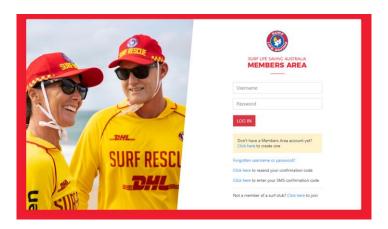
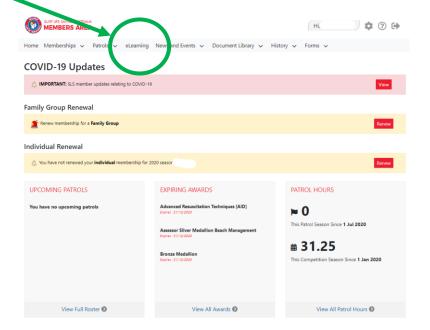
## SLSA MEMBERS AREA – HOW TO GUIDE Locating Skills Maintenance resources (for completion by member)

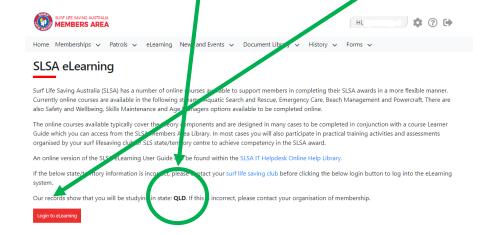
1. Log into the SLSA Members Area (members.sls.com.au)



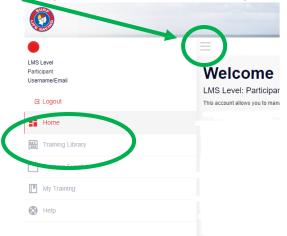
2. Select eLearning



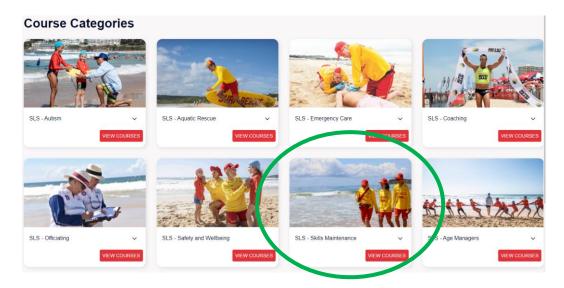
3. Check that you are registered for training QLD before selecting Login to eLearning



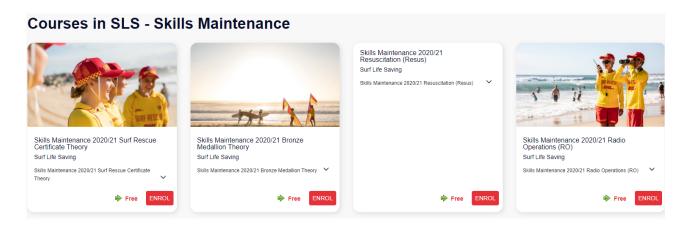
4. Select *Training Library* from the Menu on the left (automatically appears when using a computer/laptop). If Menu does not appear click here to open on another device (ie smartphone).



5. Select *View Courses* under the *SLS – Skills Maintenance* Course Category

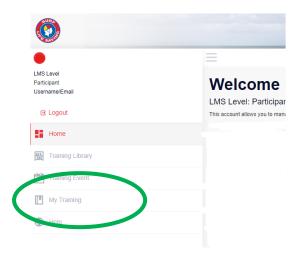


6. Click *Enrol* for the course that's relevant to you.

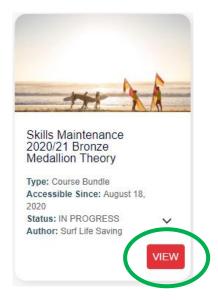


- BRONZE MEDALLION award holders only need to complete "Skills Maintenance 2020/2021 Bronze Medallion Theory"
- SURF RESCUE CERTIFICATE award holders only need to complete "Skills Maintenance 2020/2021 Surf Rescue Certificate Theory"
- FIRST AID/ADVANCED RESUSCITATION TECHNIQUES/RESUSCITATION award holders (that DO NOT hold a Bronze Medallion or SRC award) – only need to complete "Skills Maintenance 2020/2021 Resuscitation (Resus)"

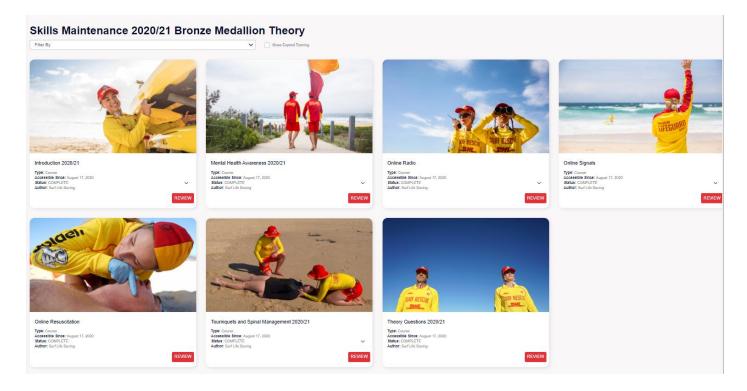
- RADIO OPERATOR CERTIFICATE award holders (that DO NOT hold a Bronze Medallion or SRC award) only need to complete "Skills Maintenance 2020/2021 Radio Operations (RO)"
- OBSERVERS award holders Please see below for further instructions.
- 7. Once enrolled, you will find the training modules that you will need to complete for your Skills Maintenance theory in *My Training* on the Home Menu.



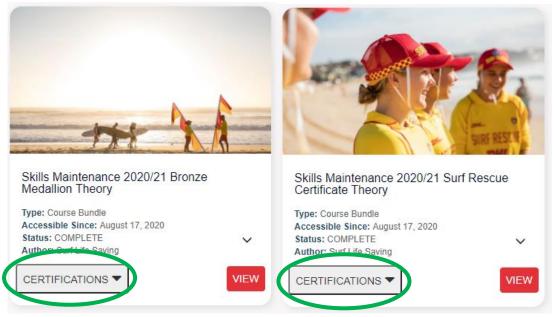
8. Locate your Skills Maintenance training in *My Training* and click *View* (Bronze Course Bundle used as an example)



9. You will need to complete each module in your Course Bundle (ie all 7 tabs for Bronze Medallion) and finally the Theory Questions (there are 9 questions from Bronze Medallion holders and only 3 questions for SRC holders).



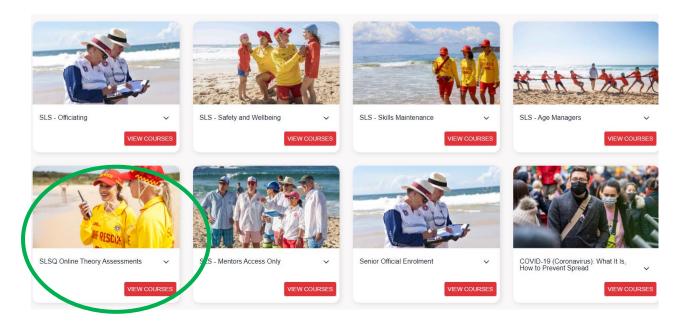
10. Once you have completed all of the requirements for Bronze Medallion/Surf Rescue Certificate, members will have access to download/send/print their Certificate of Completion for presentation to your Club/CTO:





## **OBSERVERS AWARD HOLDERS**

- Follow Steps 1-4 as above.
- Select View Courses under the SLSQ Online Theory Assessments Course Category (not SLS Skills Maintenance)



Click Enrol for the Skills Maintenance 2020/21 SLSQ Observers Award (currently the only option in this section)

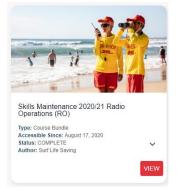


• Your course can now be found in *My Training*. Follow Steps 7-10, completing each module in the Course Bundle (including 2 questions) and printing your Certificate of Completion.

## FREQUENTLY ASKED QUESTIONS:

- Do I have to complete each section in my course bundle?
  A: Yes you must complete each module (including the theory questions) before you will receive a Certificate of Completion.
- 2. I am only required to do the "Skills Maintenance 2020/2021 Radio Operations (RO)" but I did not get a Certificate of Completion, what do I do?

A: You can take a screenshot to show that the module has been completed for your CTO. Alternatively, CTOs should be able to access a report in the background to show them what members have completed. Eg



- 3. I have my Radio and First Aid awards. Which Skill Maintenance online theory do I need to complete? A: Both "Skills Maintenance 2020/2021 Radio Operations (RO)" and "Skills Maintenance 2020/2021 Resuscitation (Resus)".
- 4. I have accidentally started the SRC course bundle when I should be doing the Bronze bundle. Do I have to restart?

A: No – the units are interchangeable between bundles and you will not need to re-complete the same unit if you start a different bundle (also the same if you complete the "Skills Maintenance 2020/2021 Radio operations (RO)" and then decide to complete the Bronze Medallion bundle.

5. How long will this take me to complete?

A: SLSA suggests that it will take a member around 1 hour to complete the Bronze Medallion bundle. As most of the included information should not be new to a proficient Bronze Medallion holder, SLSQ believes it will take you far less time to complete.