

LEADERSHIP PROGRAM GUIDE

LIFESAVING SOCIETY TRAINING ADMINISTRATION AND TEACHING PROCEDURES

January 2019 version

LEADERSHIP PROGRAM GUIDE

Published by the Quebec branch of the Lifesaving Society, January 2019.

FOREWORD

This guide has been created to provide aquatic supervisors who are affiliated members of the Lifesaving Society with all the information required to offer the Society's Leadership program. It is highly recommended that all instructors and instructor trainers be familiar with the content of this guide.

This guide will be in effect until it is revised by the Lifesaving Society's Quebec branch. Reproduction of this guide, in whole or in part, is prohibited unless authorized by Lifesaving Society. Contact the Lifesaving Society for more information:

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Note : any additional information, provided by the Lifesaving Society's personnel in written or verbal form, should be considered as guidelines completing the Program Guide.

In case of discrepancy between the original text and its translation, the original text in French will prevail.

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GLOSSARY

Affiliate member: individual or organization with an affiliation status in good standing

Affiliation: type of membership that allows an individual or an organization to offer the Lifesaving Society courses or services

Award: proof of qualification on a card delivered by the Lifesaving Society following the successful completion of a course, an exam challenge, an apprenticeship or a recertification

Candidate: any person attending to a training leading to a qualification, an exam or a recertification

Centralized course: training exclusively managed and offered by the Lifesaving Society

Dashboard: section in the Website www.sauvetage.qc.ca/en accessible by online account where it is possible to post courses, submit exam results, download documents, etc.

Decentralized course: training offered by in good standing affiliate members of the Lifesaving Society

Exam: period when a candidate is evaluated on several items or all the items of a training

Examiner: instructor participating, as volunteer, to the evaluation of the results during a training final exam

Member: any person who successfully completed a Lifesaving Society's training

Official position: statement issued by the Lifesaving Society that all its members and affiliated members must absolutely respect

Prerequisite: essential condition that must be fulfilled prior to attending a training

Qualification: certification issued by the Lifesaving Society following the successful completion of a course, an exam challenge or a recertification

Recertification: exam during which the knowledge and the skills of a candidate owning an award are being evaluated

Recertification period: period when it is allowed to recertify an award

Validity period: period when an award is valid as a prerequisite or as a work permit, or required for teaching formations, de télécharger divers documents, etc.

LIST OF MODIFICATIONS

January 2019 version

- p. 9, Level 3 – Leadership Program, National Lifeguard – Surf Instructor
- p. 9, Level 3 – Leadership Program, National Lifeguard – Surf International Instructor prerequisites
- p.12, Leadership (Level 4), chart key (**)
- p.15, Apprenticeships, Rules and conditions
- p.15, How to plan an apprenticeship?
- p.16, Apprenticeships, Roles of the apprentice
- p.16, Apprenticeships, Roles of the lead instructor
- p.17, Leadership recertifications
- p.19, In-person leadership recertification (Level 1), Recertification characteristics

LEADERSHIP PROGRAM

LEVEL 1 – LEADERSHIP PROGRAM

LIFESAVING INSTRUCTOR (LI)

This training allows you to teach and evaluate the following courses: Swim Patrol*, Bronze Star, Bronze Medallion, Bronze Cross, Physical Fitness, Distinction, Swim Patrol Instructor workshop as well as Swim to Survive.

At the end of this training, the candidate will receive Lifesaving Instructor, Examiner and Bronze Cross (recertification) awards.

Prerequisites

- Be at least 16 years old at the final course date
- Hold a current Bronze Cross or National Lifeguard award

*A Swim Patrol Instructor can also teach the Swim Patrol course.

FIRST AID INSTRUCTOR (16H OR 32H) (FAI)

This training allows you to teach and evaluate the following courses: all first aid courses except Aquatic Emergency Care.

At the end of the training, the candidate will receive the First Aid Instructor, Anaphylaxis Rescuer and Standard First Aid (recertification) awards

Prerequisites

- Be at least 16 years old at the final course date
- Hold a current Standard First Aid award
- Hold a current Lifesaving Instructor award (to follow the 16h course)

AQUATIC EMERGENCY CARE INSTRUCTOR (AECI)

OPTION 1

When a candidate has the prerequisites, they must successfully complete an apprenticeship in an Aquatic Emergency Care course to obtain the Aquatic Emergency Care Instructor award.

Prerequisites

- Hold a current Lifesaving Instructor award
- Hold a current First Aid Instructor award

OPTION 2

No training necessary. Obtain the award after having filled out a form and paid the fees for the award.

Prerequisites

- Hold a current National Lifeguard – Pool Instructor award
- Hold a current First Aid Instructor award

LEADERSHIP (LEVEL 1)

● : mandatory ◇ : optional

LIT: Lifesaving Instructor Trainer
FAIT: First Aid Instructor Trainer

FAI : First Aid Instructor

COURSE CHARACTERISTICS	LIFESAVING INSTRUCTOR	FIRST AID INSTRUCTOR	AQUATIC EMERGENCY CARE INSTRUCTOR
	Recommended course duration	32h	16h or 32h*
Minimum number of candidates	4**	4**	N/A
Maximum ratio of candidates per instructor	1 : 12	1 : 12	N/A
Person teaching and evaluating	Current LIT	Current FAIT	N/A

COURSE VENUE (recommended durations)

Classroom	16h	16h or 32h	N/A
Body of water (swimming facility)	16h	N/A	N/A

AFTER THE TRAINING

Development plan	●	●	●
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CERTIFICATION RECOGNITION

Award (Sent by the Lifesaving Society)	- Lifesaving Instructor - Bronze Cross (recertification) - Examiner (online only)	- First Aid Instructor - Anaphylaxis Rescuer Instructor (online only) - Standard First Aid (recertification)	- Aquatic Emergency Care Instructor
Award validity period	2 years	2 years	2 years

CANDIDATE MANUALS AND EQUIPMENT

Leadership Reference Manual	●	●	●
Leadership Competencies	●	●	●
Canadian Lifesaving Manual, with 2015 CPR standards	●		●
Swim to Survive Award Guide	●		
Swim Patrol Award Guide	●		
Bronze Medal Award Guide	●		
Swim and Lifesaving Instructor Award Guide	●		
Canadian First Aid Manual with 2015 CPR standards	◇	●	●
First Aid Award Guide (currently Emergency First Aid award guide)		●	●
First Aid Instructor Award Guide		●	

*See training prerequisites to determine the required duration.

**If the minimum number of candidates is not met, people must join the training at key moments (like peer presentations) in order to reach the minimum number of candidates. The names and phone numbers of these persons must be written in the exam sheet comment section.

LEVEL 3 – LEADERSHIP PROGRAM

NATIONAL LIFEGUARD INSTRUCTOR (CORE CONTENT) (NLI)

The National Lifeguard Instructor training allows candidates to access apprenticeships aiming to teach a specific National Lifeguard option. This award must be recertified every two years for the candidate to maintain their NLI-Option award(s) as current.

Training Prerequisites

- Be 18 years old
- Hold a National Lifeguard award in at least one current option
- Hold a current Lifesaving Instructor award
- Have a recommendation letter from an employer or an affiliate member
- Complete a self-assessment form for levels 1 and 2
- Have taught 2 Bronze Medal courses (recommended)
- Hold a First Aid Instructor award (recommended)

TOPICAL STREAM

NATIONAL LIFEGUARD – POOL INSTRUCTOR (NLPI)

Apprenticeship prerequisites

- Hold a current National Lifeguard Instructor award
- Hold a current National Lifeguard – Pool award

NATIONAL LIFEGUARD – WATERPARK INSTRUCTOR (NLWPI)

Apprenticeship prerequisites

- Hold a current National Lifeguard Instructor award
- Hold a current National Lifeguard – Waterpark award

NATIONAL LIFEGUARD – WATERFRONT INSTRUCTOR (NLWI)

Apprenticeship prerequisites

- Hold a current National Lifeguard Instructor award
- Hold a current National Lifeguard – Waterfront award

NATIONAL LIFEGUARD – SURF INSTRUCTOR (NLSI)

The award allows candidates to teach the National Lifeguard – Surf award only in Canada.

Training Prerequisites

- Hold a current National Lifeguard – Waterfront Instructor award
- Hold a current National Lifeguard – Surf award
- Have taught 2 National Lifeguard – Waterfront courses (recommended)

NATIONAL LIFEGUARD – SURF INTERNATIONAL INSTRUCTOR (OUTSIDE OF CANADA)

This award allows candidates to teach the National Lifeguard – Surf course outside of Canada.

Prerequisites

- Be 21 years old
- Hold a current National Lifeguard – Surf award
- Hold a current National Lifeguard – Surf Instructor award
- Have taught 2 National Lifeguard – Surf courses
- Have a recommendation letter from a National Lifeguard – Surf International Instructor

LEADERSHIP (LEVEL 3)

● : mandatory

NLI: National Lifeguard Instructor
 NLPI: National Lifeguard - Pool Instructor
 NLWPI: National Lifeguard - Waterpark Instructor

NLWI: National Lifeguard - Waterfront Instructor
 NLSI: National Lifeguard - Surf Instructor



COURSE CHARACTERISTICS

Recommended course duration	20h
Minimum number of candidates	4*
Recommended ratio of candidates per instructor	1 : 12
Person teaching and evaluating	Current NLIT

COURSE VENUE (recommended durations)

Classroom	12h
Pool	8h

AFTER THE TRAINING

Development plan	●	●	●	●	●
Mandatory full apprenticeship	Choose your apprenticeship	●	●	●	●

QUALIFICATION RECOGNITION

Award (Sent by the Lifesaving Society)	National Lifeguard Instructor** (online only)	National Lifeguard – Pool Instructor	National Lifeguard – Waterpark Instructor	National Lifeguard – Waterfront Instructor	National Lifeguard – Surf Instructor
Award validity period	2 years	2 years (renewed at the same time as the National Lifeguard Instructor if the technical award is current)			

CANDIDATE MANUALS AND EQUIPMENT

Leadership Reference Manual	●
Leadership Competencies	●
Canadian Lifesaving Manual, with 2015 CPR standards	●
Canadian First Aid Manual, with 2015 CPR standards	●
Alert! Lifeguarding in Action, 2012 edition	●
National Lifeguard Award Guide	●
National Lifeguard Instructor Award Guide	●

*If the minimum number of candidates is not met, people must join the training at key moments (like peer presentations) in order to reach the minimum number of candidates. The names and phone numbers of these persons must be written in the exam sheet comment section.

**It is not possible to teach with this award. The instructor must complete an apprenticeship.

LEVEL 4 – LEADERSHIP PROGRAM

TRAINER

The Trainer training allows candidates to have access to apprenticeships to eventually obtain a teacher award for a specific Trainer option. This award must be recertified every 2 years to maintain the Trainer-Option award(s) valid.

Training prerequisites

Send an application to the Lifesaving Society proving the following prerequisites:

- Be 18 years old
- Hold a Lifesaving Society Leadership program award of level 1 to 3 (level 3 award strongly recommended)
- Be an active and experienced instructor (over 150h of teaching)
- Have a written recommendation from an affiliate member
- Be an exemplary member of the Lifesaving Society (no based claim to your file)
- Have filled out a self-assessment form for levels 1, 2 and 3

(see the Training application process section, p. 21)

LIFESAVING INSTRUCTOR TRAINER (LIT)

Apprenticeship prerequisites

- Hold a current Trainer award
- Hold a current Lifesaving Instructor award

FIRST AID INSTRUCTOR TRAINER (FAIT)

Apprenticeship prerequisites

- Submit your application to an apprenticeship offer and be selected by the Leadership program selection committee
- Hold a current Trainer award
- Hold a current First Aid Instructor award
- Any other prerequisite written in the apprenticeship offer

NATIONAL LIFEGUARD INSTRUCTOR TRAINER (NLIT)

Apprenticeship prerequisites

- Submit your application to an apprenticeship offer and be selected by the Leadership program selection committee
- Hold a current Trainer award
- Hold a current National Lifeguard Instructor in at least one option
- Any other prerequisite written in the apprenticeship offer

MENTOR

The Mentor award is obtained following a selection made by the Leadership program selection committee. The Mentor award is valid for two years, with renewal possibility.

Prerequisites

- Hold a current Trainer award
- Be an exemplary member of the Lifesaving Society (no based claim to your file)
- Be an active and experienced Trainer
- Submit your application and be selected by the Leadership program selection committee.

LEADERSHIP (LEVEL 4)

● : mandatory

LIT : Lifesaving Instructor Trainer
FAIT : First Aid Instructor Trainer

NLIT : National Lifeguard Instructor Trainer



COURSE CHARACTERISTICS

Recommended course duration	20h
Minimum number of candidates	4*
Recommended ratio of candidates per instructor	1 : 12
Person teaching and evaluating	Current National Trainer with completed apprenticeship

COURSE VENUE (recommended durations)

Classroom	20h
Body of water (ex. pool, beach)	-

AFTER THE TRAINING

Development plan	●	●	●	●	N/A
Mandatory full apprenticeship	Choose your apprenticeship	●	●	●	N/A

CERTIFICATION RECOGNITION

Award (Sent by the Lifesaving Society)	Trainer (online only)	Lifesaving Instructor Trainer	First Aid Instructor Trainers	National Lifeguard Instructor Trainer	Mentor
Award validity period	2 years**	2 years (renewed at the same time as the Trainer award if the technical award is current)			2 years

CANDIDATE MANUALS AND EQUIPMENT

Leadership Reference Manual	●
Leadership Competencies	●
Swim and Lifesaving Instructor Award Guide	●
First Aid Instructor Award Guide	●
National Lifeguard Instructor Award Guide	●
Trainer Award Guide	●

*If the minimum number of candidates is not met, people must join the training at key moments (like peer presentations) in order to reach the minimum number of candidates. The names and phone numbers of these persons must be written in the exam sheet comment section.

**It is not possible to teach with this award. The trainer must complete an apprenticeship.

LEVEL 5 – LEADERSHIP PROGRAM

NATIONAL TRAINER (NT)

The title of National Trainer is obtained following an invitation by the Lifesaving Society and by successfully completing the National Trainer training. The National Trainer award is valid for 2 years with a possibility of renewal. A National Trainer automatically receives the title of Mentor if they do not already have it.

Prerequisites

Training participation on invitation only

- Be selected by the Leadership program selection committee
- Hold a current Trainer award
- Be an exemplary member of the Lifesaving Society
- Be an active experienced Trainer
- Not have a conflict of interest with the Lifesaving Society
- Accept becoming a Mentor

LEADERSHIP (LEVEL 5)

NATIONAL TRAINER

COURSE CHARACTERISTICS

Recommended course duration	7h
Minimum number of candidates	2
Recommended ratio of candidates per instructor	1 : 8
Person teaching and evaluating	Current National Trainer

COURSE VENUE (recommended durations)

Classroom	7h
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AFTER THE TRAINING

Development plan	●
Mandatory full apprenticeship	To teach the Trainer training

QUALIFICATION RECOGNITION

Award (Sent by the Lifesaving Society)	National Trainer (online only)
Award validity period	2 years

CANDIDATE MANUALS AND EQUIPMENT

Leadership Reference Manual	●
Leadership Competencies	●
Swim and Lifesaving Instructor Award Guide	●
First Aid Instructor Award Guide	●
National Lifeguard Instructor Award Guide	●
Trainer Award Guide	●
National Trainer Award Guide	●

APPRENTICESHIPS

There are two types of apprenticeship: mandatory apprenticeships and imposed apprenticeships with a development plan.

RULES APPLYING TO ALL APPRENTICESHIPS

- One (1) apprentice per lead instructor.
- The apprentice supervisor must be experienced. They must have taught at least two (2) identical trainings to the one received by the apprentice.
- The presence of an apprentice does not modify in any case the ratio of candidates already established.

TIPS

- It is recommended not to follow an apprenticeship during an intensive training.
- The choice of the lead instructor is very important. The ideal one should regularly give feedback and share their experiences in order to help the apprentice in their learning process.

MANDATORY APPRENTICESHIPS

To obtain these awards, apprenticeships are required following the core training.

- Aquatic Emergency Care Instructor (option 1)
- National Lifeguard – Pool Instructor
- National Lifeguard – Waterpark Instructor
- National Lifeguard – Waterfront Instructor
- National Lifeguard – Surf Instructor
- Lifesaving Instructor Trainer
- First Aid Instructor Trainer
- National Lifeguard Instructor Trainer
- National Trainer (only to teach the Trainer training)

Prerequisites necessary to follow the apprenticeship are detailed above in this guide.

Apprenticeship conditions

- The apprenticeship must be followed after having successfully undergone the training.
- The Lifesaving Society must approve the apprenticeship and the lead instructor before the apprenticeship begins.

Note: The Lifesaving Society may refuse any lead instructor submission if the proposed individual has demonstrated negligence or a lack of experience in the fulfillment of its obligations as instructor or lead instructor.

- It is for the instructor or trainer responsible for the training to make decision to take or not an apprentice during that training.
- The apprentice must be present during the full duration of the training and the evaluation.
- The apprentice must teach 50 % of the training alone. The other 50 % should be observation as well as co-teaching with its supervisor.
- The apprentice must be evaluated by its supervisor after each session. This evaluation must be in written.
- The lead instructor must use the Leadership Assessment Summary-Apprenticeship document for the final evaluation.
- The final result as well as supporting documents (if requested) must be transmitted to the Lifesaving Society within two weeks from the end of the apprenticeship.
- The candidate will receive its award and will be officially recognized once he meets all the Lifesaving Society requirements:
 - o Final result transmitted by the lead instructor,
 - o Supporting documents transmitted if requested.

How to plan an apprenticeship?

- 1- Find a training with an ideal lead instructor.
- 2- Submit an apprenticeship request by the Lifesaving Society website and pay the fees at least two weeks before the beginning of the apprenticeship.
- 3- Wait for the Lifesaving Society's authorization before starting the apprenticeship.
- 4- Meet the lead instructor before the start of the training to discuss planning and requirements.
- 5- Follow the apprenticeship and make sure to have the lead instructor's feedback all throughout the training.
- 6- Obtain the evaluation sheets filled out by the lead instructor and remind him to transmit the results online two weeks after the end of the apprenticeship.

Roles of the apprentice

- Communicate with their lead instructor to carefully plan their apprenticeship.
- Give the Leadership Assessment Summary-Apprenticeship (paper) to the lead instructor at the start of the apprenticeship.
- Obtain a copy of the evaluation sheets filled out by the lead instructor at the end of the apprenticeship and keep them safely.

Roles of the lead instructor

- Be available to discuss with the apprentice before the beginning of the apprenticeship.
- Be present during all of the apprenticeship and attend the apprentice's teachings.
- Give ongoing oral feedback and make a written evaluation after each class.
- Take note of observations at the latest after each course taught by the apprentice.
- Be available to discuss with the apprentice's trainer as needed.
- Send a copy of filled out apprenticeship documents to the apprentice at the latest two weeks after the end of the apprenticeship.
- Send the apprenticeship results online. In case of failure (or problem), send these supporting documents to the Lifesaving Society:
 - Leadership Assessment Summary
 - Leadership Competency Assessment Form (for the appropriate level)
 - Any other documents supporting the result (e.g. observation)

Roles of the trainer

- Help apprentices choose an apprenticeship.
- Support the apprentices in processes related to the apprenticeship.

Roles of the Lifesaving Society

- Evaluate apprenticeship requirements and authorize apprenticeships.
- Send the lead instructor an exam number for apprenticeship result transmission.
- Process the result and the apprenticeship documents and deliver the award.

For apprenticeships in First Aid Instructor Trainer, National Lifeguard Instructor Trainer and National Trainer awards, the Lifesaving Society's selection committee will prioritize candidates.

IMPOSED APPRENTICESHIPS WITH DEVELOPMENT PLAN

Apprenticeships can also be demanded before or after training. The candidate's development plan will mention the requirements of the apprenticeship in question.

LEADERSHIP RECERTIFICATIONS

Leadership program recertification can be done in person or using a credit system depending on the awards to be recertified.

Lifesaving Instructor and First Aid Instructor awards must always be recertified in person.

Level 2, 3 and 4 awards, as well as the Aquatic Emergency Care Instructor award are recertified using the credit system.

PERSON WITH AN AWARD EXPIRED FOR MORE THAN 2 YEARS

The person must follow a branch-approved development plan to get up to date. Once the plan is accomplished, the person will be able to follow the required recertification normally.

TEACHING AWARD	AWARD TO BE CERTIFICATED (c = by credits)
National Lifeguard – Pool Instructor	Lifesaving instructor AND National Lifeguard – Pool Instructor (c) AND National Lifeguard – Pool
National Lifeguard – Waterpark Instructor	Lifesaving Instructor AND National Lifeguard – Waterpark Instructor (c) AND National Lifeguard – Waterpark
National Lifeguard – Waterfront Instructor	Lifesaving Instructor AND National Lifeguard – Waterfront Instructor (c) AND National Lifeguard – Waterfront
National Lifeguard – Surf Instructor	Lifesaving Instructor AND National Lifeguard – Surf Instructor (c) AND National Lifeguard – Surf
Aquatic Emergency care Instructor	Lifesaving Instructor OR First Aid Instructor AND Aquatic Emergency Care Instructor (c) AND National Lifeguard – Pool
First Aid instructor	First Aid Instructor AND Standard First Aid (included)
Lifesaving Instructor	Lifesaving Instructor AND Bronze Cross (included)

Lifesaving Instructor Trainer	Lifesaving Instructor AND Lifesaving Instructor Trainer (c)
First Aid Instructor trainer	First Aid Instructor AND First Aid Instructor Trainer (c)
National Lifeguard Instructor Trainer	National Lifeguard Instructor AND National Lifeguard Instructor Trainer (c)

RECERTIFICATION BY THE CREDIT SYSTEM

The Training Instructor Program credit system is intended for instructors who wish to recertify their teaching awards other than the Lifesaving Instructor award and the First Aid instructor award. It has been created to recognize the instructors' particular needs and interests by encouraging them to be involved, to learn and to develop themselves through continuous training.

The credit system sets a certain value (points) to some roles that the instructor has taken on while the award that must be recertified was still valid. These roles must have been assumed within activities that have been predetermined by the Lifesaving Society. Points are attributed to the instructor; these points are then used to recertify the Lifesaving Instructor award.

Prerequisites – Credit system

- Hold a current Lifesaving Instructor award or a First Aid Instructor award

To participate in the program

- 1) Refer to the credit system chart to know what activities are recognized as well as the number of points assigned to each activity.
- 2) During the two years prior to the request, collect points required for the recertification.
- 3) Fill the online form available in the Dashboard at www.sauvetage.qc.ca/en

Specific conditions

Banking points is not allowed. The pointing card will be reset to zero at each recertification.

The Lifesaving Society will verify the pointing card to ensure each activity meets the credit system criteria.

LEVEL 1 - IN PERSON

LIFESAVING INSTRUCTOR RECERTIFICATION

The Lifesaving Instructor recertification includes the Bronze Cross recertification.

Prerequisites

- Hold a Lifesaving Instructor award (the award must not have expired more than two years prior)

FIRST AID INSTRUCTOR RECERTIFICATION

The First Aid Instructor recertification includes the Standard First Aid recertification.

Prerequisites

- Hold a First Aid Instructor award (the award must not have expired more than two years prior)
- Hold a Standard First Aid award

LIFESAVING INSTRUCTOR AND FIRST AID INSTRUCTOR RECERTIFICATION

This combined recertification include, in addition to these two instructor awards, the Bronze Cross and Standard First Aid awards.

Prerequisites

- Hold a Lifesaving Instructor award (the award must not have expired more than two-year prior)
- Hold a First Aid Instructor award (the award must not have expired more than two-year prior)

IN-PERSON LEADERSHIP RECERTIFICATION (LEVEL 1)

BC: Bronze Cross
 LIT: Lifesaving Instructor Trainer
 FAIT : First Aid Instructor Trainer

● : mandatory
 FAI: First Aid Instructor
 SFA: Standard First Aid

RECERTIFICATION CHARACTERISTICS	LIFESAVING INSTRUCTOR RECERTIFICATION	FIRST AID INSTRUCTOR RECERTIFICATION	LIFESAVING INSTRUCTOR AND FIRST AID INSTRUCTOR RECERTIFICATION
Recommended course duration	4h	4h	6h
Minimum number of candidates	4*	2*	4*
Maximum ratio of candidates per instructor	1 : 12	1 : 12	1 : 12
Person teaching and evaluating	Current LIT	Current FAIT or LIT and FAI	Current LIT and FAI

RECERTIFICATION VENUE

Classroom	2h	4h	4h
Body of water (ex. pool, beach)	2h	-	2h

CERTIFICATION RECOGNITION

Award (Sent by the Lifesaving Society)	● + Bronze Cross award	● + SFA award	● + BC award + SFA award
Award validity period	2 years	2 years	2 years

*If the minimal number of candidates is not met, the trainer must find other people to play the role of victims. The name and phone number or member number of these additional people must appear on the exam sheet with the mention "victim".

LEADERSHIP RECERTIFICATION BY THE CREDIT SYSTEM

AQUATIC EMERGENCY CARE RECERTIFICATION (LEVEL 1)

Prerequisites

- Hold an Aquatic Emergency Care Instructor award
- Hold a current Lifesaving Instructor or National Lifeguard – Pool Instructor award and a current National Lifeguard – Pool award.
- Hold a current Standard First Aid award

NATIONAL LIFEGUARD – POOL INSTRUCTOR RECERTIFICATION (LEVEL 3)

Prerequisites

- Hold a National Lifeguard – Pool Instructor award
- Hold a current National Lifeguard – Pool award

NATIONAL LIFEGUARD – WATERPARK INSTRUCTOR RECERTIFICATION (LEVEL 3)

Prerequisites

- Hold a National Lifeguard – Waterpark Instructor award
- Hold a current National Lifeguard – Waterpark award

NATIONAL LIFEGUARD – WATERFRONT INSTRUCTOR RECERTIFICATION (LEVEL 3)

Prerequisites

- Hold a National Lifeguard – Waterfront Instructor award
- Hold a current National Lifeguard – Waterfront award

NATIONAL LIFEGUARD – SURF INSTRUCTOR RECERTIFICATION (LEVEL 3)

Prerequisites

- Hold a National Lifeguard – Surf Instructor award
- Hold a current National Lifeguard – Surf award

LIFESAVING INSTRUCTOR TRAINER RECERTIFICATION (LEVEL 4)

Prerequisites

- Hold a Lifesaving Instructor Trainer award
- Hold a current Lifesaving Instructor award

FIRST AID INSTRUCTOR TRAINER RECERTIFICATION (LEVEL 4)

Prerequisites

- Hold a First Aid Instructor Trainer award
- Hold a current First Aid Instructor award

NATIONAL LIFEGUARD INSTRUCTOR TRAINER RECERTIFICATION (LEVEL 4)

Prerequisites

- Hold a National Lifeguard Instructor Trainer award
- Hold a National Lifeguard Instructor – Option of your choice
- Hold a current National Lifeguard – Option of your choice

LEADERSHIP RECERTIFICATION BY THE CREDIT SYSTEM

To have access to the credit system, you must hold at least one level 1 current award, so you have done a recertification in person.

The highest level of award you want to recertify determines the number of points to be acquired during the two years preceding the recertification. All awards prior to the highest award may be recertified at the same time.



For example, a National Lifeguard – Pool Instructor can recertify their National Lifeguard Instructor and its pool option with the credit system if their Lifesaving Instructor and National Lifeguard – Pool awards are current. At the same time, they will recertify their Aquatic Emergency Care Instructor award (if they had one).

Level 1 Aquatic Emergency Care Instructor	Level 2 N/A for now	Level 3 National Lifeguard Instructor	Level 4 Trainer
2 credits in at least 2 categories	-	4 credits in at least 2 categories	5 credits in at least 2 categories

Number of credits	Teaching category	Volunteering category	Continuous learning category
1 credit	Teach a Lifesaving Society training of 8h or less.	Be an examiner for a training.	Follow a training by an organism other than the Lifesaving Society related to the award(s) to be recertified*.
2 credits	Teach a Lifesaving Society training of more than 8h. Be an aquatic manager for a minimum duration of 6 months.*	Be a lead instructor for an apprenticeship. Be a judge for a whole day of technical lifesaving sport competition. Be responsible for an event during a technical lifesaving sport competition.	Follow a Lifesaving Society training of less than 16h. Example: ongoing training workshop, consulting services training.
3 credits		Be a Mentor for the Lifesaving Society.	Follow a Lifesaving Society training of 16h or more. Participate to the annual forum workshops (Saturday events)
Number of credits to be determined by the Lifesaving Society		Volunteering for the Lifesaving Society (depending on the nature of the volunteering).	Follow a webinar offered by the Lifesaving Society.

*Justification document required

Notes: For the whole duration of the trainings, only the minimal number of hours of each training will be counted.

MENTORING

DEFINITIONS

Mentoring: “Personal, volunteer, free and confidential help, provided by a mentor over a long period of time, to answer the particular needs of a mentored person depending on objectives related to the latter’s personal and professional development as well as the development of their competencies and learnings for a given activity.” (Office québécois de la langue française, 2015)

Mentor: “Person whose experience allows them to give advice to a less experienced person in the exercise of their function or activities.” (Institut Canadien des Comptables Agréées, 2006)

Mentoree: “Person paired to a mentor who benefits from the latter’s help to acquire competencies, increase their confidence, aptitudes and chances of success in the achievement of their personal and professional objectives” (Office québécois de la langue française, 2014)

BASIC PRINCIPLES

- A mentor has a 2-year term with a fixed date, which follows the dates of the Annual forum.
- All instructors and trainers requiring support will be assigned a mentor.
- The mentorees are assigned by the Lifesaving Society with the help of a National Trainer.
- The mentor assigned to the mentoree is not their trainer nor their lead instructor.

FOLLOWING-UP ON MENTOREES

Each mentor has an online open exam under their Lifesaving Society affiliation for a period of 2 years. The exam includes all mentorees assigned to the mentor.

Each mentor is responsible for the following actions within their term (2 years):

- Participate in the meeting at the beginning of their term during the Annual forum (presentation of the Lifesaving Society expectations and discussion opportunities);
- Be available to answer instructors’ and trainers’ questions and support them in their role thereof.
- Organize a group mentoring session once during their 2-year term to allow instructors and trainers to discuss and to offer collective continuing development (online mentoring possible).

- Be available, depending on the needs of the Lifesaving Society, to closely follow an instructor or trainer whose competencies must be improved (mentoree).
- Follow-up on the mentoree’s development

Depending on the current policies, travel fees can be reimbursed. Justification documents must be provided.

ADMINISTRATIVE PROCEDURES

CALL FOR VOLUNTEER PROCESS

1. Call for volunteer requirements are determined by the selection committee.
2. The call for volunteer is published by the Lifesaving Society to all eligible members (except for the National Trainer training, which is invitation only)
3. Persons who are interested should send the required documents to alerte@sauvetage.qc.ca
4. Selection is made by the selection committee among received applications. Phone interviews can be conducted as required.

TRANSMISSION OF REQUIRED DOCUMENTS PROCESS

1. Following a training offer, interested persons must transmit their required documents at alerte@sauvetage.qc.ca
2. Selection of participants is made by the selection committee. Phone interviews can be conducted as required. Additional requirements can be asked before starting the training if the person does not meet the performance criteria required for the desired training level.

RESULT REVISION REQUEST PROCESS

1. The candidate must fill in the form within two (2) months of uploading the result.
2. The request will be analyzed by the revision committee.
3. A final decision will be made by the revision committee.

Note: After the 2-month period, no result revision request will be considered.

SELECTION COMMITTEE

The goal of this committee is to select persons who could:

- Follow the Trainer or National Trainer training
- Become a Mentor
- Make an apprenticeship to become a First Aid Instructor Trainer or National Lifeguard Instructor Trainer or National Trainer qualifies to teach the Trainer course

The selection committee is comprised of the following persons:

- 1 Lifesaving Society staff member
- 2 National Trainers

Committee quorum: 2 members

REVISION COMMITTEE

The goal of this committee is to review the results of a training or an apprenticeship if there is a result revision request.

The revision committee is comprised of the following persons:

- 1 Lifesaving Society staff member
- 2 National Trainers

Committee quorum: 2 members

TRANSFERRING AN INSTRUCTOR FILE FROM ANOTHER BRANCH OF THE LIFESAVING SOCIETY

First Aid Instructor from another branch

1. The Lifesaving Society will contact the person holding the First Aid Instructor Award.
2. Buy the required manuals.
3. Follow a Standard First Aid training if the person does not have a current Standard First Aid award (or equivalent).
4. Follow the information and Quebec First Aid program content session.
5. Follow the information and Quebec training policies and procedures session.
6. Submit a self-assessment form as well as a completed development plan to the Lifesaving Society.
7. Award recognition

National Lifeguard Instructor or Trainer from another Branch

1. The Lifesaving Society will contact the person holding the National Lifeguard Instructor or Trainer award.

Option already taught or option apprenticeship* already followed in another Branch of the Lifesaving Society: the instructor can teach this option in Quebec. The instructor will have to show a proof of teaching or of the apprenticeship to the Lifesaving Society.

Option that was not taught in another branch of the Lifesaving Society: the instructor must follow an apprenticeship for each desired option.

2. Follow the information and Quebec First Aid program content session
3. Follow the information and Quebec training policies and procedures session.
4. Submit a self-assessment form as well as a completed development plan to the Lifesaving Society.
5. Follow the apprenticeship for the desired option (as needed).
6. Award recognition.

*The option's apprenticeship must have been followed after a complete training.

RECOGNITION REQUEST FROM AN INSTRUCTOR FROM ANOTHER ORGANIZATION

First Aid Instructors from organization other than the Lifesaving Society can request a recognition of their certifications to teach the Lifesaving Society's Emergency Care program trainings, even without following the training to become a First Aid Instructor.

In the case where a person does not meet the requirements for the instructor trainer program, it is possible that mentorship be imposed to ensure the award is eventually recognized.

1. Fill out a recognition request form for the Lifesaving Society.
2. The Lifesaving Society will contact the person to make sure the training followed is equivalent to that of the Lifesaving Society.
3. Buy the required manuals.
4. Follow a Standard First Aid training if the person does not hold a current Standard First Aid award (or equivalent).
5. Follow the information and Quebec First Aid program content session
6. Follow the information and Quebec training policies and procedures session.
7. Submit a self-assessment form as well as a completed development plan to the Lifesaving Society.
8. Award recognition.