



Work Instructions

LSV from Anywhere

Member Guide

Contact:

Life Saving Victoria - Volunteer Training Dept

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Email – volunteertraining@lsv.com.au

Work Instruction

MT from Anywhere



PURPOSE: Registration

To guide all new and existing members through the registration process of the online LSV from Anywhere program.

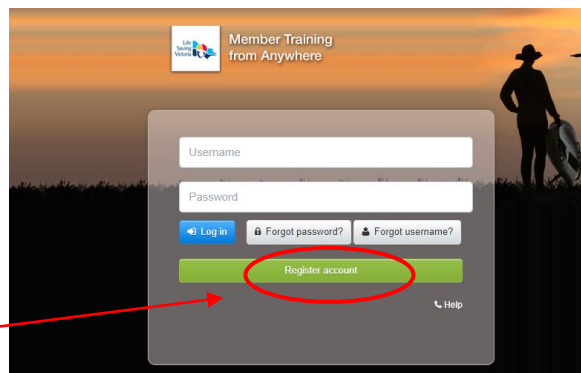
2.0 INSTRUCTIONS:

2.1 Visit: <http://mt.lsv-from-anywhere.com.au>

2.1.1 To access this site please use 'Google Chrome' as your web browser.



2.2 Register a new account – (previous season login details will not be recognised)*



2.2.1 Select 'Register account'

**New accounts are required due to unique username login, this allows multiple members to use the same email address. Also members now have the ability to register into a new award this season.*

2.3 Complete all registration Fields

A screenshot of the 'Create new account' form. It contains several input fields: 'Title' (a dropdown menu), 'First name', 'Last name', 'Username', 'Email address', 'Date of birth' (with dropdowns for Day, Month, and Year), 'Password', 'Verify password', and 'Select club' (a dropdown menu). A blue button labeled 'Register Account' is circled in red at the bottom left of the form.

2.3.1 Complete all fields to finalise your registration – (in 2016 -17 the username may be a unique word or number sequence specific to the member. Multiple users may use the same email address with different login usernames).

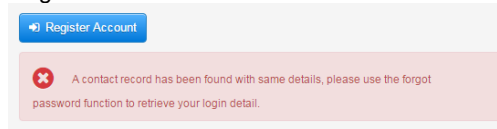
Work Instruction

MT from Anywhere

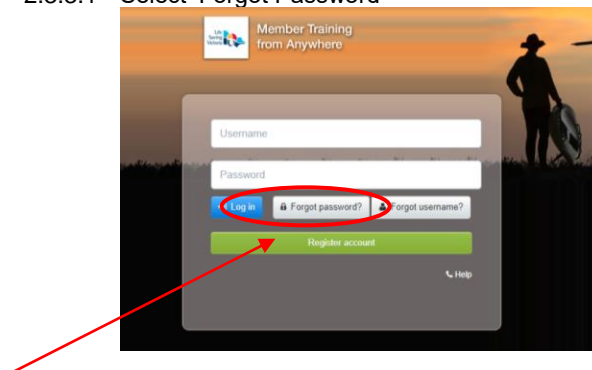


2.3.2 A confirmation email will be sent upon successful completion of your registration.

2.3.3 When registering follow the prompts, if a message appears when registering an account registration

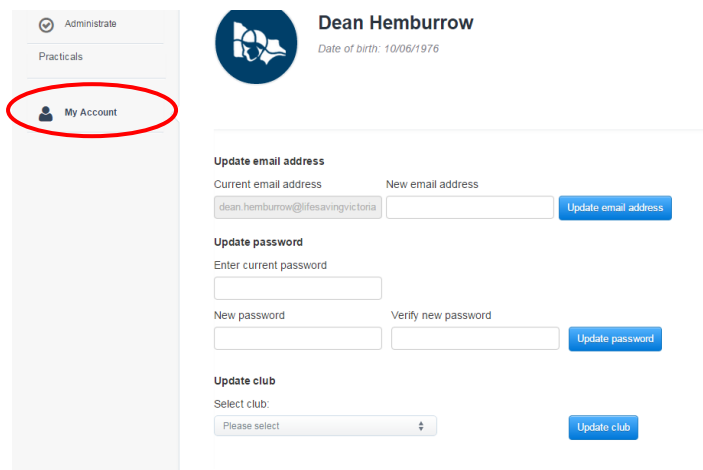


2.3.3.1 Select 'Forgot Password'



2.3.3.2 Select 'Forgot username' and follow the prompts – confirmation will be sent to your email address including new login details.

2.4 **Amending 'My Account'** – This area allows members to change passwords, email address details and Clubs.



2.4.1 To change Email

2.4.1.1 add your preferred email address and select



2.4.2 To change Password

2.4.2.1 enter your login password (titled 'Enter current password') – Add new password and verify new password



2.4.3 To change or Update your Club

2.4.3.1 Update club – select a new club from the dropdown list



Work Instruction

MT from Anywhere



3.0 **PURPOSE:** Skills Maintenance

To guide all new and existing members through the Skills Maintenance process, online theory component and booking into a Skills Maintenance practical.

4.0 **INSTRUCTIONS:**

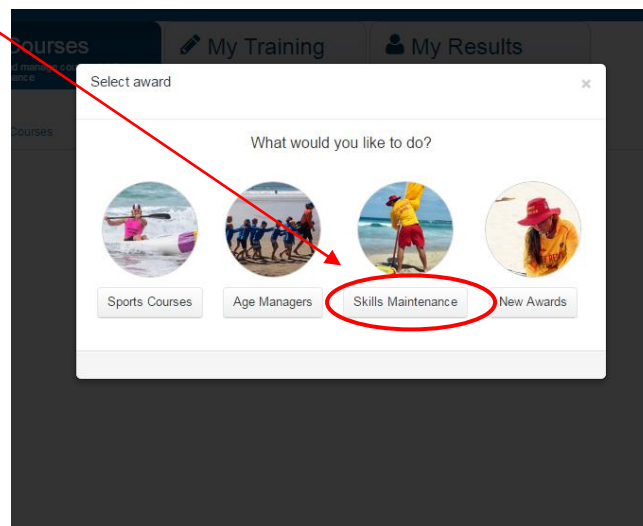
4.1 **Visit:** <http://mt.lsv-from-anywhere.com.au>

4.1.1 To access this site please 'Google Chrome' as your web browser



4.2 **Selecting Skills Maintenance**

4.2.1 Select 'Skills Maintenance'



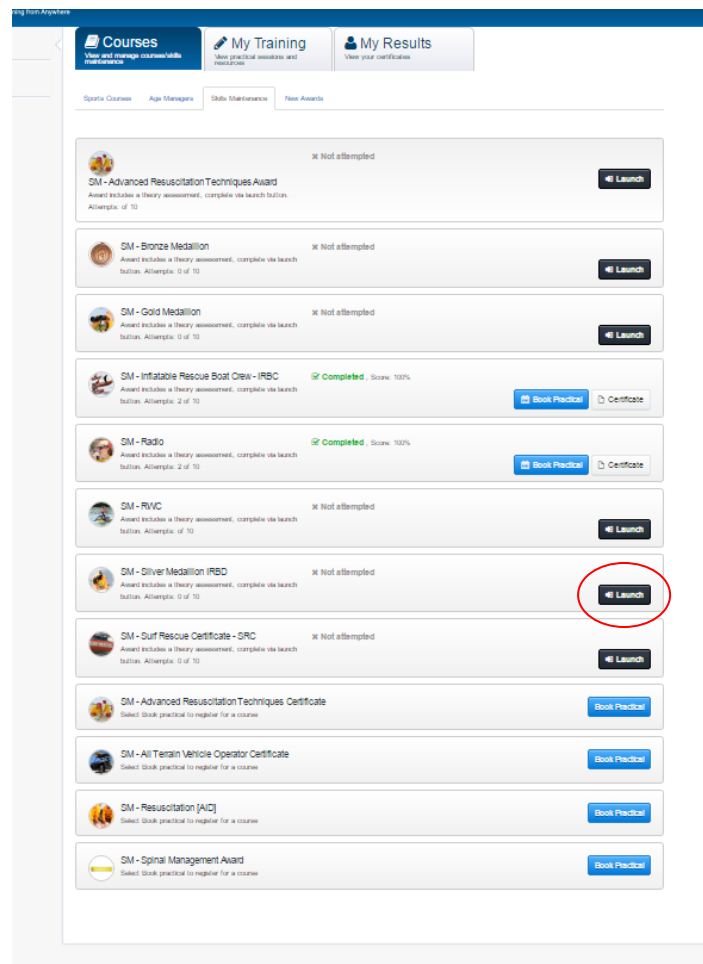
Work Instruction

MT from Anywhere



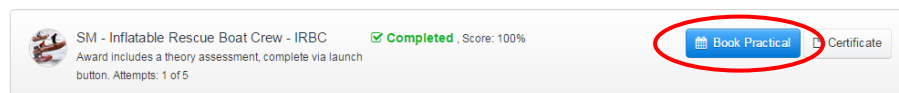
4.3 Skills Maintenance award with an online Theory Assessment

- 4.3.1 Select 'Launch' icon to commence the theory assessment of the appropriate award – note 10 attempts are allowed to complete the test – (note for awards that do not require an online theory test - select 'Book practical')



4.4 Enrolling into a Skills Maintenance assessment – (upon successful completion of the theory assessment)

- 4.4.1 Select 'book practical'



- 4.4.2 Confirm enrolment by selecting 'Yes'
4.4.3 Confirmation sent to your email account

Work Instruction

MT from Anywhere



4.5 Skills Maintenance award without an online Theory Assessment

4.5.1 Enrol into a skills maintenance assessment by selecting 'book practical'

A screenshot of a web interface showing three Skills Maintenance (SM) award options. The first is 'SM - Surf Rescue Certificate - SRC' with a 'Launch' button. The second is 'SM - Advanced Resuscitation Techniques Certificate' with a 'Book practical' button circled in red. The third is 'SM - All Terrain Vehicle Operator Certificate' with a 'Book practical' button.

SM - Surf Rescue Certificate - SRC Not attempted
Award includes a theory assessment, complete via launch button. Attempts: of 5

SM - Advanced Resuscitation Techniques Certificate
No theory component is attached to award, select book practical to register for an assessment

SM - All Terrain Vehicle Operator Certificate
No theory component is attached to award, select book practical to register for an assessment

4.5.2 Select from the list of Practicals

4.5.3 Confirm enrolment by selecting 'Yes'

4.5.4 Confirmation sent to your email account

4.6 View your Enrolments

4.6.1 Select 'My Training' located on the tool panel

A screenshot of a tool panel with three buttons: 'Courses' (View and manage courses/skills maintenance), 'My Training' (View practical sessions and resources, circled in red), and 'My Results' (View your certificates).

4.7 Skills Maintenance – Certificate

4.7.1 Select 'Certificate' once successfully completed the theory assessment

A screenshot of a Skills Maintenance award completion interface. It shows 'SM - Inflatable Rescue Boat Crew - IRBC' with a 'Completed' status and a score of 100%. There are two buttons: 'Book Practical' and 'Certificate', both of which are circled in red.

SM - Inflatable Rescue Boat Crew - IRBC Completed Score: 100%
Award includes a theory assessment, complete via launch button. Attempts: 1 of 5

4.7.2 Download and print Certificate and bring to the practical (if required)

5.0 PURPOSE: New Awards

To guide all new and existing members through the New Awards process.

6.0 INSTRUCTIONS:

6.1 Visit: www.lsv.com.au/membertraining

6.1.1 To access this site please 'Google Chrome' as your web browser



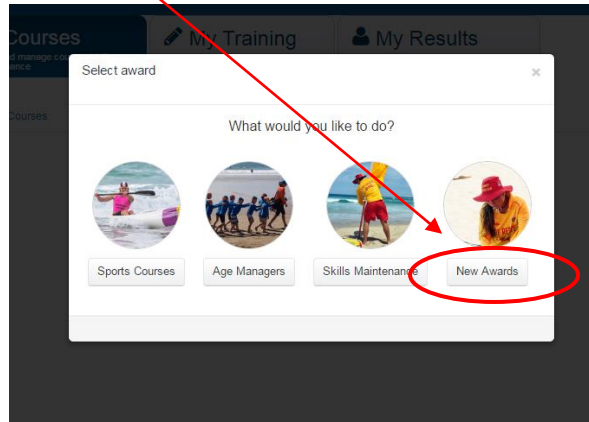
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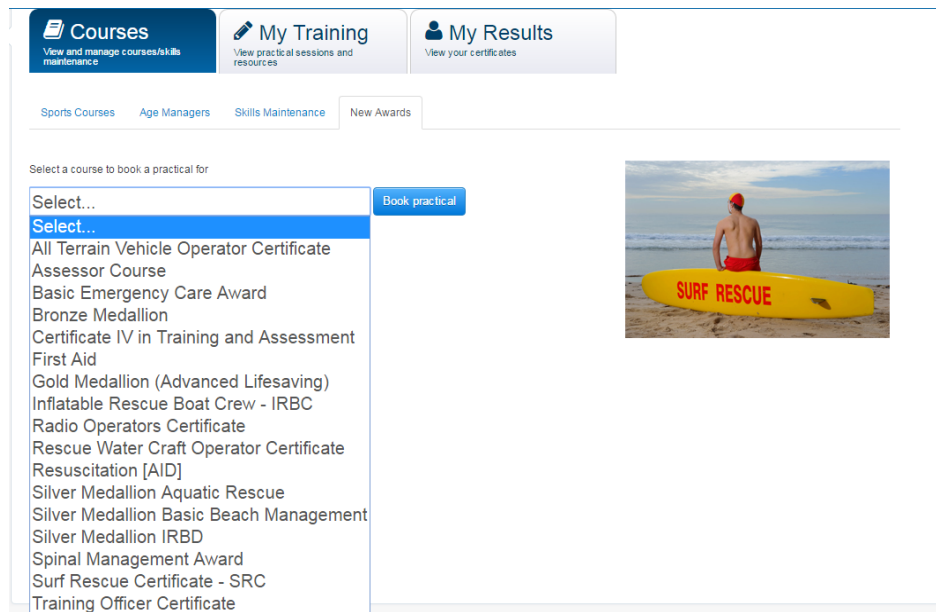
6.2 Viewing New Awards

6.2.1 Select 'New Award' upon login



6.3 New Awards

6.3.1 Select the appropriate course from the list



Work Instruction

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6.4 Booking into a New Award

6.4.1 Select course date that suits

Book practical for Bronze Medallion

September 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

Anglesea Surf Life Saving Club

SLSA Bronze Medallion Award:

The aim of this course is to provide participants with the skills and knowledge of basic patrolling and surf awareness in order to be able to participate in lifesaving operations.

Pre-requisites

Candidates must meet ALL of the following conditions:

- be a Financial Member of a Victorian Lifesaving Club
- be at least 15 years of age on the date of final assessment
- Ability to complete a 400 metre swim in nine (9) minutes or less, unaided (goggles/mask permitted), in a swimming pool of not less than 25 metres, or over a measured open water course.

Course Outcomes

Those who successfully complete the nationally recognised qualification Certificate II in Public Safety (Aquatic Rescue) assessment may also be eligible to receive the SLSA Bronze Medallion.

The following units of competency are issued with this qualification, PUA21012 Certificate II in Public Safety (Aquatic Rescue):

- PUASAR012C Apply Surf Awareness and Self-Rescue Skills
- PUACOM001C Communicate in the workplace
- HLTA211A Provide basic emergency life support
- PUASAR013A Participate in an aquatic rescue operation
- PUATEA001B Work in a team
- PUATEA004D Work effectively in a public safety organisation
- PUACHS001C Follow defined occupational health and safety policies and procedures
- PUAOPE013A Operate communications systems and equipment

6.4.2 Select the book key

Member Training from An... x
8000/calendar/40

Welcome robert - 3492149 Help Logout

Book practical for Bronze Medallion

September 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
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Anglesea Surf Life Saving Club

19/09/2016 at 09:00 AM

4 spots available

Book

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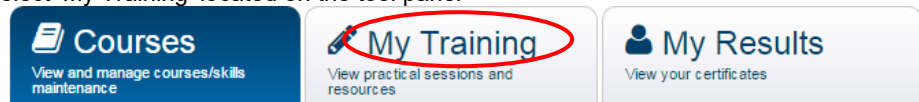


6.4.3 A pop menu will list all the pre requisites for this course – click Confirm to proceed or Cancel to exit

6.4.4 An email will be sent confirming your details

6.5 View your Enrolments

6.5.1 Select 'My Training' located on the tool panel



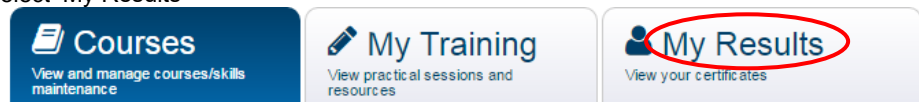
6.5.2 A list of all courses are listed

6.5.2.1 Select Download resource to access the Learner guide for a course

6.5.2.2 You may read print and bring to your training sessions for this award

6.6 Certificates in full Awards

6.6.1 Select 'My Results'



6.6.2 View the appropriate course and select certificate