

Dear Instructor,

The SA Water VACSWIM 2012 program will officially commence on Wednesday 4 January until Thursday 12 January 2012 (please note some locations may run over one week). Friday 13 January 2012 will be used for sites doing higher awards. Please continually check the SA Water VACSWIM website www.vacswimsa.com for updated details.

Please find enclosed for your information:

- A SA Water VACSWIM 2012 Application for Employment
- A draft list of locations at which the SA Water VACSWIM 2012 program will be conducted (availability of these locations is currently being confirmed)
- Update Course information.

If you wish to be considered as a casual swimming instructor in the SA Water VACSWIM 2012 program, you are required to complete all details of the Application for Employment and Personal/Health Declaration forms before returning them to the address indicated.

Correct completion of the form will ensure quicker processing of the application.

Qualifications:

The Employment Qualification section on page 2 of the Employment Application Details indicates the qualifications required to work in the SA Water VACSWIM 2012 program.

In addition you must supply all copies of qualifications.

Child Protection:

As the SA Water VACSWIM Instructor in Charge, Instructor and Assistant Instructor positions are 'prescribed positions' under the Children's Protection Act, **all applicants** are required to provide one of the following documents to meet Child Protection requirements before they can be engaged to work for the SA Water VACSWIM 2012 program.

Please send in either the original document or a certified* copy (preferred option) of:

- A National Police Certificate (NPC) issued within the past 2 years; or
- A DFC Clearance letter – issued within the past 2 years; or
- A DECS Clearance letter – issued within the past 2 years; or
- A Catholic Education Office Clearance letter – issued within the past 2 years; or
- Proof of registration with the Teachers Registration Board; or
- Proof of registration as a Police Officer.

In addition if the NPC or clearance letter provided is more than 6 months old, but less than 2 years old the applicant must also complete, have witnessed and return the statutory declaration included with the application pack.

*Certified copy is signed by a JP as a true and accurate copy

338 Tapleys Hill Road

Seaton SA 5023

Po Box 20

Fulham Gardens SA 5024

ABN 41241 860 884

Phone (08) 8200 2525

Fax (08) 8353 0384

vacswimsa@ymca.org.au

www.vacswimsa.com

PLEASE NOTE:

1. You are encouraged to return your applications by **30 September 2011**. Applications will be accepted after this date however preference will be given to applications received before 30th September, 2011.
2. If you do not already have an NPC, please forward your application without it.
3. Once an offer of employment is made it will be subject to you then providing an NPC no later than **2 December 2011**.
4. Initial selection will be for the Instructor In Charge positions at all locations and the selection of Instructor and Assistant Instructor positions will follow.

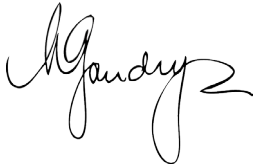
Letters offering employment will be forwarded to successful applicants from October onwards until all positions are filled.

Persons requiring information on RLSSA-SA update courses should contact RLSSA-SA on 8234 9244. Persons requiring information on SLSSA update courses should contact SLSSA on 8354 6900. You should complete these updates by 2 December 2011.

Please contact the SA Water VACSWIM office on (08) 8200 2525 should you require clarification about the Application for Employment form.

We look forward to receiving your application.

Yours sincerely



Noreen Gaudry
Event Manager

29th August 2011

PS: If you do not wish to receive this information in future years, please contact the SA Water VACSWIM Office on 8200 2525 to remove your details from the staffing database.



SA Water VACSWIM January 2012 Employment Application Details

SA Water VACSWIM 2012 will be conducted at approximately 145 locations across the state in January 2012. SA Water VACSWIM 2012 is a water safety and swimming program. Children over the age of five will be provided with opportunities to develop a range of skills in water safety, competence and confidence in the water, improvement in swimming strokes, personal survival activities and emergency procedures.

1. Important Information:

Please take time to **complete all details** on the "Application for Employment" and "Personal/Health Declaration" forms. Please note that your full name, date of birth and **email** is required for database purposes. As indicated, the list of SA Water VACSWIM 2012 locations is yet to be confirmed, so it is important that you specify at least 3 location preferences.

NOTE: Email will be used as our preferred form of communication, please ensure your email details are clear and legible.

2. Return of Applications:

It is important the "Application for Employment" and "Personal/Health Declaration" forms are returned as soon as possible to facilitate initial staff selection at the location. Applications will be accepted after the due date however, persons who return their application by the due date will have first preference of being appointed to their preferred locations. The VACSWIM Office will endeavour to place successful applicants to their preferred location. The information on the Application for Employment, Personal/Health Declaration forms and National Police Certificate (other clearance certificates accepted include, DFC / DECS clearance, catholic education clearance, and teacher / police officer registrations) issued in the past 2 years are necessary in order to assess the eligibility of applicants for employment in the SA Water VACSWIM program. The information supplied is for the use of YMCA, as managers of the SA Water VACSWIM program, and all information is **CONFIDENTIAL**. Selection will be based on merit and there will be no unlawful discrimination against persons seeking employment in this program.

3. Check list of documentation to return:

- Application form to be signed (**We recommend you take a copy for your own record**)
 - The Personal / Health Declaration form – signed and witnessed.**
 - Certified* copy of your National Police Certificate or other validated document for all applicants (valid for 2 years) submitted to the Vacs swim office with your application.**
 - Statutory Declaration if NPC is more than 6 months old which must be witnessed by a JP.
 - Copies of qualifications** (as indicated under Employment Qualifications detailed on reverse page and on the Application for Employment form) should be forwarded to the VACSWIM Office no later than 1st December 2011. No person will be permitted to commence employment at any location until the VACSWIM Office has sighted these qualifications.
 - Indicate when you will be completing your Qualification Update (valid for 12 months)**
 - If applying for an Instructor in Charge position the additional information as indicated should be forwarded to the VACSWIM Office with the Application for Employment.
 - Provide details of 2 character referees
- *Certified means a copy signed by a Justice of Peace as a true and accurate copy of the original document**

4. Send documentation to:

VACSWIM Office
PO Box 20
FULHAM GARDENS SA 5024

5. Enquiries:

Phone - (08) 8200 2525: Fax: - (08) 8353 0384 E-mail – vacswwimsa@ymca.org.au



SA WATER VACSWIM 2012

For a person applying to work with the SA Water VACSWIM 2012 program in South Australia (where the NPC documentation is more than 6 months old)

Statutory Declaration

As Per Oaths Act 1936

I _____
(given name/s) (surname)

of _____
(address)

Do solemnly and sincerely declare that:

- i) I have no criminal convictions arising out of the abuse, neglect or assault (including sexual assault) of a person; and
- ii) If I am charged with any crime that may lead to a relevant conviction, I will promptly notify the VACSWIM Office; and
- iii) I have never been investigated for any unlawful act against a minor; and
- iv) I have never been refused or had my swimming instructor registration or other accreditation suspended for any breach of a code of conduct relating to any sport; and
- v) I am of, or over the age of, 15 years.

I provide the following names of persons willing to attest to me being a fit and proper person to work as a contact person with children:

Name: _____ Contact: _____

Name: _____ Contact: _____

Name: _____ Contact: _____

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the *Oaths Act 1936*, and as amended.

(Signature of person making Declaration)

Declared at _____
In the State of South Australia.

On this _____ day of _____ 20__

Before me:

Name in Full: _____

Title: _____ ID Number _____
(Justice of the Peace/notary public/barrister/solicitor/officer by law authorised to administer an oath or affirmation pursuant to the *Oaths Act 1936*)



SA WATER VACSWIM January 2012

Personal / Health Declaration

SURNAME: _____ GIVEN NAMES: _____

PERSONAL / HEALTH DECLARATION:

The Occupational Health Safety and Welfare Act, 1986, Section 21, emphasises that the onus is on you to declare any restrictions that you may have in relation to your health, to take reasonable care to protect your own health and safety, and to be careful not to aggravate any existing medical conditions.

Furthermore, the onus is on you to inform the SA Water VACSWIM Manager, in writing, of any restrictions you have in relation to your health. The onus is also on you to advise if medical changes occur which may affect your employment situations or the terms of your employment.

Instructors are expected to promote water safety, encourage taking of precautions in the sun and lead by example, using the sunsmart message. T-shirts or other suitable clothing should be worn on top of swimwear. A hat and sunscreen are essential.

HEALTH INFORMATION:

I understand that if further medical information is required I may be asked to give written authorisation for a government approved medical officer to approach the relevant medical practitioner.

1. Are you physically fit and able to perform the duties of an Instructor in Charge, Instructor or Assistant Instructor, including rescue functions, without assistance? Yes No

2. Do you have a physical or mental disorder, which may require you to have assistance in performing duties of an Instructor in charge, Instructor or Assistant Instructor? Yes No

If YES please describe your condition:

3. Please indicate if you have the following medical conditions (information supplied to IC if required)

Asthma Allergy Diabetes Epilepsy Heart Problem

4. Have you ever been in receipt of workers compensation? Yes No

If YES, provide details: Year: _____ State: _____

State reason: _____

If you are a successful applicant in SA Water VACSWIM 2012, you will be asked to inform the Office of any medical conditions you may have, for emergency reasons only.

PERSONAL INFORMATION:

1. Residency

Applicant must be a permanent resident of Australia or hold a current permit to work in Australia before being considered for employment.

- Are you a permanent resident of Australia? Yes No
- If NO, do you hold eligibility to work in Australia? (attach evidence) Yes No

2. Certified* Copy of a National Police Certificate for All Applicants (including applicants under 18)

- Have you provided an **Original National Police Certificate (Valid for 2 years), OR DFC / DECS Clearance Letter, OR a Catholic Education Clearance Letter, OR Proof of Registration as a Teacher OR Police Officer?**

Yes No

If NO, please indicate the date the certificate is to be received.

Have you any reason to believe that any prosecution or charge against you may be pending?

Yes No

(If YES to either of the questions in no.2 above, please attach details in a sealed envelope marked CONFIDENTIAL)

DECLARATION

I, _____
(Full name of applicant)

do declare the foregoing particulars to the best of my knowledge are correct.

Applicants signature _____ on / /

***Certified means a copy signed by a Justice of Peace as a true and accurate copy of the original document**

SA Water VACSWIM 2012 Locations
(all to be confirmed)

Location	Instruction Codes	Location	Instruction Codes	Location	Instruction Codes	Location	Instruction Codes
POOLS & LAKES		POOLS & LAKES		POOLS & LAKES			
Adelaide Aquatic Centre	L7A	Karrendi Primary School	L7	Renmark Swimming Centre	L7A	Port Lincoln Beach	L7A
Adelaide Hills War Memorial SC	L7A	Keith Swimming Pool	L7A	Riverton Swimming Centre	L7A	Port Neill Beach	L7A
Angaston Primary School	L3	Kimba Area School	L7A	Ryan Mitchell SC (prev Pt Augusta)	L7A	Port Rickaby Beach	L7A
Balaklava & District War Memorial SC	L7A	Kingston Community School	L7A	Salisbury Swimming Centre	L7A	Port Victoria Beach	L7A
Balyana Centre, Clapham	L7	Lameroo Swimming Centre	L7A	Snowtown Area School	L7A	Port Vincent Beach	L7A
Berri Swimming Centre	L7A	Leigh Creek Swimming Centre	L7A	Spalding Swimming Centre	L7A	Smoky Bay Beach	L7A
Black Forest Primary School	L3	Lock & Districts Swimming Centre	L7A	State Aquatic and Leisure Centre Marion	L7A	Stansbury Beach	L7A
Booborowie Primary School	L7A	Loxton Swimming Pool	L7A	Strathalbyn Swimming Centre	L7A	Streaky Bay Jetty Pool	L5 – L7A
Booloroo Swimming Centre	L7A	Lucindale Area School	L4	Streaky Bay Area School	L4	Tumby Bay Beach	L7A
Brinkworth Primary School	L7A	Magill Pool (UniSA)	L7A	Swan Reach Area School	L7	Walleroo Beach	L7A
Burnside Swimming Centre	L7A	Maitland Area School	L7	Taillem Bend Primary School	L7A	SURF BEACHES	
Burra Swimming Pool	L7A	Marion Swimming Centre	L7A	Tatiara Memorial Pool	L7A	Aldinga Beach	S
Cadell Primary School	L7	Meningie Area School	L7A	The Rex Tanunda Leisure Centre	L7A	Beachport Beach	S
Cambrai Pool	L7A	Millicent Swimming Lake	L7A	Thebarton Aquatics Centre	L7A	Elliston Beach	S
Carrieton Swimming Pool	L7A	Minda Swimming Centre	L5	Tintinara Area School	L7A	Emu Bay Beach, KI	S
Ceduna Area School	L7A	Minnipa & District Swimming Pool	L7A	Trevor Bellchambers SC	L7A	Glenelg Beach	S
Clare (The Valley's Lifestyle Centre)	L7A	Mitcham Girls High School	L7A	Unley Swimming Pool	L7A	Grange Beach	S
Cleve Area School	L7A	Morgan Primary School	L5	Urrbrae High School	L7A	Henley Beach	S
Coober Pedy Swimming Pool	L7A	Mount Barker, Mountain Pool	L7A	Victor Harbour Primary School	L7A	Marion Bay Beach	S
Comandook Area School	L7A	Mount Gambier Aquatic Centre	L7A	Waikerie Olympic Pool	L4-L7A	Moana Beach	S
Coonalynn Swimming Centre	L7A	Murray Bridge Olympic Swimming Pool	L7A	West Beach Primary School	L5	Normanville Beach	S
Cowell School	L7A	Nangwarry Swimming Centre	L7	Westminster School	L5	Penneshaw Beach, KI	S
Crystal Brook Swimming Pool	L7A	Naracoorte Swimming Lake	L7A	Whyalla Leisure Centre	L7A	Point Sinclair – Penong Beach	S
Cummins Swimming Pool	L7A	Noarlunga Leisure Centre	L7A	Williamstown Swimming Centre	L7A	Port Elliot Beach	S
Drake Peake Community Pool	L7A	Northfield Primary School	L5	Wilmington Primary School	L7	Port Noarlunga Beach	S
East Murray Area School	L7A	Norwood Swim Centre	L7A	Woodville Primary School	L2	Robe Beach	S
Elizabeth Aquadome	L7A	Orroroo Swimming Pool	L7A	Wudinna Community Pool	L7A	Seacliff Beach	S
Eudunda Swimming Pool	L7A	Owen Swimming Pool	L7A	Waterworld Tea Tree Gully	L7A	Semaphore Beach	S
Fit Life & Health Fitness Centre	L7	Parks Community Centre	L7A	BEACHES		Somerton Beach	S
Geranium Primary School	L7A	Payneham Swimming Centre	L7A	Arno Bay Beach	L7A	Stokes Bay Beach, KI (low levels)	S
Gladstone Swimming Pool	L7A	Penola Swimming Pool	L7A	Balgowan Beach	L7A	Venus Bay Beach	S
Goolwa Caravan Park	L5	Peterborough Swimming Pool	L7A	Black Point Beach	L7A	Vivonne Bay Beach, KI	S
Hallett Community Pool	L7A	Pinnaroo Swimming Centre	L7A	Coffin Bay Beach	L7A	West Beach Surf Centre	S
Hamley Bridge Swimming Centre	L7A	Port Clinton Swim Pool	L5	Edithburgh Swimming Centre	L7A		
Hawker War Memorial Pool	L7A	Port Lincon Leisure Centre	L7A	Lucky Bay Beach	L7A		
Jamestown Swimming Centre	L7A	Port Pirie Swimming Centre	L7A	Moonta Bay Beach	L7A		
Kapunda Swimming Pool	L7A	Quorn Swimming Pool	L7A	Point Turton Beach	L7A		
Karoonda Area School	L7A	Ramco Primary School	L3	Port Broughton Beach	L7A		

INSTRUCTION CODES:

L2, L3	Up to RLSSA Level 2, Level 3 etc	L7	RLSSA Swim & Survive Levels 1 – 7
L7A	RLSSA Levels 1 -7, + RLSSA Advanced and/or Senior Life Saving Awards	A	RLSSA Advanced and/or Senior Life Saving Awards
S	Surf and Survive Stages 1-10		

IT IS IMPORTANT FOR ALL APPLICANTS TO LIST A NUMBER OF PREFERRED LOCATIONS ON THE APPLICATION FOR EMPLOYMENT FORM, BECAUSE SOME LOCATIONS MAY NOT CONFIRM THEIR AVAILABILITY, OR, FOR ONE REASON OR ANOTHER MAY NOT OPERATE. PLACEMENT OF INSTRUCTORS AFFECTED BY UNFORESEEN CLOSURES OF LOCATIONS WILL DEPEND UPON POSITIONS IN OTHER LOCATIONS BEING AVAILABLE.



Vacswim Qualification Update Course 2011

The Qualification Update - assessment only - will be:

- Resuscitation Update (approx 1.5 – 2hrs) - time will depend on participant numbers booked into the course
- Aquatic Rescue: Swimming Teacher Rescue Award Update **or** Bronze Medallion Update (approx 2 hours)

- Please Note:**
- No confirmation of your booking will be sent but office will notify if course is cancelled.
 - Participants must provide own transport to aquatic venue and pay for pool entry fee.
 - There is no fee for this course and no certificate will be issued (details of participants who attend Updates will be forwarded to Vacswim office)
 - If you wish to have a copy of the certificate, contact the office on 8234 9244 to organise payment of \$30 for each award required – please do not give money to course instructor.

2011 Course Dates			Times	Place	Selected Course ✓
Sun	16	October	9am – 3pm	Jamestown Pool	
Sun	23	October	9am – 1pm	Kadina Pool	
Sun	30	October	11am – 3pm	175 Sir Donald Bradman Drive Cowandilla & Adelaide Aquatic Centre	
Sun	30	October	10am – 1pm	Port Lincoln Pool	
Sun	6	November	11am – 3pm	175 Sir Donald Bradman Drive Cowandilla & Adelaide Aquatic Centre	
Sat	12	November	9am – 1pm	Murray Bridge Swimming Centre, Flavel Tce	
Sat	12	November	9am – 1pm	Ceduna	
Sun	13	November	9am – 1pm	Streaky Bay Pool	
Sat	19	November	11am – 3pm	175 Sir Donald Bradman Drive Cowandilla & Adelaide Aquatic Centre	
Sun	20	November	9am – 1pm	Waikerie Pool	
Sun	20	November	9am – 1pm	Port Augusta	
Sat	26	November	9am – 1pm	Mt Gambier Aquatic Centre, Margaret Street	
Sun	27	November	11am – 3pm	175 Sir Donald Bradman Drive Cowandilla & Adelaide Aquatic Centre	
Sat	3	December	9am – 1pm	Bordertown Pool	
Sat	3	December	9:30am – 1pm	Starplex Gawler, Alexander Ave, Evanston	
Sun	4	December	11am – 3pm	175 Sir Donald Bradman Drive Cowandilla & Adelaide Aquatic Centre	
Sun	4	December	9am – 3pm	Riverton	
Sun	4	December	9am – 1pm	Cowell Pool	
Sat	10	December	11am – 3pm	175 Sir Donald Bradman Drive Cowandilla & Adelaide Aquatic Centre	
Sun	11	December	9am – 3pm	Spalding Pool	
Sun	11	December	9am – 3pm	Clare Pool	

Registration (Please note that confirmation letter for enrolment will not be issued)

- complete the following registration details and forward to RLSS Branch Office via fax 8352 6162 or post to PO Box 2075 HILTON SA 5033
- **OR** enrol on-line at www.sa.royallifesaving.com.au (look under Courses → Professional Development → Vacswim Qualification Update)

Title: Mr/Mrs/Ms First Name: _____ Last Name: _____

Address: _____

_____ Post Code: _____ Email: _____

Phone: _____ Date of Birth: _____

I agree to information regarding course attendance be provided to the Vacswim Office or to DECS.

Signature: _____ Date: _____

OFFICE USE ONLY: Date Received: _____	Comments: _____
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The life of the beach.

SURF LIFE SAVING SA

PO Box 108, Torrensville SA 5031
219 Henley Beach Road, Torrensville SA 5031
Phone: 08 8354 6900
Facsimile: 08 8354 6999
Web Site: www.surfrescue.com.au

2011 METROPOLITAN SURF RESCUE CERTIFICATE COURSES

Registrations are now being accepted for persons wishing to sit the Surf Rescue Certificate and Proficiency update programs. Candidates must be a minimum of 13 years of age.

Full Course \$190.00*
Proficiency update \$40.00*

PLEASE FORWARD YOUR CHEQUE OR MONEY ORDER WITH THIS APPLICATION FORM TO THE ABOVE ADDRESS, OR PHONE 83546900 TO PAY BY CARD. Registrations only accepted with payment.

** Please read the attached sheet "Important Information" before applying.

FULL COURSES 2011

3 Metropolitan Courses will be held at Glenelg SLSC during October and November 2011.

Please check website for details
www.surfrescue.com.au

**Assessments are held on Saturdays to coincide with courses.

**Proficiency updates will also be available on the same dates – registration is essential.

Anyone requiring any further details about the Surf Rescue Certificate should contact SLSSA on Ph. 08 8354 6900

*Costs are subject to change without notice.



The life of the beach.

Important Information

Surf Life Saving Australia has evaluated and updated the SLS Training manual to meet changing demands in lifesaving, new technology, and the latest medical advice.

- Surf Rescue Certificate with CPR. Participants must be at least 13 years of age on the day of the assessment. In some cases the assessor may require proof of age.
- Have completed a 200 metre swim in 5 minutes or less.
- The **FULL COURSE** involves an approximate training time of 14 contact hours over the two weeks (This may vary depending on previous experience). These times are negotiated with the instructor at the first session. Usually 2 nights per week and a weekend morning session are required to adequately complete the course content.
- The **CORRESPONDENCE COURSE** involves an 'open book' question paper covering all theory components. Candidates will receive a SLS training manual through the post with the paper. The practical session is to be negotiated with the course coordinator. The correspondence course is only available to country residents.
- Those persons wishing to complete the **PROFICIENCY UPDATE** may do so at any assessment venue, but must complete the application form and return it with \$40.00 so that sufficient numbers of assessors can be allocated for the day. Please note if you show up on the day without prior notification you will be disappointed when the assessor refuses to let you participate.
- Update candidates may attend any training session but should liaise with the Coordinator.

NAME _____ DOB _____

ADDRESS _____

POSTCODE _____

PHONE: H _____ MOBILE _____

WORK: _____ E-MAIL: _____

I WISH TO ATTEND COURSE NUMBER _____

I WISH TO ATTEND UPDATE NUMBER _____



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SURF LIFE SAVING SA

PO Box 108, Torrensville SA 5031
219 Henley Beach Road, Torrensville SA 5031
Phone: 08 8354 6900
Facsimile: 08 8354 6999
Web Site: www.surfrescue.com.au

COUNTRY SURF RESCUE

Registrations are now being accepted for persons wishing to sit the Surf Rescue Certificate and Proficiency update programs. Candidates must be a minimum of 13 years of age.

Full course \$190.00.*
Proficiency update \$40.00.*

PLEASE FORWARD YOUR CHEQUE OR MONEY ORDER WITH THIS APPLICATION FORM TO THE ABOVE ADDRESS. Registrations only accepted with payment.

** Please read the attached sheet "Important Information" before applying.

FULL COURSES 2011

COUNTRY LOCATIONS

COURSE 1: PT VINCENT – (SAILING CLUB)
Training & Update: 2nd Saturday in November 2011.

COURSE 2: PT LINCOLN – (ADJACENT TO JETTY)
Training & Update: 3rd Saturday in November 2011.

COURSE 3: CEDUNA – (Location to be advised)
Training & Update: 3rd Sunday in November 2011.

COURSE 4: KANGAROO ISLAND – (Kingscote Tidal Pool)
Training and Update: Last Saturday in November 2011.

COURSE 5: BEACHPORT – (Beachport Jetty)
Training and Update: 1st Saturday in December 2011.

Anyone requiring any further details about the Surf Rescue Certificate should contact SLSSA on Ph. 08 8354 6900

*Costs are subject to change without notice.

Dates Shown are indicative only
Please check website to confirm
www.surfrescue.com.au



The life of the beach.

Important Information

Surf Rescue Certificate with CPR. Participants must be at least 13 years of age on the day of the assessment. In some cases the assessor may require proof of age.

Have completed a 200 metre swim in 5 minutes or less.

The **FULL COURSE** involves an approximate training time of 14 contact hours over the two weeks (This may vary depending on previous experience). These times are negotiated with the instructor at the first session. Usually 2 nights per week and a weekend morning session are required to adequately complete the course content.

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Update candidates may attend any training session but should liaise with the Coordinator.

NAME _____ DOB _____

ADDRESS _____

_____ POSTCODE _____

PHONE: H _____ MOBILE _____

WORK: _____ E-MAIL: _____

I WISH TO ATTEND COURSE NUMBER _____

I WISH TO ATTEND UPDATE NUMBER _____