<table>
<thead>
<tr>
<th>Date Issued</th>
<th>Title of Qualification/Award</th>
<th>Issued By</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

**Required Qualification/Award Evidence:**

1) **Current First Aid.**

2) Completed **emergency response skills** training appropriate to the site, e.g., snorkelling instructor/coach, scuba diver/rescue diver, bronze medallion/lifesaving bronze/surf rescue certificate, Royal Life Saving Queensland’s Oxygen Equipment Resuscitation/Pool Lifeguard Course, or other evidence.

**Please describe accreditation ..................................................................................................................**

**Note:** A certified/verified copy must be attached.

3) Completed training that demonstrates an understanding of technical snorkelling knowledge, such as factors affecting buoyancy and how to control sinking and floating, pressure, volume and temperature as related to squeezes, and atmospheric related concerns such as hyperthermia and sunburn, e.g., snorkelling instructor/coach, scuba diver/rescue diver, or other evidence.

**Please describe accreditation ..................................................................................................................**

**Note:** A certified/verified copy must be attached.
Some snorkelling instructor/scuba diver programs include NASDS, NAUI, AUF, AUSI, NOLR, SSI, PADI, FAUI, ASC, BSA.

**Section 4 - Risk Assessment – Please complete your Risk Assessment for your specific snorkelling locality**

**Background**

Following an amendment to the Workplace Health & Safety Act 1995 in January 2009, there is a need for teachers to be current in their understanding of the HLS-PR-012: Curriculum Activity Risk Management Policy and associated Curriculum Activity Risk Assessments (CARAs).


Please review the following links:

Recreational Diving, Recreational Technical Diving and Snorkelling Code of Practice 2010

SLSQ Marine Stinger Risk management Guidelines 2008

EQ’s Infection Control Guideline

EQ’s Recreational Swimming Guideline

Commonwealth Government’s Guidelines For Managing Risks in Recreational Water
Student and teacher safety is paramount to the success of TBOES. Planning and risk assessment occurs both on a long-term and on a daily basis to ensure safe and supported learning. The Risk Management Process listed below helps to plan for safe and supportive activities.

- Identify the hazards
- Assess the risk
- Determine control measures
- Implement control measures
- Monitor and review

Risk level is assessed by considering the ‘likelihood’ of an incident occurring in combination with the ‘consequence’ (e.g. injury) if it did occur. The more likely an incident is to occur and the worse its consequence, the higher the risk. Refer to this risk matrix as a guide to estimate an activity’s level of risk. Also keep in mind that risk increases when activities are carried out in “new or unusual ways”.

**Note:**
If an activity is deemed high risk, parents should be advised and if deemed extreme risk, parents must be advised. Both high and extreme risk assessments must be recorded in a school’s Risk Register.

<table>
<thead>
<tr>
<th>Likelihood of an incident occurring</th>
<th>Consequence of an incident occurring</th>
</tr>
</thead>
<tbody>
<tr>
<td>5. ALMOST CERTAIN</td>
<td>Low treatment</td>
</tr>
<tr>
<td>4. LIKELY</td>
<td>Medium</td>
</tr>
<tr>
<td>3. POSSIBLE</td>
<td>Low</td>
</tr>
<tr>
<td>2. POSSIBLE</td>
<td>Low</td>
</tr>
<tr>
<td>1. LOW</td>
<td>No treatment</td>
</tr>
</tbody>
</table>
Snorkelling – Open Water


<table>
<thead>
<tr>
<th>Inherent risk level</th>
<th>Action required / approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>High</td>
<td>✓ A Curriculum Activity Risk Assessment must be completed.</td>
</tr>
<tr>
<td></td>
<td>✓ Principal or delegated Deputy Principal or Head of Program (i.e. HOD, HOSES, HOC) to review and approve risk assessment.</td>
</tr>
<tr>
<td></td>
<td>✓ Obtaining parental permission is recommended.</td>
</tr>
<tr>
<td></td>
<td>✓ Once approved, activity details are to be entered into the School Curriculum Activity Register.</td>
</tr>
</tbody>
</table>
### Snorkelling Risk Assessment for your Locality: .................................

<table>
<thead>
<tr>
<th>Risks</th>
<th>Control measures</th>
<th>Changes made to deal with risk (eg school policies, procedures)</th>
</tr>
</thead>
</table>

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[Image of page with table and text]
<table>
<thead>
<tr>
<th>Risks</th>
<th>Control measures</th>
<th>Changes made to deal with risk (eg school policies, procedures)</th>
</tr>
</thead>
</table>
| Leaving someone behind     | Adhere to the Recreational Diving, Recreational Technical Diving and Snorkelling Code of Practice 2010, Department of Justice and Attorney-General, Queensland Government: Section 2.2 Control measures for all recreational diving, recreational technical diving and snorkelling 2.2.1 Ensuring no persons are left behind | School policy  
 Snorkelling manifest for every open water snorkelling activity with sign out/sign in. |
| Student goes missing       |                                                                                                                                                                                                                     | Risk level after control measures  
 LOW                                                                         |
| Likelihood                  |                                                                                                                                                                                                                     | Risk level after control measures  
 LOW                                                                         |
| Possible                    |                                                                                                                                                                                                                     | Risk level after control measures  
 LOW                                                                         |
| Consequences                |                                                                                                                                                                                                                     | Risk level after control measures  
 LOW                                                                         |
| Major                       |                                                                                                                                                                                                                     | Risk level after control measures  
 LOW                                                                         |
| Calculated risk level       | HIGH                                                                                                                                                    | Risk level after control measures  
 LOW                                                                         |
| Animal bites/diseases       | Adhere to the Surf Life Saving Queensland Marine Stinger Risk Management Guidelines  
 Adhere to the Recreational Diving, Recreational Technical Diving and Snorkelling Code of Practice 2010, Department of Justice and Attorney-General, Queensland Government: Section 4.1.5 Marine stingers | Risk level after control measures  
 LOW                                                                         |
| Marine stingers             |                                                                                                                                                                                                                     | Risk level after control measures  
 LOW                                                                         |
| Dangerous animals           |                                                                                                                                                                                                                     | Risk level after control measures  
 LOW                                                                         |
| Likelihood                  | Possible                                                                                                                                                | Risk level after control measures  
 LOW                                                                         |
| Possible                    |                                                                                                                                                                                                                     | Risk level after control measures  
 LOW                                                                         |
| Consequences                | Major                                                                                                                                                    | Risk level after control measures  
 LOW                                                                         |
| Calculated risk level       | HIGH                                                                                                                                                    | Risk level after control measures  
 LOW                                                                         |
| Biological material         | Comply with Infection Control Guideline. Students with open cuts and abrasions are to be removed from the activity and treated immediately.  
 If bleeding cannot be controlled completely, the participant should not be allowed to return to the activity. All clothing, equipment and surfaces contaminated by blood should be treated as potentially infectious. | Risk level after control measures  
 LOW                                                                         |
| Bodily fluids (e.g. blood, sweat, saliva) |                                                                                                                                                                                                                     | Risk level after control measures  
 LOW                                                                         |
| Likelihood                  | Possible                                                                                                                                                | Risk level after control measures  
 LOW                                                                         |
| Possible                    |                                                                                                                                                                                                                     | Risk level after control measures  
 LOW                                                                         |
| Consequences                | Major                                                                                                                                                    | Risk level after control measures  
 LOW                                                                         |
| Calculated risk level       | HIGH                                                                                                                                                    | Risk level after control measures  
 LOW                                                                         |
<table>
<thead>
<tr>
<th>Activity</th>
<th>Likelihood</th>
<th>Consequences</th>
<th>Calculated risk level</th>
<th>Risk level after control measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical exertion</td>
<td>Possible</td>
<td>Major</td>
<td>HIGH</td>
<td></td>
</tr>
<tr>
<td>Strains and sprains, cramps,</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>exhaustion and fatigue</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Loss of consciousness</td>
<td>Possible</td>
<td>Major</td>
<td>HIGH</td>
<td>First aid/CPR and availability of 100% oxygen at site (as required under Snorkelling Code)</td>
</tr>
<tr>
<td>Shallow water blackout</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Environmental conditions</td>
<td>Possible</td>
<td>Major</td>
<td>HIGH</td>
<td>Environmental conditions</td>
</tr>
<tr>
<td>Students being washed away due</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>to changing tides, weather,</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>temperature, visibility</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Risks</td>
<td>Control measures</td>
<td>Changes made to deal with risk (eg school policies, procedures)</td>
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<tr>
<td>-------</td>
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<td>---------------------------------------------------------------</td>
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<td></td>
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<tr>
<td>Panic</td>
<td></td>
<td>Risk level after control measures</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Increased anxiety reducing students capacity to think rationally and may focus on only one act or goal while forgetting about other important requirements. For example, pushing other students onto coral.</td>
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<tr>
<td>Likelihood</td>
<td>Possible</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Consequences</td>
<td>Major</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Calculated risk level</td>
<td>HIGH</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Hit by a boat or cut by a propeller</td>
<td>Students hit by the snorkelling boat or a boat in close proximity. Students being cut/lacerated - head, torso by a propeller</td>
<td>Risk level after control measures</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Likelihood</td>
<td>Possible</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Consequences</td>
<td>Major</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Calculated risk level</td>
<td>HIGH</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Entry exit points</td>
<td>Students being cut or injured by coral, marine life on entry exit</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Possible Consequences
Major
Calculated risk level
HIGH

Risk level after control measures

Section 5 – Evidence
Knowledge of planning, instructing and evaluating instructional snorkelling sessions to enable participants to achieve the skills and knowledge required to participate independently, or with minimal supervision, in a snorkelling activity in confined and/or open water conditions.

I have attached a copy of a snorkelling instruction program that I currently use that includes:

- the session plan including a risk management and rescue response component
- equipment and resources used
- brief to students
- the order of key teaching points
- the post-session process

Note: You must clearly show these 5 elements.
**Section 6 - Principal’s Report – Principal’s Name & Signature:**

**Note:** Please initial each section of the attached document where you are fully satisfied that the applicant holds the required skills and knowledge. Please do not sign any section if you are unsure.

**Competency: SISOSNK403A Instruct Snorkelling Activities**

<table>
<thead>
<tr>
<th>Skills and Knowledge</th>
<th>Initial</th>
<th>Comment (if required)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Communication skills to:</td>
<td></td>
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<tr>
<td>- consult with participants to plan an appropriate snorkelling session</td>
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<td></td>
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<tr>
<td>- convey information about the safety aspects of the session</td>
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<tr>
<td>- interact with participants to create a safe and positive environment</td>
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<tr>
<td>2. Problem solving skills to:</td>
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<tr>
<td>- plan snorkelling sessions according to participant’s needs and characteristics</td>
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<td></td>
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<tr>
<td>- address participant difficulties in developing techniques</td>
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<td></td>
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<tr>
<td>- anticipate and respond to non-routine situations</td>
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<tr>
<td>3. Planning and organising skills to:</td>
<td></td>
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<tr>
<td>- source, allocate and coordinate resources, equipment and a suitable snorkelling site</td>
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<tr>
<td>- monitor and evaluate progress</td>
<td></td>
<td></td>
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<tr>
<td>- organise participants into manageable groups for snorkelling</td>
<td></td>
<td></td>
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<tr>
<td>- complete post session participant and self evaluation</td>
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<tr>
<td>4. Current personal fitness levels and snorkelling skills to a high level of technical correctness to demonstrate and explain techniques to participants, including ability to rescue a student in an open water situation.</td>
<td></td>
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</tbody>
</table>
Section 7 - RPL’s Assessor Details

Name of Assessor: ............................................................... Signature & Date: .................................................................

Sufficient Evidence to grant RPL: Yes / No Statement of Attainment No: ...........................................................

If No, record of applicant contact to support accreditation: …………………………………………………………………………………………………….

The assessor must ensure that the evidence of prior learning is:

• authentic (the candidate’s own work);
• valid (directly related to the current version of the relevant endorsed unit of competency);
• reliable (shows that the candidate consistently meets the endorsed unit of competency);
• current (reflects the candidate’s current capacity to perform the aspect of the work covered by the endorsed unit of competency); and
• sufficient (covers the full range of elements in the relevant unit of competency and addresses the four dimensions of competency, namely task skills, task management skills, contingency management skills, and job/role environment skills).