



**STANDARD KEMAHIRAN PEKERJAAN KEBANGSAAN  
(NATIONAL OCCUPATIONAL SKILLS STANDARD)**

**HT-202-3:2013**

**AQUATIC SAFETY AND LIFEGUARDING  
SUPERVISION  
LEVEL 3**



**Jabatan Pembangunan Kemahiran  
Kementerian Sumber Manusia, Malaysia**

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## **STANDARD PRACTICE**

### **NATIONAL OCCUPATIONAL SKILLS STANDARD (NOSS) FOR;**

### **AQUATIC SAFETY AND LIFEGUARDING SUPERVISION**

#### **LEVEL 3**

## **1. INTRODUCTION**

### **1.1 Occupation Overview**

Aquatic Safety and Lifeguarding refers to operation activities in water safety environment and aquatic rescue such as swimming pool, lake, river, flood rescue and other aquatic emergency services in addition to resuscitation and first aid. Lifeguard responsible for maintaining the safety of patrons and acts as a focal point for information and emergency assistance at the aquatic environment (inland/sea). The primary role of a lifeguard is to prevent patrons from getting into difficulty in the water. The easiest way to do this is to provide patrons with safety environment, knowledge, signage and instructions they need to understand before they use aquatic facilities. However, a lifeguard also needs to have the capability to prevent and perform rescue for those who get into difficulty.

The purposes of aquatic safety and lifeguarding operation are to fulfill requirements of lifeguarding at aquatic facilities; promoting aquatic safety; offering lifeguards services; and to maintain facilities and equipment. The operation also covers compliance with legislative requirements, procedures and best practices standard of aquatic service industries. Lifeguards are expected to keep fit and maintain their competencies throughout their service tenure.

### **1.2 Justification and Rationale of NOSS Development**

This NOSS development is an initiative to support to the needs of skilled personnel in Aquatic Safety and Lifeguarding which are highly in demands. The personnel are trained to support the activities to prevent the incidences of drowning in aquatic facilities. For example, statistic regarding drowned cases, shown an average of 600 people drowned annually over the last five years. The figure was provided by the Life Saving Society Malaysia which is starting a petition to get the government to help reduce drowning cases by forming a National Water Safety Council. The society is concerned over the drowning death rate which showed no signs of abetting. (The Star, 2013). This document covers the competency standard of Aquatic Safety and Lifeguarding Operation (Level 2) that is currently gaining popularity in the aquatic industries. There is high demand for skilled personnel in this field as the industry is developing rapidly and the supply of skilled personnel is lacking.

### **1.3 Regulatory/Statutory Bodies Requirement for Employment**

A lifeguard is responsible for the lives of people who are participating in a variety of aquatic activities. A lifeguard must have the appropriate knowledge and skills to help prevent and respond to emergencies. Successful completion of basic lifeguarding skills is the initial training. A lifeguard must maintain his/her knowledge and skills through annual or preseason orientation and training, and through regular, frequent in-service training. In Malaysia, lifeguard's skills competency is assessed and certified by Life Saving Society Malaysia (LSSM) / International Lifesaving and the certification is recognised worldwide.

Life Saving Society Malaysia (LSSM) is the national, voluntary, non-profit organization dedicated towards providing the knowledge and skills needed to save lives from drowning and emergencies related to cardiac arrest. To date, over 80,000 people have qualified from the various programmes offered by the Society. The Society's Awards Scheme offers candidates various opportunities to train for the following awards: Elementary Certificate, Intermediate Certificate, Bronze Medallion, Bronze Cross, Instructor's Certificate, and Pool Lifeguarding. Membership is required before competency is assessed and certified by LSSM / International Lifesaving.

### **1.4 Training programme pre requisite**

The pre-requisite for the enrolment of this course is as below:

- i. Completed Malaysia Skills Certificate Level 2 (Aquatic Safety and Lifeguarding Operation).

## 2. OCCUPATIONAL STRUCTURE (OS)

Occupational Analysis is a process of identifying the Industry Sector, Sub Sector, Job Area, Job Title and Level of an occupation based on information gathered from needs analysis or industries input. The product of this process is an Occupational Structure (OS).

2.1 Aquatic Safety and Lifeguarding Supervision (Level 3) personnel come under sub-sector Aquatic Safety And Rescue. Figure 1.1 and 1.2 show the structured career path and area of Aquatic Safety and Lifeguarding Supervision (Level 3) personnel.

SECTOR	HOSPITALITY AND TOURISM		
SUB-SECTOR	AQUATIC SAFETY AND RESCUE		
JOB AREA	POOL OPERATION	LIFE SAVING & RESCUE	OPEN WATER (INLAND/SURF) OPERATION
LEVEL 5	POOL OPERATION MANAGER	HEAD LIFEGUARD	OPEN WATER OPERATION MANAGER
LEVEL 4	POOL ASSISTANT MANAGER	SENIOR LIFEGUARD	OPEN WATER OPERATION ASSISTANT MANAGER
LEVEL 3	POOL SUPERVISOR	LIFEGUARD SUPERVISOR	OPEN WATER OPERATION SUPERVISOR
LEVEL 2	SENIOR POOL ATTENDANT	LIFEGUARD	OPEN WATER OPERATION ASSISTANT
LEVEL 1	POOL ATTENDANT	NO LEVEL	NO LEVEL

**Figure 1.1 Occupational Structures of Aquatic Safety and Lifeguarding Operation for Sector Hospitality and Tourism in Malaysia**

## 2.2 OCCUPATIONAL AREA STRUCTURE (OAS)

SECTOR	HOSPITALITY AND TOURISM		
SUB-SECTOR	AQUATIC SAFETY AND RESCUE		
JOB AREA	POOL OPERATION	LIFE SAVING & RESCUE	OPEN WATER (INLAND/SURF) OPERATION
LEVEL 5	AQUATIC SAFETY AND LIFEGUARDING MANAGEMENT		
LEVEL 4	AQUATIC SAFETY AND LIFEGUARDING ADMINISTRATION		
LEVEL 3	AQUATIC SAFETY AND LIFEGUARDING SUPERVISION		
LEVEL 2	AQUATIC SAFETY AND LIFEGUARDING OPERATION		
LEVEL 1			

**Figure 1.2 Occupational Area Structures (OAS) of Aquatic Safety and Lifeguarding Supervision for Sector Hospitality and Tourism in Malaysia**

### **2.3 Justification of Level and Area Merging**

All job titles in Level 1 & 2 are actually having common competencies which can be merged into area of Aquatic Safety and Lifeguarding Operation. The area of Pool Operation is the only area with Level 1, which is Pool Attendant. By taking the consideration of working condition in Malaysia that all job titles in Level 2 are also required to take the responsibility of Pool Attendant, the level is merged as to acknowledge the multi-skilling and multi-tasking workers. For level 2, the operation setting covers all job areas with basic exposure to skills required for open water operation.

As for Level 3, the three areas are merged on the same basis of having common competencies and named as Aquatic Safety and Lifeguarding Supervision. Level 3 shares certain similar competencies with level 2 and the operation setting also covers all job areas. The set of skills for level 3 is more complex and complicated with the usage of motorized crafts, oxygen administration, supervisory functions and an elective of swift water rescue operation.

### 3. DEFINITION OF COMPETENCY LEVELS

#### 3.1 Level of Competency and Definition Stipulated by JPK

The NOSS is developed for various occupational areas. Candidates for certification must be assessed and trained at certain levels to substantiate competencies. Below is a guideline of each NOSS Level as defined by the Department of Skills Development, Ministry of Human Resources, Malaysia.

Malaysia Skills Certificate Level 1: (Operation and Production Level) Competent in performing a range of varied work activities, most of which are routine and predictable

Malaysia Skills Certificate Level 2: (Operation and Production Level) Competent in performing a significant range of varied work activities, performed in a variety of contexts. Some of the activities are non-routine and required individual responsibility and autonomy.

Malaysia Skills Certificate Level 3: (Supervisory Level) Competent in performing a broad range of varied work activities, performed in a variety of contexts, most of which are complex and non-routine. There is considerable responsibility and autonomy and control or guidance of others is often required.

Malaysia Skills Diploma Level 4: (Supervisory Level) Competent in performing a broad range of complex technical or professional work activities performed in a wide variety of contexts and with a substantial degree of personal responsibility and autonomy. Responsibility for the work of others and allocation of resources is often present.

Malaysia Skills Advanced Diploma Level 5:(Managerial Level) Competent in applying a significant range of fundamental principles and complex techniques across a wide and often unpredictable variety of contexts. Very substantial personal autonomy and often significant responsibility for the work of others and for the allocation of substantial resources features strongly, as do personal accountabilities for analysis, diagnosis, planning, execution and evaluation.



#### **4. MALAYSIAN SKILL CERTIFICATION**

Candidates after being assessed and verified and fulfilled Malaysian Skill Certification requirements shall be awarded with Malaysia Skills Certificate for Level 3 (Aquatic Safety and Lifeguarding Supervision).

#### **5. JOB COMPETENCIES**

##### **5.1 List of Core Competencies**

Aquatic Safety and Lifeguarding Supervision (Level 3) personnel must be competent in performing the following core competencies:

- Open Environment Lifeguarding
- Open Environment Rescuing
- Open Environment Emergency Life Support
- Lifeguarding Operation Supervision

##### **5.2 List of Elective Competencies**

Trainees of Aquatic Safety and Lifeguarding Supervision (Level 3) are given the option to further enhance their knowledge and skills by completing the following elective competencies:-

- Swift Water Rescuing Equipment Pre-Preparation
- Swift Water Rescue

#### **6. WORKING CONDITIONS**

##### **6.1. Working Environment**

Generally, the Aquatic Safety and Lifeguarding Supervision personnel work under similar operating hours as other lifeguarding Aquatic Safety & Rescue services. However, they may also work in shifts or overtime. Additionally they required to work outside normal working hours to fulfill job or market demand. Aquatic Safety and Lifeguarding Supervision personnel work for an employer in a variety of environments such as public aquatic centre, beach operators, hotels or resorts. The personnel are accountable and responsible for their own work since this will reflect industries image and reputation. They are expected to work within their operational scope and ethics that portray their professionalism. They should keep updated of new developments technology and global trends in the industry in order to excel in the rapidly changing hospitality and tourism sector. Lifeguard must be able to swim and rescue at a reasonable speed for a period of time. Along with rescue swimming skills, they must be calm in the water and be able to tread water for a period of time. Second aspect is concentration and persistence in a distracting and demanding environment.

## **6.2. Issues Related to Area of Work**

Aquatic Safety and Lifeguarding Operation personnel and those in related occupations usually work in extreme weather, unpleasant surroundings with hectic environment. Health and fitness are important because lifeguard must endure changing work environment on site. Prolonged exposure to some chemicals may be hazardous and cause irritation, so special care must be taken when working with these chemicals. Personnel in this field also required to adhere to safety procedures, statutory/regulatory bodies' requirements in order to protect self and public rights as their job scope involve in maintaining safety, human health and wellness.

## **7. EMPLOYMENT PROSPECTS**

### **7.1 Growth of Sector/ Sub Sector/ Area/ Sub Area in Malaysia**

Malaysia has experienced an increase of surf parks, water recreational activities at residential condominium and open water have possessed great demands of qualified lifeguard personnel in providing professional lifeguarding services for the industry. Lifeguarding and more often refer to water safety and rescue skills had become popular and needed to be deployed at aquatic activity.

### **7.2 Employment Opportunity in Malaysia**

Employment opportunities are:

- Public Pool Lifeguard
- Private Pool Lifeguard
- Theme Park/ Surf Pool Attendant
- Boat Transportation Attendant/ Operator
- Open Water Lifeguard
- Aquatic Event Lifeguard

### **7.3 List of Industry Employer**

Industries with respect to employment opportunities are:

- Sports & Recreation
- Transportation
- Health and Fitness
- Education & Training
- Event Management

#### **7.4 Codes, Standard and Practices of Area/ Sub Area in Malaysia**

Individual who is interested to be a lifesaver or a lifeguard must fulfil and pass Bronze Medallion / Open Water Lifeguarding requirements and be certified as regulated by Life Saving Society Malaysia (LSSM) or International Lifesaving (ILS).

#### **7.5 Growth of Sector/ Sub Sector/ Area/ Sub Area Internationally**

According to the U.S. Bureau of Labor Statistics (BLS), there are approximately 117,540 lifeguards, ski patrol and related workers employed as of May 2010. The BLS projected employment of lifeguards and other recreational protection workers to increase 11.2% from 2008-2018. Lifeguard positions are often available at swimming pools, beaches, water parks and lakes all over the world.

#### **7.6 Employment Opportunity Internationally**

There is potential for the personnel to work in overseas by looking at the demands and trends of employment opportunities internationally. However, the employment is subject to licensing and entry requirement in various countries.

#### **7.7 Codes, Standard and Practices of Area/ Sub Area Internationally**

##### **a) UK and Ireland**

The Royal Life Saving Society UK National Pool Lifeguard Qualification (NPLQ) is the most awarded lifeguard qualification in the United Kingdom and Ireland that complies with the industry guidance contained within the HSE publication 'Managing Health and Safety in Swimming Pools' Generally, the NPLQ is a recruitment requirement for a number of jobs from Pool Lifeguard to Centre Manager. On successful completion of the trainee will be fully qualified to work as a Pool Lifeguard.

##### **b) Canada**

National Lifeguards are highly skilled and trained individuals. To become a lifeguard a person must be 16 years of age and have Bronze Cross and Standard First Aid certifications.

##### **c) Australia**

All lifeguards will be over 16 years of age and have as a minimum the following qualifications: Certificate II in Public Safety (Aquatic Rescue), Senior First Aid, Advanced, Resuscitation Techniques, Basic Beach Management and Spinal Management.

**d) USA**

Lifeguarding Training options feature two core courses; Lifeguarding and Shallow Water Lifeguarding plus optional add-on modules, including waterfront skills or waterpark skills modules. Successful completion results in a 2-year certification in Lifeguarding that includes first aid, professional-level CPR and AED in one certificate.

**e) South Africa**

Lifeguards in South Africa are certified through Lifesaving South Africa, a regulatory body. All Lifesaving Award (LA) trainees are thoroughly trained in surf rescue with pool and open water training being incorporated into the LA course. Once a year, Lifesaving SA holds an annual retest for all LA certified Lifeguards.

**8. TRAINING, INDUSTRIAL/PROFESSIONAL RECOGNITION, OTHER QUALIFICATIONS AND ADVANCEMENT**

**8.1 Industrial Recognition**

Currently, the industry or prospective employers require Bronze Medallion / Pool / Open Water Lifeguarding certifications by Life Saving Society Malaysia (LSSM) / International Lifesaving (ILS) for prospective lifeguards.

**8.2 Other Prominent Qualification (in Malaysia/ Internationally)**

**Professional Lifeguard Training**

The Professional Lifeguard Training organised by LSSM covers all aspects of water safety, pool supervision, rescue and first aid. The curriculum is designed for those who wish to take up lifeguarding as a profession. Candidates must possess at least the Bronze Medallion to be eligible to join the course.

Life Saving Sport refers to the competitive aspects of life saving. Competitions are organised annually and include pool events as well as open water (beach) events. Championship trophies are awarded to the winning teams. Teams can also participate in international competitions organised by the world bodies. Plans are underway to make Life Saving Sport a demonstration event in the Olympics in the near future, and subsequently as a full-fledged event.

### 8.3 Type of Occupation for Career Advancement

Job enlargements and enhancements may increase lifeguards' chances of career advancement within the organization. Thus with additional informal training/on-going on the job training, certification, mentoring and coaching, aquatic safety and lifeguarding operation personnel can be advanced to become a supervisor.

### 8.4 Related Industries

Other related industries with respect to employment opportunities are:

- Sports & Recreation
- Transportation
- Health and Fitness
- Education & Training
- Event Management

## 9. SOURCES OF ADDITIONAL INFORMATION

### 9.1 Local Organisations

- **Life Saving Society Malaysia**  
139A - 1, Batu 3 ½,  
Jalan Klang Lama  
58000 Kuala Lumpur  
Tel. : 603-79801549  
Fax : 603-79816084  
[www.lifesavingmalaysia.org.my/](http://www.lifesavingmalaysia.org.my/)
- **Malaysian Red Crescent (First Aid)**  
National Headquarters,  
Lot PT54, Lengkok Beldfield Off Jalan Wisma Putra  
50460 Kuala Lumpur, Malaysia  
Tel : +6 03 - 2142 8122  
Fax : +6 03 - 2143 5122 or 2144 7227  
Email : [secgen@redcrescent.org.my](mailto:secgen@redcrescent.org.my)
- **St John's Ambulance (First Aid)**  
41 Jalan Shelley off Jalan Peel  
55100 Kuala Lumpur  
Tel : (603) 9285 1576  
Fax: (603) 9283 8075  
Email: [admin@sjam.org.my](mailto:admin@sjam.org.my)

- **Akademi Latihan Pertahanan Awam (ALPHA)**  
 Lot 14617 Persiaran Institusi Bangi  
 43000 Bangi Selangor  
 Tel : 03-89262991  
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- **Jabatan Bomba Dan Penyelamat Malaysia**  
 Lebuhr Wawasan, Presint 7, 62250 Putrajaya.  
 No. Tel : 603-8888 0036/37/38/40  
 No. Fax : 603-8888 0025  
 Email : korporat@bomba.gov.my
- **Jabatan Pertahanan Awam**  
 Kementerian Dalam Negeri  
 Jalan Padang Tembak 50556 Kuala Lumpur  
 Telefon : 603 2687 1300  
 Faks : 603 2692 3626  
 Email : webmaster@civildefence.gov.my
- **Majlis Keselamatan Negara**  
 Jabatan Perdana Menteri  
 Aras Lg Dan G, Blok Barat  
 Bangunan Perdana Putra  
 Pusat Pentadbiran Kerajaan Persekutuan  
 62502 Putrajaya
- **Department of Occupational Safety and Health (DOSH)**  
 Level 2, 3 & 4, Block D3, Complex D,  
 Government Administrative Centre,  
 62530 Putrajaya, Wilayah Persekutuan  
[www.dosh.gov.my](http://www.dosh.gov.my)
- **Ministry of Health (MOH)**  
 Ibu Pejabat KKM Blok E1, E6, E7 & E10,  
 Parcel, Pusat Pentadbiran Kerajaan Persekutuan,  
 62590, Putrajaya, Wilayah Persekutuan Putrajaya  
 03-8883 3888
- **Ministry of Housing and Local Government**  
 Level 2 - 38, No. 51, Persiaran Perdana, Presint 4,  
 62100, Putrajaya, Malaysia.  
 Tel.No : 603-8000 8000  
 Fax : 603-8891 3182

## 9.2 International Organisations

- **International Life Saving Federation (ILS)**  
Gemeenteplein 26  
3010 Leuven, Belgium  
Tel: +32 16 89 60 60  
Fax: +32 16 89 70 70  
E-mail address: ils.hq@telenet.be
- **Royal Life Saving Society United Kingdom**  
RLSS - UK  
High Street, Broom River House Warwickshire  
United Kingdom  
T: (44.1789) 77.39.94  
F: (44.1789) 77.39.95  
W: <http://www.lifesavers.org.uk>
- **Royal National Lifeboat Institute (RNLI)**  
West Quay Road  
Poole  
BH15 1HZ  
T: 0845 122 6999  
W: <https://rnli.org>
- **Royal Life Saving Society Australia (RLSSA)**  
Suite 201, 3 Smail Street Broadway  
2007 Broadway – NSW, Australia  
T: (61.2) 82.17.31.11  
F: (61.2) 82.17.31.99  
E: [info@rlssa.org.au](mailto:info@rlssa.org.au)  
W: <http://www.royallifesaving.com.au>
- **Surf Life Saving Australia (SLSA)**  
789 Botany Road, Locked Bag 1010  
NSW 2018  
Rosebery, Australia  
T: (61.2) 92.15.80.00  
F: (61.2) 92.15.81.80.  
E: [info@slsa.asn.au](mailto:info@slsa.asn.au)  
W: <http://www.sls.com.au>

## 10. ACKNOWLEDGEMENT

This Standard has been checked by the Standard Technical Evaluation Committee (STEC), DSD and validated by the members of Skills Development Advisory

Committee (SDAC) on ..... The SDAC members as listed below have consensus agreed to this standard.

- i. **En Geh Thuan Tek**  
President Life Saving Society Malaysia, Penang;  
Secretary General, Life Saving Society Malaysia
- ii. **Tuan Johar bin Mamat**  
Bahagian Latihan, Jabatan Bomba dan Penyelamat Malaysia  
Ibu Pejabat Jabatan Bomba dan Penyelamat Malaysia
- iii. **En Lee Soon Keong**  
Senior Examiner & Instructor  
Ipoh Safety Swimming Academy



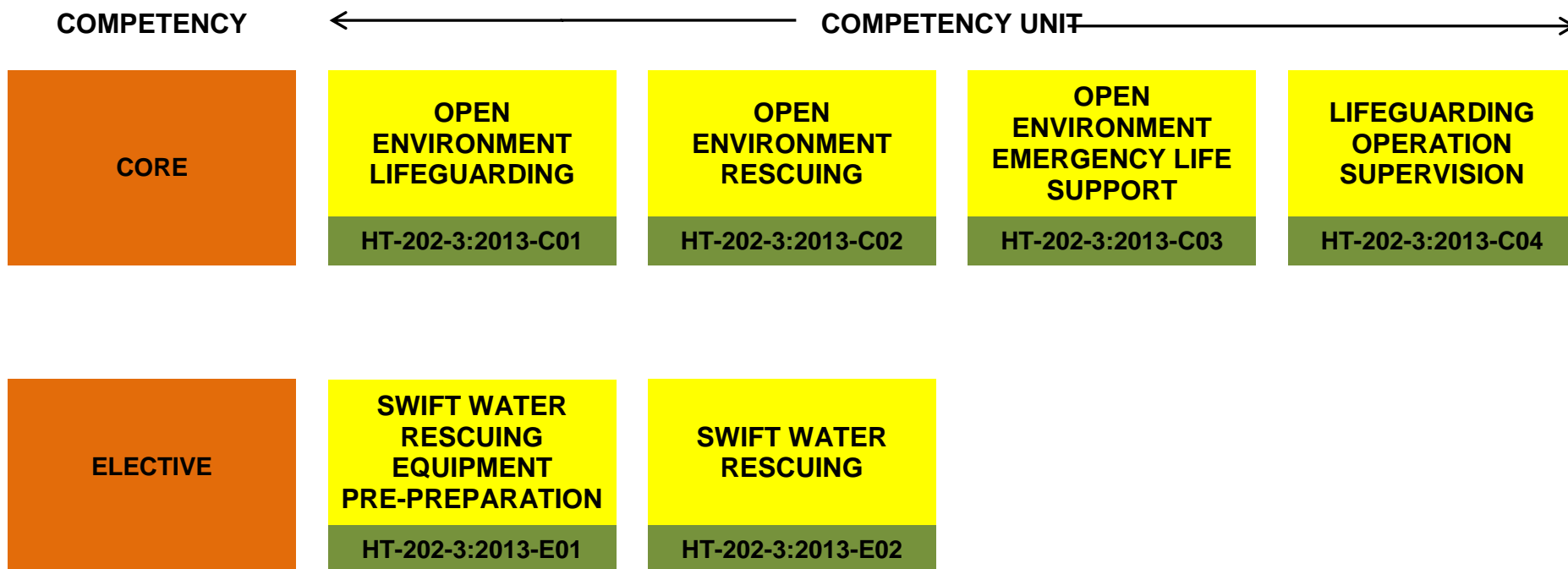
**11. COMMITTEE MEMBERS FOR DEVELOPMENT OF STANDARD PRACTICE (SP),  
COMPETENCY PROFILE CHART (CPC), COMPETENCY PROFILE (CP) AND  
CURRICULUM OF COMPETENCY UNIT (CoCU)**

**AQUATIC SAFETY AND LIFEGUARDING SUPERVISION LEVEL 3**

<b>PANEL EXPERTS</b>		
1.	CIK MASLINDA BINTI ABDUL TALIB	Lifesaver & Instructor MDC-7SEAS (M) SDN. BHD. Selangor
2.	EN. MOHD BAZLI JOHOR	Lifeguard & Instructor Ezitwoswim, Bandar Baru Bangi, Selangor
3.	EN. KHAIRUZLEY ABD SAMAD	Senior Lifeguard Sea Horse Sipadan, Sabah
4.	EN. HAFIZ HAEKAL MUHAMMAD	Lifeguard Borneo Global Sipadan, Sabah
5.	EN. AZRIE BIN REMILI	Lifeguard Desa Water Park, Selangor
6.	PUAN ZALILAH BINTI GHAZALI	Swimming Instructor & Assistant Aquatic Instructor Dolidias Services, Putrajaya
7.	EN. HARULNIZAM BIN MOHAMAD	Lecturer Swimming & Lifeguard Department Community College of Hulu Selangor
8.	EN. SAZALI BIN RAMLI	Instructor Persatuan Menyelamat Akuatik Putrajaya
9.	EN. MOHD BUKHARI BIN IBRAHIM	Senior Lifeguard Instructor Ombak Training & Services Sdn Bhd, Shah Alam
<b>FACILITATOR</b>		
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<b>DOCUMENTOR</b>		
1.	PUAN SUHAILA HANI ZAIDIN	ADZ AQUARIDZ Sdn. Bhd.

## COMPETENCY PROFILE CHART (CPC)

<b>SECTOR</b>	<b>HOSPITALITY AND TOURISM</b>		
<b>SUB SECTOR</b>	<b>AQUATIC SAFETY AND RESCUE</b>		
<b>JOB AREA</b>	<b>LIFE SAVING &amp; RESCUE, POOL OPERATION, OPEN WATER OPERATION.</b>		
<b>NOSS TITLE</b>	<b>AQUATIC SAFETY AND LIFEGUARDING SUPERVISION</b>		
<b>JOB LEVEL</b>	<b>THREE (3)</b>	<b>JOB AREA CODE</b>	<b>HT-202-3:2013</b>



## COMPETENCY PROFILE (CP)

<b>Sub-Sector</b>	AQUATIC SAFETY AND RESCUE			
<b>Job Area</b>	LIFE SAVING & RESCUE, POOL OPERATION AND OPEN WATER OPERATION			
<b>NOSS Title</b>	AQUATIC SAFETY AND LIFEGUARDING SUPERVISION			
<b>Level</b>	THREE (3)			
<b>CU Title</b>	<b>CU Code</b>	<b>CU Descriptor</b>	<b>CU Work Activities</b>	<b>Performance Criteria</b>
1. Open Environment Lifeguarding	<b>HT-202-3:2013-C01</b>	<p>Open Environment Lifeguarding is the competency to ensure the safety of open environment facilities' patrons and prevention of unexpected incidences in accordance with lifeguarding manual.</p> <p>The outcome of this competency is to perform lifeguarding activities in accordance with company's standard operating procedure and job description.</p> <p>The person who is competent in this CU shall be able to check open environment lifeguarding activities requirements, prepare open environment lifeguarding activities tool and material, carry out open environment lifeguarding activities and carry out housekeeping activities.</p>	1. Check open environment lifeguarding activities requirements	1.1 Category of patron determined as per establishment's standard practice 1.2 Number of patron determined as per establishment's standard practice 1.3 Swimming location determined according to aquatic facilities' layout plan 1.4 Lifeguarding position determined as per lifeguarding activities plan 1.5 Lifeguarding station determined as per lifeguarding activities plan 1.6 Aquatic facilities' layout plan interpreted as per job requirements 1.7 Lifeguarding method determined according to lifeguarding situation 1.8 Lifeguarding activities scope of work confirmed

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			<p>2. Prepare open environment lifeguarding activities tool and material</p> <p>3. Carry out open environment lifeguarding activities</p> <p>4. Carry out housekeeping activities</p>	<p>2.1 Type of safety equipment determined according to work instructions</p> <p>2.2 Suitable safety equipment selected based on job specifications</p> <p>3.1 Prevention from incident in aquatic area conducted according to SOP</p> <p>3.2 Patron and surrounding area monitored according to SOP</p> <p>3.3 Possibility of emergency situation/ incident in current situation assessed</p> <p>3.4 Aquatic rules enforced to anticipate problem /injuries</p> <p>3.5 Concentrated observation maintained as per best practice</p> <p>4.1 Used lifeguarding equipment arranged according to Standard Operating Procedure (SOP)</p> <p>4.2 Open environment facilities housekeeping conducted according to Standard Operating Procedure (SOP)</p> <p>4.3 Lifeguarding equipment's condition checked according to rescue equipment specifications</p> <p>4.4 Facilities &amp; equipment checklist / log book updated as per job requirements</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
2. Open Environment Rescuing	<b>HT-202-3:2013-C02</b>	<p>Open Environment Rescuing is the competency to save life and prevent injury during an incident or dangerous situation at open environment facilities in accordance with rescuing manual.</p> <p>The outcome of this competency is to perform rescuing activities in accordance with company's standard operating procedure and job description.</p> <p>The person who is competent in this CU shall be able to check open environment rescuing activities requirements, prepare open environment lifeguarding activities tool and material, carry out open environment lifeguarding activities and report open environment lifeguarding activities</p>	<ol style="list-style-type: none"> <li>1. Check open environment rescuing activities requirements</li> <li>2. Prepare open environment rescuing activities tool and material</li> <li>3. Carry out open environment rescuing activities</li> </ol>	<ol style="list-style-type: none"> <li>1.1 Victim condition assessed in accordance with rescuing procedure</li> <li>1.2 Rescue situation assessed according to rescuing procedure</li> <li>1.3 Rescuing method determined as per standard practice</li> <li>1.4 Aquatic rescuing scope of work confirmed</li> <li>2.1 Rescue equipment (rescue tube, rescue board, reaching pole) determined according to activities requirement</li> <li>2.2 Rescue equipment arranged according to standard operating procedure</li> <li>2.3 Rescue equipment set according to Standard Operating Procedure (SOP)</li> <li>2.4 Functionality of rescue equipment tested according to manufacturer's specifications</li> <li>2.5 Rescue equipment preparation confirmed as per checklist</li> <li>2.6 Rescue equipment requirements organised according to inventory system procedure</li> <li>3.1 Rescuing method selected as per standard practice</li> <li>3.2 Victim approached by swimming as per rescuing procedure</li> </ol>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			<p>4. Activate emergency response</p>	<p>3.3 Victim approached by diving as per rescuing procedure  3.4 Victim towed to safe area according to suitable towing techniques  3.5 Victim removed from water according to suitable technique  3.6 Move the victim to safe area as per standard practice</p> <p>4.1 EMS contacted/ informed  4.2 Victim stabilized (first aid, recovery position)  4.3 Victim rescue activities recorded and reported according to organization procedures</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
3. Open Environment Emergency Life Support	<b>HT-202- 3:2013-C03</b>	<p>Open Environment Emergency Life Support is the competency to provide First Aid response as to help keep someone alive in an emergency situation before professional help arrives in accordance with emergency life support manual.</p> <p>The outcome of this competency is to perform emergency life support in accordance with company's standard operating procedure and job description.</p> <p>The person who is competent in this CU shall be able to check emergency life support requirements, carry out open environment emergency life support activities and arrange victim for medical surveillance.</p>	<p>1. Check emergency life support requirements</p> <p>2. Carry out open environment emergency life support activities</p> <p>3. Arrange victim for medical surveillance</p>	<p>1.1 Victim condition determined as per rescuing procedure</p> <p>1.2 Emergency life support method (EAR, CPR) determined</p> <p>1.3 Rescue equipment/ PPE/ material determined according to emergency life support method</p> <p>3.1 Emergency life support equipment selected according to Emergency life support method</p> <p>3.2 Emergency life support equipment, materials operated/ applied according to manual instructions</p> <p>3.3 Emergency life support conducted according to emergency life support method</p> <p>3.4 victim Stabilized (first aid, recovery position)</p> <p>3.1 Nearest medical centre identified and contacted as per standard practice</p> <p>3.2 Victim handed over to medical professional according to SOP</p> <p>3.3 Emergency life support recorded and reported according to regulatory requirement and SOP</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
4. Lifeguarding Operation Supervision	<b>HT-202-3:2013-C04</b>	<p>Lifeguarding Operation Supervision competency unit is an activity to supervise daily aquatic facilities' operation.</p> <p>The outcome of this competency is to ensure efficient aquatic facilities' operation and maximise company performance in accordance with regulatory/statutory body's requirement and Standard Operation Procedure.</p> <p>The person who is competent in Lifeguarding Operation Supervision should be able to comprehend the company Standard Operating Procedure (SOP). Trainee should be able to ensure work place safety, assure facilities and equipment functionality and operability, prepare duty roster/ job schedule, provide service support, maintain stock inventory, carry out subordinate appraisal, carry out lifeguarding &amp; rescuing manpower coordination and conduct in house training.</p>	<ol style="list-style-type: none"> <li>1. Ensure work place safety</li>   <li>2. Assure facilities and equipment functionality and operability</li>   <li>3. Prepare duty roster/ job schedule</li> </ol>	<ol style="list-style-type: none"> <li>1.1 Work place safety, hygiene and maintenance monitored as per job description</li> <li>1.2 Pest control activities supervised in accordance with company procedure and legislative requirements</li> <li>1.3 Waste disposal supervised in accordance with regulatory/statutory bodies requirements</li>   <li>2.1 Facilities and equipment availability identified</li> <li>2.2 Facilities and equipment functions checked in accordance with manufacturer manuals and specification</li> <li>2.3 Malfunction/irregularities of facilities and equipment documented and reported to superior for further action</li>   <li>3.1 Scope of work, job descriptions identified</li> <li>3.2 Number of personnel identified</li> <li>3.3 Job capacity (number of appointment, type of services) confirmed</li> <li>3.4 Jobs assigned in accordance with job functions</li> <li>3.5 Duty roster scheduled, formatted and generated</li> </ol>



CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			<p>4. Provide service support</p> <p>5. Maintain stock inventory</p> <p>6. Carry out subordinate appraisal</p>	<p>4.1 Service support identified</p> <p>4.2 Service attended in accordance with company Standard Operating Procedure (SOP)</p> <p>4.3 Support activities and action taken documented</p> <p>5.1 Operational stock inventory identified</p> <p>5.2 Stock level determined according to inventory system procedure</p> <p>5.3 Inventory variance and causes of variance determined according to inventory system procedure</p> <p>5.4 Stock replenished/ replaced according to inventory system procedure</p> <p>6.1 Appraisal objective(salary increment, promotion, incentive, etc) obtained from authorised personnel/parties</p> <p>6.2 Subordinate appraised in accordance with appraisal procedure, company Key Performance Index (KPI) and objective</p> <p>6.3 Appraisal results documented, and recommendation made in accordance with company policies</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			<p>7. Carry out lifeguarding &amp; rescuing manpower coordination</p> <p>8. Conduct in house training</p>	<p>7.1 Lifeguarding and rescuing tasks assigned to team according to scope of work</p> <p>7.2 Lifeguarding and rescuing team deployed according to scope of work</p> <p>7.3 Lifeguarding and rescuing activities monitored according to scope of work</p> <p>7.4 Lifeguarding and rescuing activities efficiency assessed according to best practice</p> <p>8.1 Training programme identified and selected in accordance with training needs analysis results, client needs and current demands</p> <p>8.2 Training programme details (type of training, participant, date, time, venue) identified</p> <p>8.3 Training facilities (audio visual, rooms, materials, etc) prepared in accordance with training programme</p> <p>8.4 Training executed in accordance with training delivery mode (lecture, demonstration/ observation, practical, etc)</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
5. Swift Water Rescuing Equipment Pre-Preparation	<b>HT-202-3:2013-E01</b>	<p>Swift Water Rescuing Equipment Pre-Preparation is the competency to prepare rescuing equipment in advance as to ensure availability of the equipment at all times. This CU is offered as an elective.</p> <p>The outcome of this competency is to organise and arrange swift water rescuing equipment in accordance with company's standard operating procedure and job description.</p> <p>The person who is competent in this CU shall be able to check swift water rescue equipment pre-preparation requirements, carry out swift water safety equipment pre-preparation activities and organise swift water rescue equipment.</p>	<ol style="list-style-type: none"> <li>1. Check swift water rescue equipment pre-preparation requirements</li> <li>2. Carry out swift water safety equipment pre-preparation activities</li> <li>3. Organise swift water rescue equipment</li> </ol>	<ol style="list-style-type: none"> <li>1.1 Swift water safety equipment function identified</li> <li>1.2 Type of swift water safety equipment determined</li> <li>1.3 Swift water safety equipment checklist interpreted</li> <li>1.4 Swift water safety equipment requirements confirmed</li> <li>2.1 Swift water safety equipment functionality inspected according to manufacturer's manual</li> <li>2.2 Swift water safety equipment tested according to manufacturer's manual</li> <li>2.3 Swift water safety equipment cleanliness maintained in accordance with best practice</li> <li>3.1 Safety equipment arranged according to standard operating procedure</li> <li>3.2 Safety equipment set according to Standard Operating Procedure (SOP)</li> <li>3.3 Safety equipment preparation confirmed as per checklist</li> <li>3.4 Safety equipment placed at designated area according to SOP</li> <li>3.5 Safety equipment placement recorded as per inventory system procedure</li> </ol>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
6. Swift Water Rescue	<b>HT-202-3:2013-E02</b>	<p>Swift Water Rescue is the competency to rescue a trapped person in fast moving water current. This CU is offered as an elective.</p> <p>The outcome of this competency is to perform swift water rescue according to standard operating procedure, safety guidelines and job description.</p> <p>The person who is competent in this area must be able to assess swift water rescuing requirement, set up rescue facilities, carry out swift water rescuing, carry out emergency life support and report swift water rescuing activities.</p>	<ol style="list-style-type: none"> <li>1. Assess swift water rescuing requirement</li>   <li>2. Set up rescue facilities</li>   <li>3. Carry out swift water rescuing</li> </ol>	<ol style="list-style-type: none"> <li>1.1 Swift water condition identified</li> <li>1.2 Victim condition identified as per rescuing procedure</li> <li>1.3 Swift water rescue method/strategy determined</li> <li>1.4 Emergency Medical Services (EMS) activated as per rescuing procedure</li>   <li>2.1 Type of swift water rescuing equipment determined</li> <li>2.2 Suitable swift water rescuing equipment selected according to swift water and victim condition</li> <li>2.3 Two anchor point established as per rescuing procedure</li> <li>2.4 Exit point established as per rescuing procedure</li> <li>2.5 Rescue team position established as per rescuing procedure</li>   <li>3.1 Support team set up as per standard practice</li> <li>3.2 Appropriate rescuing method/strategy applied according to swift water and victim condition</li> <li>3.3 Victim towing technique applied</li> <li>3.4 Victim moved to safe area</li> </ol>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			<p>4. Carry out emergency life support</p> <p>5. Report swift water rescuing activities</p>	<p>4.1 Rescuing team coordinated as per standard practice</p> <p>4.2 Suitable emergency life support equipment utilised according to manual instructions</p> <p>4.3 Victim handed over to Emergency Medical Services (EMS)</p> <p>5.1 Swift water rescuing activities recorded as per standard practice</p> <p>5.2 Victim's condition followed up according to SOP</p> <p>5.3 Report from related authority obtained according to SOP</p>

**CURRICULUM of COMPETENCY UNIT (CoCU)**

<b>Sub Sector</b>	<b>AQUATIC SAFETY AND RESCUE</b>						
<b>Job Area</b>	<b>LIFE SAVING &amp; RESCUE, POOL OPERATION, OPEN WATER OPERATION</b>						
<b>NOSS Title</b>	<b>AQUATIC SAFETY AND LIFEGUARDING SUPERVISION</b>						
<b>Competency Unit Title</b>	<b>OPEN ENVIRONMENT LIFEGUARDING</b>						
<b>Learning Outcome</b>	<p>Open Environment Lifeguarding is the competency to ensure the safety of open environment facilities' patrons and prevention of unexpected incidences in accordance with lifeguarding manual. The outcome of this competency is to perform lifeguarding activities in accordance with company's standard operating procedure and job description. Upon completion of this competency unit, trainees will be able to:</p> <ul style="list-style-type: none"> <li>• Check open environment lifeguarding activities requirements</li> <li>• Prepare open environment lifeguarding activities tool and material</li> <li>• Carry out open environment lifeguarding activities</li> <li>• Carry out housekeeping activities</li> </ul>						
<b>Competency Unit ID</b>	<b>HT-202-3:2013-C01</b>	<b>Level</b>	<b>3</b>	<b>Training Duration</b>	<b>230</b>	<b>Credit Hours</b>	<b>20</b>
<b>Work Activities</b>	<b>Related Knowledge</b>	<b>Related Skills</b>	<b>Attitude/Safety/Environment</b>	<b>Training Hours</b>	<b>Delivery Mode</b>	<b>Assessment Criteria</b>	
1. Check open environment lifeguarding activities requirement	i. Lifeguarding activities requirements <ul style="list-style-type: none"> <li>• Lifeguarding activities procedure</li> <li>• Lifeguarding equipment</li> <li>• Lifeguarding work instructions</li> </ul> ii. Open environment lifeguarding activities			15	Lecture & Discussion	i. Category of patrons stated and explained ii. Number of patrons calculated according to estimation technique iii. Lifeguarding station/ position located and described	

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environment	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> <li>• Scanning</li> <li>• Patrolling</li> <li>• Observing</li> <li>iii. Category of patrons               <ul style="list-style-type: none"> <li>• Adult</li> <li>• Children</li> <li>• Elderly</li> <li>• Special need person</li> </ul> </li> <li>iv. Capacity limit of open environment facilities (estimation technique)</li> <li>v. Lifeguarding area/ zone               <ul style="list-style-type: none"> <li>• Depth of open environment area</li> <li>• Permitted swimming area</li> </ul> </li> <li>vi. Lifeguarding position               <ul style="list-style-type: none"> <li>• Scanning technique                   <ul style="list-style-type: none"> <li>• 10:20 system</li> </ul> </li> <li>• Patrolling</li> </ul> </li> <li>vii. Lifeguarding station               <ul style="list-style-type: none"> <li>• Elevated station</li> <li>• Ground-level station</li> <li>• Roving station</li> <li>• Rowing station</li> </ul> </li> </ul>					<ul style="list-style-type: none"> <li>iv. Open environment layout plan described</li> <li>v. Lifeguarding method listed out and explained</li> <li>vi. Lifeguarding activities requirements listed out</li> </ul>

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environment	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> <li>• Floating station</li> <li>• Lifeguard rotations</li> </ul> <p>viii. Open environment layout plan</p> <ul style="list-style-type: none"> <li>• Open environment specification and design</li> </ul> <p>ix. Lifeguarding method</p> <ul style="list-style-type: none"> <li>• On land</li> <li>• In water</li> </ul>					
		<p>i. Determine category of patrons</p> <p>ii. Estimate capacity limit of open environment facilities</p> <p>iii. Determine lifeguarding area/ zone</p> <p>iv. Identify lifeguarding station/ position</p> <p>v. Determine lifeguarding method</p> <p>vi. Confirm lifeguarding activities requirements</p>	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> <li>- Attentive to details in checking lifeguarding requirements</li> </ul>	35	Demonstration & Observation, simulation	



Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environment	Training Hours	Delivery Mode	Assessment Criteria
2. Prepare open environment lifeguarding activities tool and material	i. Type and function of lifeguarding equipment <ul style="list-style-type: none"> <li>• Rescue tubes and/or buoys</li> <li>• Rescue board</li> <li>• Reaching pole</li> <li>• Ring buoy</li> <li>• Lifeguard stands/stations</li> <li>• Communication devices – whistles, radios,</li> <li>• PPE – extra gloves, gowns, face shield,</li> <li>• Life jackets</li> <li>• First aid kit</li> <li>• Aquatic signage</li> </ul> ii. Lifeguarding equipment checking procedure iii. Lifeguarding equipment testing procedure iv. Lifeguarding equipment arrangement procedure v. Lifeguarding equipment checklist			15	Lecture & Discussion	i. Type of lifeguarding equipment listed out and function described ii. Lifeguarding equipment arrangement activities stated and described iii. Lifeguarding tools & equipment calibrated/adjusted according to lifeguarding activity requirements iv. Lifeguarding tool and equipment tested according to instruction manual v. Functionality test result recorded according to recording format and

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environment	Training Hours	Delivery Mode	Assessment Criteria
	vi. Lifeguarding equipment inventory system procedure					SOP vi. Lifeguarding equipment preparation activities listed out as per checklist
		<ul style="list-style-type: none"> <li>i. Determine lifeguarding tools &amp; equipment</li> <li>ii. Arrange lifeguarding tools &amp; equipment</li> <li>iii. Set lifeguarding tools &amp; equipment</li> <li>iv. Test functionality of lifeguarding tools &amp; equipment</li> <li>v. Confirm lifeguarding tools &amp; equipment preparation</li> </ul>	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> <li>i. Resourceful in identifying type and function of safety equipment</li> </ul> <p><u>Safety:</u></p> <ul style="list-style-type: none"> <li>i. Handle lifeguarding tool and equipment with care</li> </ul>	35	Demonstration & Observation, simulation	

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environment	Training Hours	Delivery Mode	Assessment Criteria
3. Carry out open environment lifeguarding activities	<ul style="list-style-type: none"> <li>i. Lifeguarding procedure</li> <li>ii. Incident prevention strategies</li> <li>iii. Emergency Response Plan (ERP)</li> <li>iv. Compliance of rules <ul style="list-style-type: none"> <li>• Organisation</li> <li>• Safety, etc</li> </ul> </li> <li>v. Type of open environment hazard</li> <li>vi. Possibilities of incident situation (Horse play)</li> <li>vii. Accident reporting procedure</li> <li>viii. Open environment aquatic facilities' rules enforcement procedures</li> <li>ix. Lifeguarding position <ul style="list-style-type: none"> <li>• Scanning technique <ul style="list-style-type: none"> <li>• 10:20 system</li> </ul> </li> <li>• Patrolling</li> </ul> </li> <li>x. Lifeguarding station <ul style="list-style-type: none"> <li>• Elevated station</li> <li>• Ground-level station</li> <li>• Roving station</li> </ul> </li> </ul>			21	Lecture & Discussion	<ul style="list-style-type: none"> <li>i. Lifeguarding position located and justified</li> <li>ii. Lifeguarding station located and justified</li> <li>iii. Type of open environment hazard specified</li> <li>iv. Emergency Response Procedures explained</li> <li>v. Possibility of incident situation listed out</li> <li>vi. Lifeguarding activities conducted in accordance with lifeguarding procedure</li> <li>vii. Accident report generated as per reporting format</li> </ul>

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environment	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> <li>• Rowing station</li> <li>• Floating station</li> <li>• Lifeguard rotations</li> </ul>					
		<ul style="list-style-type: none"> <li>i. Select lifeguarding position</li> <li>ii. Select lifeguarding station</li> <li>iii. Control safety of patron and surrounding area</li> <li>iv. Identify open environment hazard</li> <li>v. Identify possibility of incident situation</li> <li>vi. Prevent incident</li> <li>vii. Assure compliance of rules by patron</li> </ul>	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> <li>i. Vigilant in performing lifeguarding activities</li> <li>ii. Adherence to standard operating procedure</li> </ul>	49	Demonstration & Observation, simulation	

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environment	Training Hours	Delivery Mode	Assessment Criteria
4. Carry out housekeeping activities	i. Housekeeping system (eg: 5S, Asset Management System, etc) ii. Housekeeping activities <ul style="list-style-type: none"> <li>• Checking</li> <li>• Cleaning</li> <li>• Arrangement</li> <li>• Recording</li> </ul> iii. Housekeeping tool, equipment & materials iv. Housekeeping procedure			9	Lecture & Discussion	i. Aquatic facilities housekeeping activities listed ii. Lifeguarding equipment arrangement procedure defined iii. Housekeeping activities specified and justified iv. Lifeguarding equipment's condition checked according to instruction manual
		i. Collect lifeguarding equipment ii. Conduct aquatic facilities housekeeping iii. Check lifeguarding equipment's condition iv. Clean lifeguarding equipment v. Store lifeguarding equipment vi. Update facilities & equipment		21	Demonstration & Observation, simulation	v. Facilities & equipment checklist / log book completed

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environment	Training Hours	Delivery Mode	Assessment Criteria
		checklist / log book vii. Follow housekeeping procedure	<u>Attitude:</u> i. Attentive to details while performing housekeeping activities ii. Accurate in updating record  <u>Safety:</u> iii. Handle aquatic equipment with care			

## Employability Skills

Core Abilities	Social Skills
<p>01.10 Apply a variety of mathematical techniques.            01.11 Apply thinking skills and creativity.            02.09 Prepare flowcharts.            02.10 Prepare reports and instructions.            02.11 Convey information and ideas to people.            03.09 Manage and improve performance of individuals.            03.10 Provide consultations and counseling.            03.11 Monitor and evaluate performance of human resources.            03.12 Provide coaching/on-the-job training.            03.13 Develop and maintain team harmony and resolve conflicts.            03.14 Facilitate and coordinate teams and ideas.            03.15 Liase to achieve identified outcomes.            03.16 Identify and assess client/customer needs.            03.17 Identify staff training needs and facilitate access to training.            04.06 Allocate work.            04.07 Negotiate acceptance and support for objectives and strategies.            05.01 Implement project/work plans.            05.02 Inspect and monitor work done and/or in progress.</p>	<ol style="list-style-type: none"> <li>1. Communication skills</li> <li>2. Conceptual skills</li> <li>3. Interpersonal skills</li> <li>4. Multitasking and prioritizing</li> <li>5. Self-discipline</li> <li>6. Teamwork</li> <li>7. Learning skills</li> <li>8. Leadership skills</li> </ol>

## Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : TRAINEES)
1. Rowing station (kayak, non-motorized craft)	1:4
2. Rescue tubes	1:3
3. Ring Buoys (Small / Large)	1:4
4. Rescue board	1:2
5. Reaching pole	1:5
6. Lifeguard stands/stations	1:25
7. Whistle	1:1
8. Walkie Talkie	1:5
9. PPE (Life jackets, cap, long sleeve rescue shirt, swimming shirt, etc)	1:1
10. First Aid Kit with content	
11. Sample of incident record	1:5
12. Sample of lifeguarding manual	1:1
13. Instruction Manual	1:1
14. Manufacturer's Specification	1:1
15. Lifeguarding Procedure	1:1
16. Housekeeping Procedure	1:1



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**CURRICULUM of COMPETENCY UNIT (CoCU)**

<b>Sub Sector</b>		<b>AQUATIC SAFETY AND RESCUE</b>						
<b>Job Area</b>		<b>LIFE SAVING &amp; RESCUE, POOL OPERATION, OPEN WATER OPERATION</b>						
<b>NOSS Title</b>		<b>AQUATIC SAFETY AND LIFEGUARDING SUPERVISION</b>						
<b>Competency Unit Title</b>		<b>OPEN ENVIRONMENT RESCUING</b>						
<b>Learning Outcome</b>		<p>Open Environment Rescuing is the competency to save life and prevent injury during an incident or dangerous situation at open environment facilities in accordance with rescuing manual. The outcome of this competency is to perform rescuing activities in accordance with company's standard operating procedure and job description. Upon completion of this competency unit, trainees will be able to:</p> <ul style="list-style-type: none"> <li>• Check open environment rescuing requirements</li> <li>• Prepare open environment rescuing activities tools and material</li> <li>• Carry out open environment rescuing activities</li> <li>• Activate emergency response</li> </ul> <p>Pre-requisite: Open Environment Emergency Life Support</p>						
<b>Competency Unit ID</b>		<b>HT-202-3:2013-C02</b>	<b>Level</b>	<b>3</b>	<b>Training Duration</b>	<b>200</b>	<b>Credit Hours</b>	<b>20</b>
<b>Work Activities</b>	<b>Related Knowledge</b>	<b>Related Skills</b>	<b>Attitude/Safety/Environment</b>	<b>Training Hours</b>	<b>Delivery Mode</b>	<b>Assessment Criteria</b>		
1. Check open environment rescuing requirements	i. Victim recognition <ul style="list-style-type: none"> <li>• Passive</li> <li>• Active</li> <li>• Distressed</li> <li>• Submerged</li> </ul> ii. Rescue environment <ul style="list-style-type: none"> <li>• Water depth</li> <li>• Lifeguard station elevated or at ground level.</li> <li>• Obstacles in the water.</li> </ul>			15	Lecture & Discussion	i. Victim recognition and rescue environment situation listed and explained ii. Types of rescuing method listed and function described iii. Rescuing procedure defined		

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environment	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> <li>• Location and condition of the victim.</li> <li>• Facility design</li> </ul> iii. Rescuing method <ul style="list-style-type: none"> <li>• Dry rescue</li> <li>• Wet rescue</li> </ul>					according to SOP
		i. Assess victim condition ii. Assess rescue environment iii. Determine rescuing method iv. Confirm rescuing work activities	<u>Attitude:</u> i. Resourceful in assessing rescuing requirements	35	Demonstration & Observation, simulation	
2. Prepare open environment rescuing activities tool and material	i. Type of rescuing equipment <ul style="list-style-type: none"> <li>• Rescue tubes</li> <li>• Rescue board</li> <li>• Reaching pole</li> <li>• Ring buoy</li> </ul> ii. Aquatic equipment <ul style="list-style-type: none"> <li>• Lifeguard stands/stations</li> <li>• Communication</li> </ul>			15	Lecture & Discussion	i. Type of rescuing equipment listed and function described ii. Rescuing equipment arrangement activities stated

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environment	Training Hours	Delivery Mode	Assessment Criteria
	devices – whistles, radios, <ul style="list-style-type: none"> <li>• PPE – extra gloves, gowns, face shield,</li> <li>• Life jackets</li> <li>• First Aid Kit</li> <li>• Aquatic signage</li> </ul> iii. Rescuing equipment preparation procedure iv. Rescuing equipment functionality testing procedure v. Rescuing equipment checklist vi. Inventory system procedure					and described iii. Rescuing tools & equipment set according to work instruction iv. Functionality test conducted according to manufacturer's manual v. Functionality test result recorded according to SOP vi. Rescuing equipment preparation activities listed as per checklist
		i. Determine rescue equipment ii. Prepare rescue equipment iii. Arrange rescue equipment iv. Set rescue equipment v. Test functionality of rescue		35	Demonstration & Observation, simulation	

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environment	Training Hours	Delivery Mode	Assessment Criteria
		equipment vi. Confirm rescue equipment preparation vii. Organise rescue equipment requirements	<u>Attitude:</u> i. Attentive to details in organising rescue equipment requirements ii. Handle rescuing equipment with care			
3. Carry out open environment rescuing activities	i. Open environment rescuing activities <ul style="list-style-type: none"> <li>• Swimming</li> <li>• Rescue Entry</li> <li>• Victim search</li> <li>• Towing</li> <li>• Victim removal</li> </ul> ii. Rescue entry technique <ul style="list-style-type: none"> <li>• With equipment</li> <li>• Without equipment</li> </ul> iii. Under water search technique iv. Victim towing technique <ul style="list-style-type: none"> <li>• Non-contact tow</li> <li>• Contact tow</li> </ul>			21	Lecture & Discussion	i. Open environment rescuing activities listed and defined ii. Rescuing and search technique identified and justified iii. Rescuing and search technique demonstrated and explained iv. Towing and victim removal technique from

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environment	Training Hours	Delivery Mode	Assessment Criteria
	v. Victim removal from water method <ul style="list-style-type: none"> <li>• Two-person removal</li> <li>• Walking assist</li> <li>• Beach drag</li> <li>• Front-and-back carry</li> </ul>					water applied and demonstrated
		i. Select rescuing method ii. Conduct victim rescuing activities iii. Apply swimming technique iv. Apply towing technique v. Save victim	<u>Attitude:</u> i. Responsive to victim condition ii. Careful in handling victim in distress	49	Demonstration & Observation, simulation	
4. Activate emergency response	i. Activation of Emergency Medical Services (EMS) procedure ii. Functions of EMS iii. Victim stabilizing technique iv. Reporting procedure			9	Lecture & Discussion	i. EMS' functions defined and procedure explained ii. Emergency Medical Services (EMS) activation procedure

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environment	Training Hours	Delivery Mode	Assessment Criteria
		<ul style="list-style-type: none"> <li>i. Request Emergency Medical Services (EMS)</li> <li>ii. Stabilize victim (first aid, recovery position)</li> <li>iii. Record victim rescue activities</li> <li>iv. Report accident to management/ authority</li> </ul>	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> <li>i. Priority to victim's medical attention</li> <li>ii. Ethical in handling victim</li> </ul>	21	Demonstration & Observation, simulation	<ul style="list-style-type: none"> <li>followed as per SOP</li> <li>iii. Victim stabilizing technique applied and demonstrated as per SOP</li> <li>iv. Victim rescue activities report generated according to reporting procedure</li> </ul>

## Employability Skills

Core Abilities	Social Skills
<p>01.10 Apply a variety of mathematical techniques.            01.11 Apply thinking skills and creativity.            02.09 Prepare flowcharts.            02.10 Prepare reports and instructions.            02.11 Convey information and ideas to people.            03.09 Manage and improve performance of individuals.            03.10 Provide consultations and counseling.            03.11 Monitor and evaluate performance of human resources.            03.12 Provide coaching/on-the-job training.            03.13 Develop and maintain team harmony and resolve conflicts.            03.14 Facilitate and coordinate teams and ideas.            03.15 Liase to achieve identified outcomes.            03.16 Identify and assess client/customer needs.            03.17 Identify staff training needs and facilitate access to training.            04.06 Allocate work.            04.07 Negotiate acceptance and support for objectives and strategies.            05.01 Implement project/work plans.            05.02 Inspect and monitor work done and/or in progress.</p>	<ol style="list-style-type: none"> <li>1. Communication skills</li> <li>2. Conceptual skills</li> <li>3. Interpersonal skills</li> <li>4. Multitasking and prioritizing</li> <li>5. Self-discipline</li> <li>6. Teamwork</li> <li>7. Learning skills</li> <li>8. Leadership skills</li> </ol>



## Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : TRAINEES)
1. Rowing station (kayak, non-motorized craft)	1:4
2. Rescue tubes	1:3
3. Ring Buoys (Small / Large)	1:4
4. Rescue board	1:2
5. Reaching pole	1:5
6. Lifeguard stands/stations	1:25
7. Whistle	1:1
8. Walkie Talkie	1:5
9. PPE (Life jackets, cap, long sleeve rescue shirt, swimming shirt, etc.)	1:1
10. First Aid Kit with content	1:5
11. CPR mannequin	1:4
12. Spinal board set	1:4
13. Sample of incident record	1:1
14. Sample of rescuing manual	1:1
15. Instruction Manual	1:1
16. Manufacturer's Specification	1:1
17. Rescuing Procedure	1:1
18. Reporting Procedure	1:1

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**CURRICULUM of COMPETENCY UNIT (CoCU)**

<b>Sub Sector</b>	<b>AQUATIC SAFETY AND RESCUE</b>						
<b>Job Area</b>	<b>LIFE SAVING &amp; RESCUE, POOL OPERATION, OPEN WATER OPERATION</b>						
<b>NOSS Title</b>	<b>AQUATIC SAFETY AND LIFEGUARDING SUPERVISION</b>						
<b>Competency Unit Title</b>	<b>OPEN ENVIRONMENT EMERGENCY LIFE SUPPORT</b>						
<b>Learning Outcome</b>	<p>Open Environment Emergency Life Support is the competency to provide First Aid response as to help keep someone alive in an emergency situation before professional help arrives in accordance with emergency life support manual. The outcome of this competency is to perform emergency life support in accordance with company's standard operating procedure and job description. Upon completion of this competency unit, trainees will be able to:</p> <ul style="list-style-type: none"> <li>• Check emergency life support requirements</li> <li>• Carry out open environment emergency life support activities</li> <li>• Arrange victim for medical surveillance</li> </ul>						
<b>Competency Unit ID</b>	<b>HT-202-3:2013-C03</b>	<b>Level</b>	<b>3</b>	<b>Training Duration</b>	<b>200</b>	<b>Credit Hours</b>	<b>20</b>
<b>Work Activities</b>	<b>Related Knowledge</b>	<b>Related Skills</b>	<b>Attitude/Safety/Environment</b>	<b>Training Hours</b>	<b>Delivery Mode</b>	<b>Assessment Criteria</b>	
1. Check emergency life support requirements	i. Basic emergency life support ii. Victim condition <ul style="list-style-type: none"> <li>• Pulse rate</li> <li>• Breathing</li> <li>• Bluish skin</li> <li>• Muscle rigidity</li> </ul> iii. Emergency life support method <ul style="list-style-type: none"> <li>• Activation of the Emergency Response System</li> <li>• Cardio-</li> </ul>			21	Lecture & Discussion	i. Basic emergency life support defined ii. Victim condition listed and explained iii. Emergency life support method listed & function described iv. Type of rescue equipment listed and function	

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environment	Training Hours	Delivery Mode	Assessment Criteria
	Pulmonary Resuscitation (CPR) <ul style="list-style-type: none"> <li>• Defibrillation with an Automated External Defibrillator (AED)</li> <li>• Recovery position</li> <li>• Oxygen administration</li> </ul>					explained
		i. Identify victim condition ii. Determine Emergency life support method (EAR, CPR) iii. Confirm rescue equipment/ PPE/ material	<u>Attitude:</u> i. Resourceful in assessing emergency life support requirements	49	Demonstration & Observation, simulation	

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environment	Training Hours	Delivery Mode	Assessment Criteria
2. Carry out open environment emergency life support activities	i. Basic emergency life support activities <ul style="list-style-type: none"> <li>• Stabilize</li> <li>• Treatment</li> </ul> ii. Type of rescuing equipment <ul style="list-style-type: none"> <li>• First aid kit</li> <li>• AED Machine</li> <li>• Face mask</li> <li>• Automatic Oxygen Powered Resuscitator</li> </ul> iii. Victim stabilizing technique iv. Rescuing equipment operating procedure			30	Lecture & Discussion	i. Basic emergency life support activities listed ii. Emergency life support equipment operated according to manufacturer's manual iii. Emergency life support procedure followed according to SOP iv. Victim stabilizing technique applied and demonstrated as per SOP
		i. Select emergency life support equipment ii. Operate/ apply emergency life support equipment, materials iii. Conduct emergency life support		70	Demonstration & Observation, simulation	

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environment	Training Hours	Delivery Mode	Assessment Criteria
		iv. Stabilize victim (first aid, recovery position)	<u>Attitude:</u> i. Responsive to victim condition ii. Careful in handling victim in distress			
3. Arrange victim for medical surveillance	i. Listing of medical centres ii. EMS arrangement procedure iii. Victim handling technique iv. Victim handing over to medical personnel procedure v. Emergency Medical Services requirement vi. Emergency life support reporting procedure			9	Lecture & Discussion	i. Nearest medical centre listed ii. EMS arrangement procedure explained iii. Victim handed over procedure followed and justified iv. Emergency life support report generated according to SOP

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environment	Training Hours	Delivery Mode	Assessment Criteria
		<ul style="list-style-type: none"> <li>i. Identify and contact nearest medical centre</li> <li>ii. Hand over victim to medical professional</li> <li>iii. Record and report emergency life support</li> </ul>	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> <li>i. Priority to victim's medical attention</li> <li>ii. Ethical in handling victim</li> </ul>	21	Demonstration & Observation, simulation	

## Employability Skills

Core Abilities	Social Skills
<p>01.10 Apply a variety of mathematical techniques.            01.11 Apply thinking skills and creativity.            02.09 Prepare flowcharts.            02.10 Prepare reports and instructions.            02.11 Convey information and ideas to people.            03.09 Manage and improve performance of individuals.            03.10 Provide consultations and counseling.            03.11 Monitor and evaluate performance of human resources.            03.12 Provide coaching/on-the-job training.            03.13 Develop and maintain team harmony and resolve conflicts.            03.14 Facilitate and coordinate teams and ideas.            03.15 Liase to achieve identified outcomes.            03.16 Identify and assess client/customer needs.            03.17 Identify staff training needs and facilitate access to training.            04.06 Allocate work.            04.07 Negotiate acceptance and support for objectives and strategies.            05.01 Implement project/work plans.            05.02 Inspect and monitor work done and/or in progress.</p>	<ol style="list-style-type: none"> <li>1. Communication skills</li> <li>2. Conceptual skills</li> <li>3. Interpersonal skills</li> <li>4. Multitasking and prioritizing</li> <li>5. Self-discipline</li> <li>6. Teamwork</li> <li>7. Learning skills</li> <li>8. Leadership skills</li> </ol>



## Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : TRAINEES)
1. CPR Mannequin	1:5
2. Automated External Defibrillator (AED)	1:10
3. PPE (Face mask, gloves, gowns, face shield)	1:1
4. First Aid Kit with content	1:5
5. Sample of incident record	1:1
6. Sample of emergency life support manual	1:1
7. List of nearest medical centres	1:1
8. Instruction Manual	1:1
9. Manufacturer's Specification Manual	1:1
10. Sample of Reporting format	1:1

## Reference

REFERENCES
1. Brewster, B.C. 2003. Open Water Lifesaving: The United States Lifesaving Association Manual. 2nd ed. Boston, MA: Pearson Custom Pub./Brady/Prentice-Hall. ISBN: 9780536737359
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## CURICULUM OF COMPETENCY UNIT (CoCU)

<b>Sub Sector</b>	<b>AQUATIC SAFETY AND RESCUE</b>						
<b>Job Area</b>	<b>LIFE SAVING &amp; RESCUE, POOL OPERATION, OPEN WATER OPERATION</b>						
<b>NOSS Title</b>	<b>AQUATIC SAFETY AND LIFEGUARDING SUPERVISION</b>						
<b>Competency Unit Title</b>	<b>LIFEGUARDING OPERATION SUPERVISION</b>						
<b>Learning Outcome</b>	<p>Lifeguarding Operation Supervision competency unit is an activity to supervise daily aquatic facilities' operation. The outcome of this competency is to ensure efficient aquatic facilities' operation and maximise company performance in accordance with regulatory/statutory body's requirement and Standard Operation Procedure. Upon completion of this competency unit, trainees will be able to:</p> <ul style="list-style-type: none"> <li>• Ensure work place safety</li> <li>• Assure facilities and equipment functionality and operability</li> <li>• Prepare duty roster/ job schedule</li> <li>• Provide service support</li> <li>• Maintain stock inventory</li> <li>• Carry out subordinate appraisal</li> <li>• Carry out lifeguarding &amp; rescuing manpower coordination</li> <li>• Conduct in house training</li> </ul>						
<b>Competency Unit ID</b>	<b>HT-202-3:2013-C04</b>	<b>Level</b>	<b>3</b>	<b>Training Duration</b>	<b>200</b>	<b>Credit Hours</b>	<b>20</b>
<b>Work Activities</b>	<b>Related Knowledge</b>	<b>Related Skills</b>	<b>Attitude/Safety/Environment</b>	<b>Training Hours</b>	<b>Delivery Mode</b>	<b>Assessment Criteria</b>	
1. Ensure work place safety	i. Work place safety, health, hygiene and maintenance ii. Pest control schedule and activities status iii. Facilities waste disposal procedure (general, chemical and bio waste)			8	Lecture and Discussion	i. Work place safety, hygiene and maintenance checked and compliance assured in accordance with regulatory/ statutory bodies requirements ii. Pest control	

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environment	Training Hours	Delivery Mode	Assessment Criteria
		<ul style="list-style-type: none"> <li>i. Supervise work place safety, health, and hygiene maintenance</li> <li>ii. Check pest control activities</li> <li>iii. Document work place safety, hygiene and maintenance</li> <li>iv. Coordinate facilities waste disposal</li> <li>v. Conduct bites and stings treatment</li> <li>vi. Report work place safety, hygiene and maintenance status</li> <li>vii. Comply with SOP</li> </ul>	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> <li>i. Thorough in checking work place safety, hygiene and maintenance</li> <li>ii. Adherence to environmental requirements</li> </ul>	17	Demonstration Observation Hands on / Practical	<ul style="list-style-type: none"> <li>activities assured and recorded</li> <li>iii. Aquatic facilities waste disposal procedure followed in accordance with regulatory/ statutory bodies requirements</li> <li>iv. Work place safety, hygiene and maintenance report generated according to SOP</li> </ul>

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environment	Training Hours	Delivery Mode	Assessment Criteria
2. Assure facilities and equipment functionality & operability	<ul style="list-style-type: none"> <li>i. Type of facilities</li> <li>ii. Type of equipment</li> <li>iii. Functionality of facilities and equipment</li> <li>iv. Facilities and equipment inventory checklist</li> <li>v. Malfunction/irregularities of facilities and equipment reporting procedure</li> </ul>			8	Lecture and Discussion	<ul style="list-style-type: none"> <li>i. Type of aquatic facilities and equipment listed and availability confirmed</li> <li>ii. Facilities and equipment functions specified and described in accordance with manufacturer manuals and specification</li> </ul>
		<ul style="list-style-type: none"> <li>i. Check type of facilities and equipment</li> <li>ii. Check facilities and equipment availability</li> <li>iii. Check facilities and equipment functions</li> <li>iv. Record malfunction/irregularities of facilities and equipment</li> <li>v. Report malfunction/irregularities of facilities and equipment</li> </ul>	<ul style="list-style-type: none"> <li>i. Responsible in assuring facilities and equipment functionality &amp; operability</li> <li>ii. Honest in reporting facilities and equipment status</li> </ul>	17	Demonstration Observation Hands on / Practical	<ul style="list-style-type: none"> <li>iii. Facilities and equipment inventory checklist updated</li> <li>iv. Malfunction/irregularities of facilities and equipment recording /reporting procedure followed in accordance with Standard Operating Procedure (SOP)</li> </ul>

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environment	Training Hours	Delivery Mode	Assessment Criteria
3. Prepare duty roster/ job schedule	<ul style="list-style-type: none"> <li>i. Scope of work and job specification</li> <li>ii. Availability and capability personnel</li> <li>iii. Job capacity (number of appointment, type of services)</li> <li>iv. Assignment and personnel for duty</li> <li>v. Duty roster format</li> <li>vi. Standard Operating Procedure (SOP)</li> </ul>			8	Lecture and Discussion	<ul style="list-style-type: none"> <li>i. Scope of work, job descriptions listed and described in accordance with operating procedure</li> <li>ii. Number of available personnel specified</li> <li>iii. Job capacity listed in accordance with type of services</li> </ul>
		<ul style="list-style-type: none"> <li>i. Check scope of work, job descriptions</li> <li>ii. Confirm number of personnel</li> <li>iii. Check job capacity (number of appointment, type of services)</li> <li>iv. Assign personnel for duty</li> <li>v. Produce duty roster /jobs schedule</li> </ul>	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> <li>i. Meticulous and thorough in preparing duty roster</li> <li>ii. Non-bias in assigning job schedule</li> </ul>	17	Demonstration Observation Hands on / Practical	<ul style="list-style-type: none"> <li>iv. Assignments confirmed and personnel to undertake job functions listed</li> <li>v. Duty roster scheduled, formatted and generated in accordance with SOP</li> </ul>

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environment	Training Hours	Delivery Mode	Assessment Criteria
4. Provide service support	<ul style="list-style-type: none"> <li>i. Work schedule</li> <li>ii. Type of supports/backup assistance required (replace staff on leave, assist/guide in job delivery, client handling, etc)</li> <li>iii. Type of services</li> <li>iv. Job specifications</li> </ul>			8	Lecture and Discussion	<ul style="list-style-type: none"> <li>i. Work schedule confirmed</li> <li>ii. Type of supports/backup assistance required attended and documented</li> <li>iii. Type of service support listed</li> <li>iv. Job specifications explained</li> </ul>
		<ul style="list-style-type: none"> <li>i. Assure work schedule</li> <li>ii. Identify type of service support</li> <li>iii. Execute service support</li> <li>iv. Document support activities and action taken</li> </ul>	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> <li>i. Responsible in supporting service</li> <li>ii. Objective and positive minded in handling operation issues</li> </ul>	17	Demonstration Observation Hands on / Practical	

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environment	Training Hours	Delivery Mode	Assessment Criteria
5. Maintain stock inventory	<ul style="list-style-type: none"> <li>i. Type of stocks in facilities operation (stationeries, toiletries, amenities, consumable and non-consumable items)</li> <li>ii. Stock level</li> <li>iii. Volume for stock replenishment/ replacement</li> <li>iv. Inventory system(LIFO/FIFO)</li> <li>v. Stock replenishment procedure, method and technique</li> </ul>			8	Lecture and Discussion	<ul style="list-style-type: none"> <li>i. Facilities services and product offered listed and functions described</li> <li>ii. Type of operation stocks in facilities listed</li> <li>iii. Stock level determined and recorded</li> <li>iv. Depleted stock replenished</li> <li>v. Damage/expired stock replaced</li> <li>vi. Stock replenishment/ replacement procedure followed in accordance with inventory system</li> </ul>
		<ul style="list-style-type: none"> <li>i. Check facilities services</li> <li>ii. Check operational stocks</li> <li>iii. Check stock level</li> <li>iv. Identify volume for stock replenishment/ replacement</li> <li>v. Replenish/replace stock</li> </ul>	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> <li>i. Detailed and thorough in checking stock level</li> <li>ii. Responsible in maintaining facilities stock</li> <li>iii. Honest in handling stock inventory</li> </ul>	17	Demonstration Observation Hands on / Practical	

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environment	Training Hours	Delivery Mode	Assessment Criteria
6. Carry out subordinate appraisal	<ul style="list-style-type: none"> <li>i. Appraisal objective (salary increments, promotions, bonus/incentive)</li> <li>ii. Company Key Performance Index (KPI)</li> <li>iii. Appraisal schedule (date, time, venue)</li> <li>iv. Appraisal documentation (Subordinate profiles, Appraisal form, etc.)</li> <li>v. Subordinate performance records (Disciplines, Client feedback (compliment/complaints))</li> <li>vi. Appraisal procedure and technique</li> <li>vii. Recording procedure</li> <li>viii. Reporting procedure</li> <li>ix. Standard Operating Procedure</li> </ul>			8	Lecture and Discussion	<ul style="list-style-type: none"> <li>i. Appraisal objective (salary increments, promotions, Bonus/ Incentive) confirmed</li> <li>ii. Company Key Performance Index (KPI) explained in accordance with company policies</li> <li>iii. Appraisal schedule details determined</li> <li>iv. Appraisal documentation compiled, arranged and purposes explained</li> <li>v. Subordinate details (qualification, working performance, disciplinary, client feedback) evaluated</li> </ul>
		<ul style="list-style-type: none"> <li>i. Check appraisal objective</li> <li>ii. Check appraisal schedule from authorized personnel/parties</li> </ul>		17	Demonstration Observation Hands on / Practical	<ul style="list-style-type: none"> <li>vi. Appraisal, recording and reporting procedure followed</li> <li>vii. Appraisal technique applied</li> </ul>



Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environment	Training Hours	Delivery Mode	Assessment Criteria
		<ul style="list-style-type: none"> <li>iii. Obtain appraisal documentation</li> <li>iv. Confirm subordinate to be appraised</li> <li>v. Appraise subordinates</li> <li>vi. Record appraisal results</li> <li>vii. Recommend promotion/increments</li> <li>viii. Report appraisal results to superior/authorised personnel</li> </ul>	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> <li>i. Objective results driven in conducting appraisal session</li> <li>ii. Fair and transparent in evaluating subordinate performance</li> </ul>			<p>in accordance with company Standard Operating Procedure (SOP) and regulatory/statutory bodies requirements</p>

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environment	Training Hours	Delivery Mode	Assessment Criteria
7. Carry out lifeguarding & rescuing manpower coordination	<ul style="list-style-type: none"> <li>i. Manpower monitoring procedure</li> <li>ii. Manpower deployment procedure</li> <li>iii. Manpower assessment procedure</li> <li>iv. Manpower handling procedure</li> </ul>			8	Lecture and Discussion	<ul style="list-style-type: none"> <li>i. Lifeguarding and rescuing tasks specified and delegated to team</li> <li>ii. Lifeguarding and rescuing team deployment procedure followed according to SOP</li> <li>iii. Lifeguarding and rescuing activities recorded as per reporting procedure</li> </ul>
		<ul style="list-style-type: none"> <li>i. Assign lifeguarding and rescuing tasks to lifeguards</li> <li>ii. Deploy lifeguarding and rescuing team</li> <li>iii. Monitor lifeguarding and rescuing activities</li> <li>iv. Assess lifeguarding and rescuing activities efficiency</li> </ul>	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> <li>i. Systematic in carrying out lifeguarding &amp; rescuing manpower coordination</li> <li>ii. Timely in completing task</li> </ul>	17	Demonstration Observation Hands on / Practical Role play	<ul style="list-style-type: none"> <li>iv. Lifeguarding and rescuing activities efficiency explained and justified</li> </ul>

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environment	Training Hours	Delivery Mode	Assessment Criteria
8. Conduct in house training	i. Type of training programme such as: <ul style="list-style-type: none"> <li>• Technical</li> <li>• Soft skills</li> <li>• On Job training (OJT)</li> </ul> ii. Type of training, iii. Training objective, iv. Training participant, Training schedule (date, time, venue) v. Training method (hands on, role play, demonstrations, etc) vi. Training facilities (audio visual, rooms, materials/ modules, etc)			8	Lecture and Discussion	i. Type of training programme such as Technical, Soft skills and On Job training (OJT) determined in accordance with service requirements ii. Training programme details such as type of training, training objective and training schedule listed iii. Training facilities specified and equipment such as projector/audio visual aids operated in accordance with type of training programme
		i. Select training programme ii. Check training programme details iii. Prepare training facilities iv. Execute training programme	<u>Attitude:</u> i. Objective results driven in conducting training programme ii. Systematic and organize in preparing training facilities	17	Demonstration Observation Hands on / Practical Role play	

## Employability Skills

<b>Core Abilities</b>	<b>Social Skills</b>
<p>01.07 Utilize database applications to locate and Process information. 01.11 Apply thinking skills and creativity. 02.09 Prepare flowcharts. 02.10 Prepare reports and instructions. 02.11 Convey information and ideas to people. 03.09 Manage and improve performance of individuals. 03.10 Provide consultations and counseling. 03.11 Monitor and evaluate performance of human resources. 03.12 Provide coaching/on-the-job training. 03.13 Develop and maintain team harmony and Resolve conflicts. 03.14 Facilitate and coordinate teams and ideas. 03.15 Liaise to achieve identified outcomes. 03.16 Identify and assess client/customer needs. 04.06 Allocate work. 05.01 Implement project/work plans. 05.02 Inspect and monitor work done and/or in progress. 06.07 Develop and maintain networks.</p>	<ol style="list-style-type: none"><li>1. Communication skills</li><li>2. Conceptual skills</li><li>3. Interpersonal skills</li><li>4. Multitasking and prioritizing</li><li>5. Self-discipline</li><li>6. Teamwork</li><li>7. Learning skills</li><li>8. Leadership skills</li></ol>

## Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : Trainees)
1. Computer with internet and peripherals	1:2
2. Office facilities (printer, fax, machine, etc.)	As per requirements
3. Sample of work flow chart	1:1
4. Sample of company policies and various procedures manual (SOP,transaction, recording,reporting, documentation, Facilities waste disposal,etc)	1:1
5. Sample of duty roaster format	1:1
6. Sample of inventory list	1:1
7. Training facilities (Audio Visual,rooms, materials/ modules, etc)	As per requirements
8. Sample of Company Key Performance Index (KPI) document	1:1
9. Sample appraisal documentation (subordinates list,subordinate profiles, appraisal form, etc)	1:1
10. Company Management Information System (Manual/Electronic)	1:25

## References

1. Brewster, B.C. 2003. Open Water Lifesaving: The United States Lifesaving Association Manual. 2nd ed. Boston, MA: Pearson Custom Pub./Brady/Prentice-Hall. ISBN: 9780536737359
2. Ellis & Associates. 2001. National Pool And Waterpark Lifeguard Training. Sudbury, Mass.: Jones and Bartlett Publishers. ISBN: 9780763717339
3. Ellis & Associates. 2011. International Lifeguard Training Program. 3rd ed. Jones and Bartlett Publishers. ISBN: 9781449628963
4. Fawcett, P. 2005. Aquatic Facility Management. Human Kinetics. ISBN: 9780736045001
5. Griffiths, T. 2011. Safer Beaches: Planning, Design, And Operation. Champaign, IL: Human Kinetics. ISBN: 9780736086462
6. Human Kinetics. 2008. Aquatech: Best Practices For Pool And Aquatic Facility Operators. Champaign, IL: Human Kinetics. ISBN: 9780736065603
7. Joost J.L.M. Bierens. 2012. Handbook on Drowning: Prevention, Rescue, Treatment. 2<sup>nd</sup> ed. Springer. ISBN: 9783642042522
8. The American National Red Cross. 2007. Lifeguard Management: Manual. 3rd ed. The American National Red Cross. ISBN: 9781584803058
9. The American National Red Cross. 2012. Lifeguarding Manual. The American National Red Cross. ISBN: 9781584804871
10. White, J.E. 2012. Starguard: Best Practices for Lifeguards. Champaign, IL: Human Kinetics. ISBN: 9780736098359

## CURRICULUM of COMPETENCY UNIT (CoCU)

<b>Sub Sector</b>	<b>AQUATIC SAFETY AND RESCUE</b>						
<b>Job Area</b>	<b>LIFE SAVING &amp; RESCUE, POOL OPERATION, OPEN WATER OPERATION</b>						
<b>NOSS Title</b>	<b>AQUATIC SAFETY AND LIFEGUARDING SUPERVISION</b>						
<b>Competency Unit Title</b>	<b>SWIFT WATER RESCUING EQUIPMENT PRE-PREPARATION</b>						
<b>Learning Outcome</b>	<p>Swift Water Rescuing Equipment Pre-Preparation is the competency to prepare rescuing equipment in advance as to ensure availability of the equipment at all times. This CU is offered as an elective. The outcome of this competency is to organise and arrange swift water rescuing equipment in accordance with company's standard operating procedure and job description. Upon completion of this competency unit, trainees will be able to:</p> <ul style="list-style-type: none"> <li>• Check swift water rescue equipment pre-preparation requirements</li> <li>• Carry out swift water safety equipment pre-preparation activities</li> <li>• Organise swift water rescue equipment</li> </ul>						
<b>Competency Unit ID</b>	<b>HT-202-3:2013-E01</b>	<b>Level</b>	<b>3</b>	<b>Training Duration</b>	<b>100</b>	<b>Credit Hours</b>	<b>10</b>
<b>Work Activities</b>	<b>Related Knowledge</b>	<b>Related Skills</b>	<b>Attitude/Safety/Environment</b>	<b>Training Hours</b>	<b>Delivery Mode</b>	<b>Assessment Criteria</b>	
1. Check swift water rescue equipment pre-preparation requirements	i. Swift water rescue equipment pre-preparation work instructions ii. Swift water equipment procedure iii. Type and function of swift water rescue equipment <ul style="list-style-type: none"> <li>• Throw bag</li> <li>• Life ring hose</li> </ul>			6	Lecture & Discussion	i. Swift water rescue equipment pre-preparation work instructions and procedure described ii. Type of swift water rescue equipment listed and	

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environment	Training Hours	Delivery Mode	Assessment Criteria
	inflator <ul style="list-style-type: none"> <li>• Rescue stick</li> <li>• Ring buoy</li> <li>• Rescue cans</li> <li>• Rescue tube</li> <li>• Harness</li> <li>• Ladder</li> <li>• Life lines/ ropes</li> </ul> iv. Swift water rescue equipment checklist					function described iii. Swift water rescue equipment checklist information listed and explained iv. Swift water rescue equipment requirements listed out
		i. Interpret swift water rescue equipment pre-preparation work instructions ii. Interpret swift water rescue equipment checklist iii. Determine type and function of swift water rescue equipment iv. Confirm swift water rescue equipment requirements	<u>Attitude:</u> i. Attentive to details in interpreting pre-preparation checklist	14	Demonstration & Observation	



Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environment	Training Hours	Delivery Mode	Assessment Criteria
2. Carry out swift water safety equipment pre-preparation activities	i. Swift water rescue equipment pre-preparation work instructions ii. Rescue equipment pre-preparation procedure iii. Pre-preparation activities <ul style="list-style-type: none"> <li>• Checking</li> <li>• Cleaning</li> <li>• Arrangement</li> <li>• Recording</li> </ul> iv. Swift water rescue equipment testing procedure v. Swift water rescue equipment's manufacturer's manual vi. Swift water rescue cleaning procedure			12	Lecture & Discussion	i. Rescue equipment pre-preparation work instructions listed and explained ii. Rescue equipment functionality checked and tested according to manufacturer's specifications iii. Swift water rescue equipment set according to swift water rescue requirements iv. Swift water rescue cleaning procedure followed according to work instruction
		i. Interpret rescue equipment pre-preparation work instructions ii. Inspect rescue equipment's condition iii. Test swift water rescue equipment		28	Demonstration & Observation	v. Swift water rescue equipment pre-preparation procedure follow

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environment	Training Hours	Delivery Mode	Assessment Criteria
		iv. Set swift water rescue equipment v. Clean rescue equipment vi. Follow rescue equipment pre-preparation procedure	<u>Attitude:</u> i. Meticulous in assessing equipment's condition.  <u>Safety:</u> i. Handle rescue equipment with utmost care.			ed according to work instruction
3. Organise swift water rescue equipment	i. Swift water rescue equipment arrangement procedure ii. Swift water rescue equipment pre-preparation procedure iii. Swift water rescue equipment pre-preparation technique			12	Lecture & Discussion	i. Swift water rescue equipment arrangement & placement procedure followed according to work instructions ii. Swift water rescue

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environment	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> <li>iv. Swift water rescue equipment checklist</li> <li>v. Swift water rescue equipment pre-preparation recording procedure</li> </ul>					<ul style="list-style-type: none"> <li>equipment pre-preparation technique applied</li> <li>iii. Facilities &amp; equipment checklist / log book completed and generated</li> </ul>
		<ul style="list-style-type: none"> <li>i. Arrange rescue equipment</li> <li>ii. Place rescue equipment at designated area</li> <li>iii. Confirm rescue equipment pre-preparation activities completeness</li> <li>iv. Update facilities &amp; equipment checklist / log book</li> </ul>	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> <li>i. Precise in preparing rescue facilities and equipment</li> <li>ii. Systematic in arranging rescue equipment</li> </ul>	28	Demonstration & Observation	

## Employability Skills

Core Abilities	Social Skills
<p>01.07 Utilize database applications to locate andProcess information.            01.11 Apply thinking skills and creativity.            02.09 Prepare flowcharts.            02.10 Prepare reports and instructions.            02.11 Convey information and ideas to people.            03.09 Manage and improve performance of individuals.            03.10 Provide consultations and counseling.            03.11 Monitor and evaluate performance of human resources.            03.12 Provide coaching/on-the-job training.            03.13 Develop and maintain team harmony andResolve conflicts.            03.14 Facilitate and coordinate teams and ideas.            03.15 Liaise to achieve identified outcomes.            03.16 Identify and assess client/customer needs.            04.06 Allocate work.            05.01 Implement project/work plans.            05.02 Inspect and monitor work done and/or in progress.            06.07 Develop and maintain networks.</p>	<ol style="list-style-type: none"> <li>1. Communication skills</li> <li>2. Conceptual skills</li> <li>3. Interpersonal skills</li> <li>4. Multitasking and prioritizing</li> <li>5. Self-discipline</li> <li>6. Teamwork</li> <li>7. Learning skills</li> <li>8. Leadership skills</li> </ol>

## Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : TRAINEES)
1. Throw bag	1:5
2. Life ring hose inflator	1:5
3. Rescue stick	1:5
4. Ring buoy	1:5
5. Rescue cans	1:5
6. Rescue tube	1:5
7. Life lines/ ropes	1:5
8. First aid kit with contents	1:5
9. Torch light	1:5
10. Harness	1:5
11. Ladder	1:5
12. Sample of rescue equipment checklist	1:1
13. Sample of equipment arrangement procedure	1:1
14. Sample of equipment pre-preparation work instructions	1:1
15. Sample of equipment testing procedure	1:1
16. Sample of equipment's manufacturer's manual	1:1

## Reference

### REFERENCES

1. Brewster, B.C. 2003. Open Water Lifesaving: The United States Lifesaving Association Manual. 2nd ed. Boston, MA: Pearson Custom Pub./Brady/Prentice-Hall. ISBN: 9780536737359
2. Ellis & Associates. 2001. National Pool And Waterpark Lifeguard Training. Sudbury, Mass.: Jones and Bartlett Publishers. ISBN: 9780763717339
3. Ellis & Associates. 2011. International Lifeguard Training Program. 3rd ed. Jones and Bartlett Publishers. ISBN: 9781449628963
4. Fawcett, P. 2005. Aquatic Facility Management. Human Kinetics. ISBN: 9780736045001
5. Griffiths, T. 2011. Safer Beaches: Planning, Design, And Operation. Champaign, IL: Human Kinetics. ISBN: 9780736086462
6. Human Kinetics. 2008. Aquatech: Best Practices For Pool And Aquatic Facility Operators. Champaign, IL: Human Kinetics. ISBN: 9780736065603
7. Joost J.L.M. Bierens. 2012. Handbook on Drowning: Prevention, Rescue, Treatment. 2<sup>nd</sup> ed. Springer. ISBN: 9783642042522
8. The American National Red Cross. 2007. Lifeguard Management: Manual. 3rd ed. The American National Red Cross. ISBN: 9781584803058
9. The American National Red Cross. 2012. Lifeguarding Manual. The American National Red Cross. ISBN: 9781584804871
10. White, J.E. 2012. Starguard: Best Practices for Lifeguards. Champaign, IL: Human Kinetics. ISBN: 978073609835

## CURRICULUM of COMPETENCY UNIT (CoCU)

<b>Sub Sector</b>	<b>AQUATIC SAFETY AND RESCUE</b>						
<b>Job Area</b>	<b>LIFE SAVING &amp; RESCUE, POOL OPERATION, OPEN WATER OPERATION</b>						
<b>NOSS Title</b>	<b>AQUATIC SAFETY AND LIFEGUARDING SUPERVISION</b>						
<b>Competency Unit Title</b>	<b>SWIFT WATER RESCUE</b>						
<b>Learning Outcome</b>	<p>Swift Water Rescue is the competency to rescue a trapped person in fast moving water current. This CU is offered as an elective. The outcome of this competency is to perform swift water rescue according to standard operating procedure, safety guidelines and job description. Upon completion of this competency unit, trainees will be able to:</p> <ul style="list-style-type: none"> <li>• Assess swift water rescuing requirement</li> <li>• Set up rescue facilities</li> <li>• Carry out swift water rescuing</li> <li>• Carry out emergency life support</li> <li>• Report swift water rescuing activities</li> </ul> <p>Pre-requisite: Swift Water Rescuing Equipment Pre-Preparation</p>						
<b>Competency Unit ID</b>	<b>HT-202-3:2013-E02</b>	<b>Level</b>	<b>3</b>	<b>Training Duration</b>	<b>300</b>	<b>Credit Hours</b>	<b>30</b>
<b>Work Activities</b>	<b>Related Knowledge</b>	<b>Related Skills</b>	<b>Attitude/Safety/Environment</b>	<b>Training Hours</b>	<b>Delivery Mode</b>	<b>Assessment Criteria</b>	
1. Assess swift water rescuing requirements	i. Swift water condition <ul style="list-style-type: none"> <li>• Upstream 'v'</li> <li>• Downstream 'v'</li> <li>• Pillows</li> <li>• Standing wave</li> <li>• Hydraulic</li> <li>• Laminar flow</li> <li>• Helical flow</li> </ul>			21	Lecture & Discussion	i. Victim recognition and rescue area situation described ii. Rescuing methods listed and function described	

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environment	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> <li>• Ferry angle</li> <li>ii. Victim recognition               <ul style="list-style-type: none"> <li>• Drowning</li> <li>• Entrapment</li> <li>• Trauma</li> </ul> </li> <li>iii. Swift water rescue method               <ul style="list-style-type: none"> <li>• Reach</li> <li>• Throw</li> <li>• Row</li> <li>• Go</li> <li>• Tow</li> <li>• Talk</li> <li>• Helo</li> </ul> </li> <li>iv. Emergency Medical Services (EMS) procedure</li> </ul>					<ul style="list-style-type: none"> <li>iii. Rescuing methods procedure explained</li> <li>iv. Emergency Medical Services (EMS) procedure stated</li> </ul>
		<ul style="list-style-type: none"> <li>i. Identify swift water condition</li> <li>ii. Identify victim condition</li> <li>iii. Determine swift water rescue method/ strategy</li> <li>iv. Request Emergency Medical Services (EMS)</li> </ul>	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> <li>i. Attentive to details in assessing swift water condition</li> </ul>	49	Demonstration & Observation	



Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environment	Training Hours	Delivery Mode	Assessment Criteria
2. Set up rescue facilities	i. Rescue facilities set up procedure ii. Anchor points iii. Upstream position iv. Downstream position v. Rescue facilities' equipment <ul style="list-style-type: none"> <li>• Throw bag</li> <li>• Life ring hose inflator</li> <li>• Rescue stick</li> <li>• Ring buoy</li> <li>• Rescue cans</li> <li>• Rescue tube</li> <li>• Harness</li> <li>• Ladder</li> <li>• Life lines/ ropes</li> </ul> vi. Emergency life support equipment (First Aid Kit, Torch Light, etc.) vii. Rescue equipment handling procedure and techniques viii. Rescue teams coordination procedure			24	Lecture & Discussion	i. Type of swift water rescuing equipment listed out and function described ii. Two anchor point secured and justified iii. Exit point specified and explained iv. Rescue team position coordinated according to rescuing situation

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environment	Training Hours	Delivery Mode	Assessment Criteria
		<ul style="list-style-type: none"> <li>i. Determine type of swift water rescuing equipment</li> <li>ii. Select swift water rescuing equipment</li> <li>iii. Establish two anchor point</li> <li>iv. Establish exit point</li> <li>v. Establish rescue team position</li> </ul>	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> <li>i. Accurate in assessing rescue's area condition</li> </ul>	56	Demonstration & Observation	

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environment	Training Hours	Delivery Mode	Assessment Criteria
3. Carry out swift water rescuing	i. Method to save swift water victim <ul style="list-style-type: none"> <li>• Flat-water or Slow Moving Water rescuing procedure</li> <li>• Swift water rescuing procedure</li> </ul> ii. Victim towing technique <ul style="list-style-type: none"> <li>• Contact tow</li> <li>• Non-contact tow</li> </ul>			30	Lecture & Discussion	i. Rescue technique & strategy to save victim demonstrated ii. Towing and victim removal technique from water applied and demonstrated
		i. Set up support team ii. Apply appropriate rescuing method/strategy iii. Apply victim towing technique iv. Move victim to safe area	<u>Attitude:</u> i. Adherence to swift water rescuing procedure  <u>Safety:</u> i. Extra precaution in handling rescue work in swift water	70	Demonstration & Observation	

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environment	Training Hours	Delivery Mode	Assessment Criteria
4. Carry out emergency life support	i. Basic emergency life support activities <ul style="list-style-type: none"> <li>• Stabilize</li> <li>• Treatment</li> </ul> ii. Type of rescuing equipment <ul style="list-style-type: none"> <li>• First aid kit</li> <li>• AED Machine</li> <li>• Face mask</li> <li>• Automatic Oxygen Powered Resuscitator</li> </ul> iii. Victim stabilizing technique           iv. Rescuing equipment operating procedure           v. Emergency Medical Services procedure           vi. Swift water rescue support reporting procedure			15	Lecture & Discussion	i. Basic emergency life support activities listed           ii. Emergency life support equipment operated according to manufacturer's manual           iii. Emergency life support procedure followed according to SOP           iv. Victim stabilizing technique applied and demonstrated as per SOP           v. Victim handed over procedure followed and justified           vi. Swift water rescue report generated according to SOP

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environment	Training Hours	Delivery Mode	Assessment Criteria
		<ul style="list-style-type: none"> <li>i. Select emergency life support equipment</li> <li>ii. Operate/ apply emergency life support equipment, materials</li> <li>iii. Conduct emergency life support</li> <li>iv. Stabilize victim (first aid, recovery position)</li> <li>v. Hand over victim to medical professional</li> <li>vi. Record and report swift water rescue activities</li> </ul>	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> <li>i. Responsive to victim condition</li> <li>ii. Careful in handling victim in distress</li> </ul>	35	Demonstration & Observation	

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environment	Training Hours	Delivery Mode	Assessment Criteria
5. Report swift water rescuing activities	i. Upkeeping activities <ul style="list-style-type: none"> <li>• Collecting</li> <li>• Cleaning</li> <li>• Storing</li> </ul> ii. Rescue work area upkeeping procedure iii. Tools, equipment and materials storage procedure iv. Rescue work area upkeeping checklist			18	Lecture & Discussion	i. Upkeeping activities listed ii. Rescue work area upkeeping procedure followed as per work instructions iii. Collected rescue equipment kept in place safely in accordance with storage procedure and inventory system
		i. Collect rescue tools, equipment and materials ii. Store/ keep rescue tools, equipment and materials in place iii. Complete rescue work area upkeeping checklist	<u>Attitude:</u> i. Thorough in upkeeping rescue tools, equipment and materials ii. Handle rescue tools, equipment and materials with care	42	Demonstration & Observation	

## Employability Skills

Core Abilities	Social Skills
<p>01.10 Apply a variety of mathematical techniques.            01.11 Apply thinking skills and creativity.            02.09 Prepare flowcharts.            02.10 Prepare reports and instructions.            02.11 Convey information and ideas to people.            03.09 Manage and improve performance of individuals.            03.10 Provide consultations and counseling.            03.11 Monitor and evaluate performance of human resources.            03.12 Provide coaching/on-the-job training.            03.13 Develop and maintain team harmony and resolve conflicts.            03.14 Facilitate and coordinate teams and ideas.            03.15 Liase to achieve identified outcomes.            03.16 Identify and assess client/customer needs.            03.17 Identify staff training needs and facilitate access to training.            04.06 Allocate work.            04.07 Negotiate acceptance and support for objectives and strategies.            05.01 Implement project/work plans.            05.02 Inspect and monitor work done and/or in progress.</p>	<ol style="list-style-type: none"> <li>1. Communication skills</li> <li>2. Conceptual skills</li> <li>3. Interpersonal skills</li> <li>4. Multitasking and prioritizing</li> <li>5. Self-discipline</li> <li>6. Teamwork</li> <li>7. Learning skills</li> <li>8. Leadership skills</li> </ol>

## Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : TRAINEES)
1. Throw bag	1:5
2. Life ring hose inflator	1:5
3. Rescue stick	1:5
4. Ring buoy	1:5
5. Rescue cans	1:5
6. Rescue tube	1:5
7. First aid kit	1:5
8. Torch light	1:5
9. Harness	1:5
10. Ladder	1:5
11. Sample of swift water rescuing equipment checklist	1:1
12. Sample of swift water rescuing report	1:1
13. Sample of Emergency Medical Services (EMS) procedure	1:1
14. Sample of rescue facilities set up procedure	1:1
15. Sample of rescue equipment handling procedure	1:1
16. Sample of rescue teams coordination procedure	1:1



## Reference

### REFERENCES

1. Brewster, B.C. 2003. Open Water Lifesaving: The United States Lifesaving Association Manual. 2nd ed. Boston, MA: Pearson Custom Pub./Brady/Prentice-Hall. ISBN: 9780536737359
2. Ellis & Associates. 2001. National Pool And Waterpark Lifeguard Training. Sudbury, Mass.: Jones and Bartlett Publishers. ISBN: 9780763717339
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10. White, J.E. 2012. Starguard: Best Practices for Lifeguards. Champaign, IL: Human Kinetics. ISBN: 9780736098359

### Summary training hours

NO.	COMPETENCY UNIT TITLE	WORK ACTIVITIES	RELATED KNOWLEDGE	APPLIED SKILLS	HOURS	ASSESSMENT (KA & PA)	TOTAL (Hours)
1	<b>OPEN ENVIRONMENT LIFEGUARDING</b> <b>HT-202-3:2013-C01</b>	Check open environment lifeguarding activities requirement	15	35	50		<b>230</b>
		Prepare open environment lifeguarding activities tool and material	15	35	50		
		Carry out open environment lifeguarding activities	21	49	70		
		Carry out housekeeping activities	9	21	30		
2	<b>OPEN ENVIRONMENT RESCUING</b> <b>HT-202-3:2013-C02</b>	Check open environment rescuing requirements	15	35	50		200
		Prepare open environment rescuing activities tool and material	15	35	50		
		Carry out open environment rescuing activities	21	49	70		
		Activate emergency respons	9	21	30		
3	<b>OPEN ENVIRONMENT EMERGENCY LIFE SUPPORT</b> <b>HT-202-3:2013-C03</b>	Check emergency life support requirements	21	49	70		200
		Carry out open environment emergency life support activities	30	70	100		
		Arrange victim for medical surveillance	9	21	30		
4	<b>LIFEGUARDING OPERATION SUPERVISION</b> <b>HT-202-3:2013-C04</b>	Ensure work place safety	8	17	25		200
		Assure facilities and equipment functionality & operability	8	17	25		
		Prepare duty roster/ job schedule	8	17	25		
		Provide service support	8	17	25		
		Carry out subordinate appraisal	8	17	25		

NO.	COMPETENCY UNIT TITLE	WORK ACTIVITIES	RELATED KNOWLEDGE	APPLIED SKILLS	HOURS	ASSESSMENT (KA & PA)	TOTAL (Hours)
		Carry out lifeguarding & rescuing manpower coordination	8	17	25		
		Conduct in house training	8	17	25		
5	<b>SWIFT WATER RESCUING EQUIPMENT PRE- PREPARATION HT-202-3:2013-E01</b>	Check swift water rescue equipment pre-preparation requirements	6	14	20		100
		Carry out swift water safety equipment pre-preparation activities	12	28	40		
		Organise swift water rescue equipment	12	28	40		
6	<b>SWIFT WATER RESCUE HT-202-3:2013-E02</b>	Assess swift water rescuing requirements	21	49	70		300
		Set up rescue facilities	24	56	80		
		Set up rescue facilities	30	70	100		
		Carry out emergency life support	15	35	50		
		Report swift water rescuing activities	18	42	60		
		TOTAL HOURS (CORE Competencies)	374	812	1235		1230