

## JAAO PROCESS NEW AWARD (FEB 2023)

JUNIOR ACTIVITIES ACCREDITATION OFFICER (JAAO) AWARD	
DETAILS	
<b>STEP 1</b>	<p><b>Check Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Be a Financial Member</li> <li>Minimum 18 years of age</li> <li>Hold valid Working with Children Blue Card</li> <li>Complete Child Youth Risk Management Strategies Training (CYRMS)</li> <li>Complete Child Safe Awareness Course</li> <li>Has signed copy of the Code of Conduct for JAAO's</li> <li>A recommendation to hold the Proficient Bronze Medallion award AND the Certificate II in Public Safety (Aquatic Rescue) or Surf Rescue Certificate (CPR Endorsed)</li> </ul>
<b>STEP 2</b>	<p><b>Club Management Meeting</b></p> <ol style="list-style-type: none"> <li>Be proposed by the Club Junior Activities Chair (JAC) and Chief Training Officer (CTO) for endorsement and endorsed at the Club Management Committee (or equivalent) each year (must be in minutes).</li> </ol>
<b>STEP 3</b>	<p><b>Club creates 'New Assessment Request' in SurfGuard for the role (Qld Junior Activities Accreditation Officer)</b></p> <p>Select <i>Assessment</i> &gt; <i>New Assessment Request</i> and complete fields with following information:</p> <p><b>Assessment Type:</b> Award  <b>Date:</b> Enter date of Club management meeting  <b>Activity Start Date:</b> Enter date of Club management meeting  <b>Proposed Assessment Date:</b> Enter date of Club management meeting  <b>Award Type:</b> Other  <b>Award:</b> Select "Qld Junior Activities Accreditation Officer"  <b>Comments:</b> Record name of who has been proposed at the meeting – Role and Name  <b>Candidates:</b> Enter name of members who have been endorsed  <b>Save:</b> Record Assessment ID on the copy of the Club management meeting minutes</p>
<b>STEP 4</b>	<p><b>Club submits Assessment Request in SurfGuard</b></p> <ol style="list-style-type: none"> <li>Select <i>Assessment</i> &gt; <i>Assessment Request List</i>  <b>Assessment ID:</b> Enter Assessment ID from copy of the Club management meeting minutes  <b>Search</b>  <b>Update</b></li> <li>Confirm details and candidates are correct</li> <li>Click <b>Submit</b> – once submit is hit no further editing can be done to the Assessment Request</li> <li>Print <b>Form 14</b></li> <li>Circle <b>Competent</b> for listed members</li> <li>The Club JAC or CTO needs to print name, sign and date the bottom of Form 14 to confirm as true and accurate record of endorsement. Please note: Endorsed candidates are not required to sign the Form 14 or Attendance or Enrolment form.</li> </ol>
<b>STEP 5</b>	<p><b>Club submits required documents to Branch</b></p> <ol style="list-style-type: none"> <li>Send copies of the completed Form 14 AND Club management meeting minutes AND signed JAAO Code of Conduct to your respective Branch (contact your Branch for submission requirements and timeframes).</li> </ol>
<b>STEP 6</b>	<p><b>Branch processes results in SurfGuard</b></p> <ol style="list-style-type: none"> <li>The Branch will confirm that the Form 14 AND Club management meeting minutes AND JAAO Code of Conduct are completed correctly and that all candidates are eligible to conduct the respective Assessments (Pool/Beach).</li> <li>Once this is confirmed the Assessment Request will be completed by the Branch.</li> </ol>