

## How to: Skills Maintenance (Requal)

This year, Skills Maintenance will be running very differently to usual. Due to Covid restrictions, these sessions will be run for a maximum of 12 people at a time, and you will be required to book into these from the Member Training Portal. There will be no option to “walk-up” to a session that suits you, and bookings will need to be made at least a day in advance to allow time for the system to process. There will be numerous sessions running at the Surf Club on weekends leading up to New Years, and we encourage all members who intend to patrol, compete or participate in water safety to complete their Skills Maintenance prior to Christmas.

Bronze and SRC holders will be required to complete a Run-Swim-Run, will have a trainer demonstration of CPR, including Covid adjustments to CPR, and a spinal demonstration.

Advanced Resuscitation holders will also be required to take part in a discussion on Covid adjustments.

All members will be shown how to clean this equipment in keeping with LSV Covid requirements.

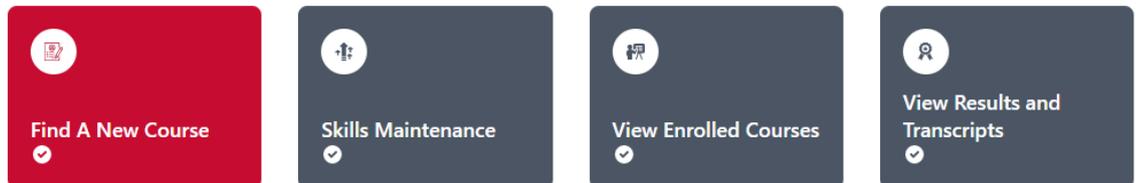
You will need to wear a mask when you are not completing your Run-Swim-Run, and register at the club using a provided QR code.

For a step by step guide on how to complete your Skills Maintenance, please see below:

1. Sign into you Member Training From Anywhere Portal, at <https://mt.lsv.com.au/courses/>
  - a. Your login is now the same as your SLSA members portal login, if you can't remember select “forgot password”
2. You should see this screen once you are logged in.

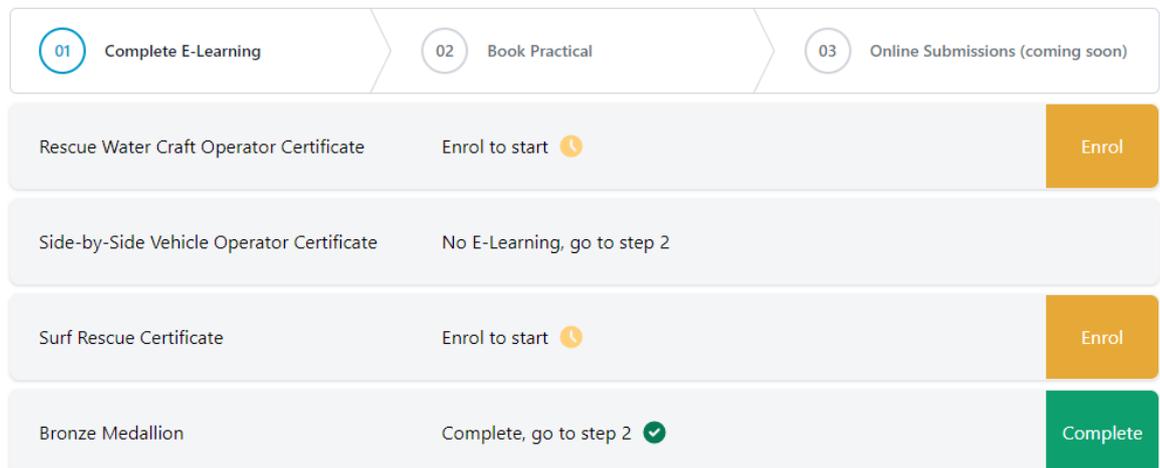
### Find Courses

View and search for training courses



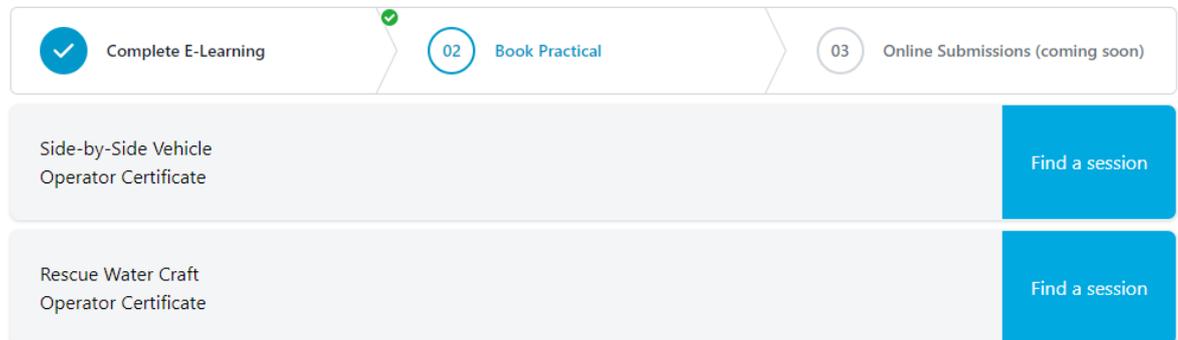
From here, select the “Skills Maintenance” box

3. You should then see this screen.



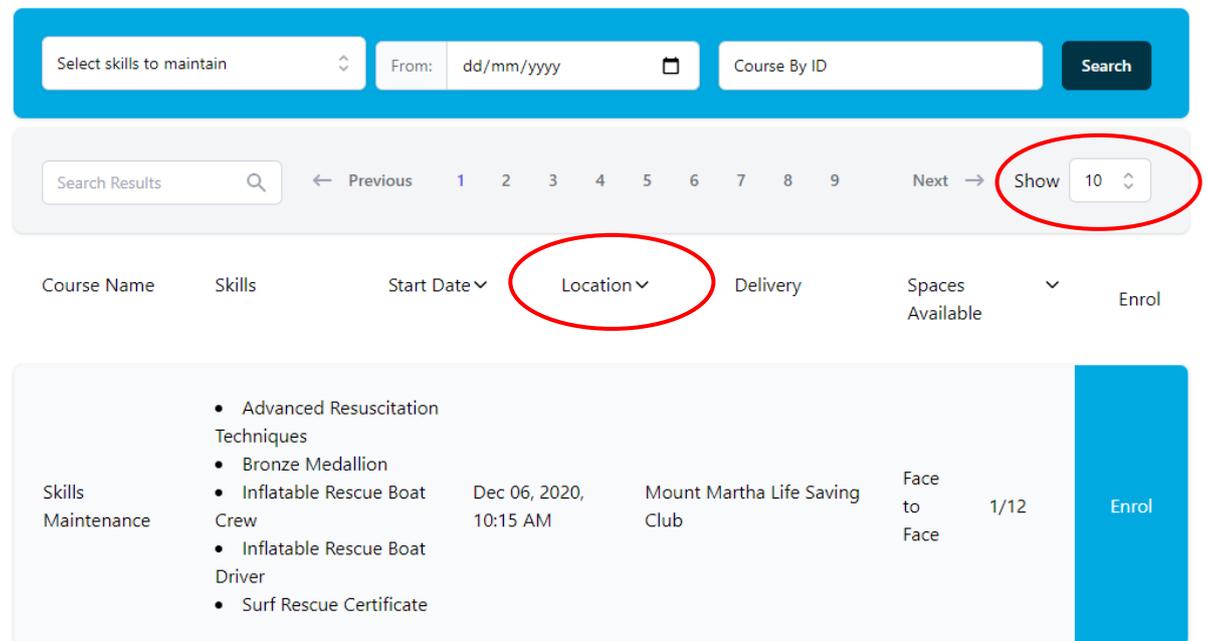
You must complete the E-learning before you book a practical session. To begin E-learning, click on the “Enrol” button for each award that is relevant to you. Once you have successfully complete the E-learning for each award, it will say “Complete,” as you can see above.

- Once you have completed your E-learning for every award you hold, proceed to step 2, “Book Practical”. For an award you hold, select “Find a Session,” as shown below



The image shows a progress bar at the top with three steps: 'Complete E-Learning' (marked with a checkmark), '02 Book Practical' (the current step), and '03 Online Submissions (coming soon)'. Below the progress bar are two award cards. The first card is for 'Side-by-Side Vehicle Operator Certificate' and the second is for 'Rescue Water Craft Operator Certificate'. Each card has a blue 'Find a session' button on the right side.

- This will then bring you to this page



The image shows a search results page. At the top, there is a search bar with a dropdown menu for 'Select skills to maintain', a date field for 'From: dd/mm/yyyy', a text input for 'Course By ID', and a 'Search' button. Below the search bar is a pagination area with a search results input, 'Previous' and 'Next' buttons, and a list of page numbers from 1 to 9. A 'Show' button with a dropdown menu is set to '10'. Below the pagination is a table with columns: 'Course Name', 'Skills', 'Start Date', 'Location', 'Delivery', 'Spaces Available', and 'Enrol'. The 'Location' column is circled in red. The table contains one row of results for 'Advanced Resuscitation Techniques' and 'Bronze Medallion' at 'Mount Martha Life Saving Club' on 'Dec 06, 2020, 10:15 AM'. The 'Enrol' button is also circled in red.

Course Name	Skills	Start Date	Location	Delivery	Spaces Available	Enrol
	<ul style="list-style-type: none"><li>Advanced Resuscitation Techniques</li><li>Bronze Medallion</li><li>Inflatable Rescue Boat Crew</li><li>Inflatable Rescue Boat Driver</li><li>Surf Rescue Certificate</li></ul>	Dec 06, 2020, 10:15 AM	Mount Martha Life Saving Club	Face to Face	1/12	Enrol

On this page, select “Show” and select “50,” this will reduce the list of results to 2 pages. After doing this, click “Location,” this will organise the Skills Maintenance by alphabetical order, putting the Anglesea sessions at the top. You will then need to check both pages to ensure you can see all available sessions. If it is more convenient for you to complete your Skills maintenance in Melbourne or another nearby club, you are also welcome to do this.

- Once you have found a session with availability that suits you, select “Enrol,” and put these dates in your calendar!