

LIFESAVING SOCIETY

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LIFESAVING SOCIETY

The Lifeguarding Experts

HIGH SCHOOL
CREDIT WORKBOOK



IF

You are entering Grade 10, 11 or 12

AND

You are taking Lifesaving Society Training

You

are eligible to apply for a

Special Project Credit

Introduction

The Lifesaving Society has created this package to assist you in constructing a special project credit using Lifesaving Society Programs. The Lifesaving Society has taken the initiative to create this special project credit package to assist all high school students in Saskatchewan in attaining a Special Project Credit while learning Water Rescue skills from the Lifesaving Society. For this project, the Lifesaving Society's role is to facilitate Lifesaving participants, instructors and administrators in using its existing programs to develop appropriate curriculum for the Special Project Credit.

The following package is only a guide for Lifesaving participants, instructors and administrators. The package includes recommendations in the form of a contract, guidelines, sample proposals and evaluation and assessment procedures. The package may be used in whole or in part but is intended to be an example from which participants can adapt and create their own personal curriculum for learning.

All mandatory policy requirements for the Special Project Credit are created by Saskatchewan Education Training and Employment and can be found in the document Credit Policy for Secondary Schools; An Administrators Guide (September 1996, Saskatchewan Education). This document requires that:

- The project proposal must be in place and approved prior to the participant beginning the project
- Each project shall be carried out under the supervision of a teacher
- The content of the Special Project need not be related to a specific school subject. If a Special Project is related to a specific school subject, the content of the project shall be distinct from and in addition to regular course requirements.
- A special Project may be used in once as an elective to meet the 24 credit requirements at the secondary level.
- School divisions and institutions offering the option of a Special Project Credit shall develop a policy for the administration of Special projects, which includes project development, evaluation and reporting procedures.
- When a project takes a student off campus, the provisions of the Work Experience Guidelines for coordinating and monitoring shall apply as appropriate
- Student activities that would be considered a normal part of extra-curricular or co-curricular activities generally offered by a school may not be given Special Project Credit Recognition (e.g. school team sports, school newspaper, yearbook, student representative positions).
- The Special Project Credit supersedes the Department's policy of awarding credits for external programs (e.g. Cadet Training) effective September 1997.

Implementation

- School Divisions and post-secondary institutions offering the option of a special Project Credit shall develop a policy for the administration of Special projects, and shall submit the policy to the Regional Director
- Students are required to submit a clearly planned proposal to the principal for approval. The proposal shall include:
 - A description or outline of the project;
 - The number of hours of work expected to complete the project (minimum 100 hours);
 - A method by which the project will be carried out;
 - Description of the expected result;
 - The evaluation procedures jointly developed by the student and the supervising teacher
 - The expected completion date; and
 - The name of the supervising teacher.
- Students who successfully complete projects will be granted one credit, for a minimum of 100 hours of work (on approval of the principal). The registration and the mark shall be submitted to Saskatchewan Education in the same manner as for any other courses of study.
- The school division shall retain a copy of each Special Credit Proposal on file for a minimum of two years.

Programs:

Any Lifesaving Society Programs (or combination of programs totaling a minimum of 100 hours) are eligible for the Special Project Credit. Below is a listing of Lifesaving Society Programs and their total number of hours for reference when creating your proposal. Please note that the hours for the course may vary depending on the facility at which you take the programs. Please confirm the number of hours with the facility at which you are planning to take Lifesaving Society training.

Course	Course Type	Suggested course length	Exam Time	Apprenticeship
Rookie Patrol	Water Rescue	8-10 hours	0	N/A
Ranger Patrol	Water Rescue	8-10 hours	0	N/A
Star Patrol	Water Rescue	8-10 hours	0	N/A
Bronze Star/CPR A	Water Rescue	10-12 hours	0	N/A
Bronze Medallion/CPR B/Emergency First Aid	Water Rescue	15-20 hours	2.5	N/A
Bronze Cross	Water Rescue	15-20 hours	2.5	N/A
Aquatic Emergency Care	First Aid	15-20 hours	2.0	N/A
B.O.A.T.	Water Rescue	4-8 hours	1	N/A
Lifesaving Instructor	Leadership	25.5 hours	0	N/A
Lifesaving Instructor/ Swim Instructor	Leadership	40	0	N/A
Advanced Instructor	Leadership	4-7 hours	0	N/A
Examination Standards Clinic	Leadership	4-7 hours	0	Mentorship on first two Bronze Level Courses taught
National Lifeguard Service	Leadership	40 hours	3.5	N/A
Boat Instructor	Leadership	8 hours	0	N/A
Aquatic Emergency Care Instructor	Leadership	3-4 hours	2.0	N/A
National Lifeguard Service Instructor	Leadership	16-20 hours	3.5	N/A
Aquatic Supervisor Training	Leadership	16 hours	0	N/A

Some facilities program courses for longer than the minimum amount of time required by the Lifesaving Society. When a student creates a project based on one of these courses, they must achieve the minimum standard as determined by the Lifesaving Society.

According to Credit Policy for Secondary Schools: An Administrators Guide (September 1996, Saskatchewan Education) the Project requires a *minimum* of 100 hours of study.

The Lifesaving Society suggests that these 100 hours of study include course time, examination time and apprenticeships (where applicable).

Sample Program:

The Special Project Lifesaving Credit may comprise any Lifesaving Society courses that equal a minimum of 100 hours:

Example #1 Instructing Stream

Course	Course Time	Examination Time	Apprenticeship time	Cumulative Time
Bronze Medallion/CPR B/ Emergency First Aid	20 hours	2.5 hours	0	22.5 hours
Bronze Cross/CPR C	20 hours	2.5 hours	0	45 hours
Lifesaving Instructor/Examination Standards Clinic/Advanced Instructor Course	37.5 hours	0	Each apprenticeship is approximately 2 - 3 hours in length and two are required to achieve examiner status	82.5 hours + 1 successful apprenticeship = 102.5 hours + 2 apprenticeships = 122.5 hours

Example #2 Lifeguarding Stream

Course	Course Time	Examination Time	Apprenticeship time	Cumulative Time
Bronze Medallion/CPR B/ Emergency First Aid	20 hours	2.5 hours	0	22.5 hours
Bronze Cross/CPR C	20 hours	2.5 hours	0	45 hours
Aquatic Emergency Care/CPR C	20 hours	2.0 hours	0	67 hours
National Lifeguard Service	40 hours	3.5 hours	0	110.5 hours

Sample Contract

The following Sample contract has been created to assist those involved. This contract may be used as it is or modified to suit the project. The student may also choose to create his or her own original contract.

Special Project Credit Contract

This Agreement made this _____ day of _____, 20____
(Date) (Month) (Year)

_____ of _____ (hereinafter called the student)
(Name) (City, Province)

and

_____ of _____ (hereinafter called the Principal)
(Name) (City, Province)

and

_____ of _____ (hereinafter called the Supervising Teacher)
(Name) (City, Province)

and

_____ of _____ (hereinafter called the Lifesaving Instructor)
(Name) (City, Province)

In consideration of the agreements, and undertakings of hereinafter contained, the parties agree as follows:

1. The Student shall:

- 1.1 Provide the principal with necessary documents:
 - 1.1.1 Initial Project Proposal
 - 1.1.2 Final Documentation upon completion of the minimum 100 hours of study, as outlined in the program, ongoing assessment and evaluation records, photocopy of examination records, photocopy of certifications and/or other objectives for course of study where applicable.
- 1.2 Plan, execute and assist in the evaluation procedures with the Lifesaving Instructor (Trainer) and/or supervising teacher.
- 1.3 Provide assessment records for the Lifesaving Instructor (Trainer) to verify on a regular basis.

2. The Principal shall:

- 2.1 Submit policy for administration of Special projects to the Regional Director.
- 2.2 Assign a supervising teacher for the project and give him or her the appropriate documents.
- 2.3 Approve the commencement of the project.

2.4 Upon completion of the project, verify that the student has earned the special project credit.

3. The Supervising Teacher shall:

- 3.1 Jointly develop the assessment and evaluation procedures with the student and, when applicable, the Lifesaving Instructor (Trainer).
- 3.2 Regularly monitor the project progress with the student.
- 3.3 Upon completion of the project, meet with the students to complete the evaluation.
- 3.4 If the criteria are met; notify the principal of completion of the project.

4. The Lifesaving Instructor (Trainer) shall:

- 4.1 Verify the number of hours completed by the student and record the quality of attendance on a regular basis.
- 4.2 Verify completion of the objectives by:
 - 4.2.1 Providing a photocopy of the examination test sheet or certificate.
 - 4.2.2 Evaluating objectives for course of study

*Please note that there may be different Instructors (Trainers) for each different Lifesaving Course in which the student participates. In those situations, students should have a separate contract for each of the courses he/she is taking to allow for each Instructor (Trainers) signature.

Student Signature

Date

Principal Signature

Date

Supervising Teacher Signature

Date

Lifesaving Instructor (Trainer) Signature

Date

Guidelines

Guidelines have been included that describe the responsibilities for principals, supervising teachers and Lifesaving Instructor (Trainers).

Guidelines for Principals

Students who are involved in Lifesaving training may now be able to receive a high school credit. Saskatchewan Education Training and Employment will recognize one Special Project Credit per student for out of school initiatives on the basis of work proposed and completed by an individual student. The Special Project Credit will be called:

- Special Project 10
- Special Project 20
- Special Project 30

The project proposal must be in place and approved by the student's principal prior to the student beginning the project. Each proposal shall be carried out under the supervision of a school teacher. A Special Project may be used once as an elective to meet the 24 credit requirements at the secondary level. The Special Project Credit supercedes the Department's policy of awarding credits for external programs effective September 1997.

Special Project Requirements, as outlined by Saskatchewan Education Training and Employment, needed to complete the project can be found in the Contract Package which may be obtained from the Lifesaving Society.

What you can do to help...

1. Place posters in your school to inform students of the opportunity.

When a student comes to you to request that your school offers the Special project Credit:

2. Submit your policy for the administration of Special Projects to the Regional Director. School Divisions and institutions offering the option of a Special Project shall develop a policy for the administration of Special Projects, which includes: Project development, evaluation and reporting procedures. You may also refer to the template that The Lifesaving Society has created to assist you.
3. Assign a Supervising Teacher for the project and give them the Supervising Teachers package.
4. Meet with the student to discuss the clearly planned proposal that he or she has created. The requirements for the proposal are outlined in the Contract packages. The proposal needs to be approved by you before the student can begin the project.
5. Meet with the Supervising Teacher upon completion of the Project. If the Project's requirements are met you may sign the final Contract and the student

will have earned the Special Credit. The requirements should include verification of completion by the Lifesaving Society instructor and Supervising teacher.

The success of this project is the responsibility of the student. The student should plan, execute and assist in the evaluation of the project. The Lifesaving Society may be contacted to provide an inservice training for supervising staff.

One original package will be sent to you. Please keep this on file and provide additional copies for your students when necessary. For more information an/or original Contract packages call the Lifesaving Society at (306) 780-9255.

Guidelines for Supervising Teachers

Students who are involved in Lifesaving training may now be able to receive a high school credit. Saskatchewan Education Training and Employment will recognize one Special Project Credit per student for our of school initiatives on the basis of work proposed and completed by an individual student. The Special Project Credit will be called:

- Special Project 10
- Special Project 20
- Special Project 30

The project proposal must be in place and approved by the student's principal prior to the student beginning the project. Each project shall be carried out under the supervision of a school teacher. A special project may be used once as an elective to meet the 24 credit requirements at the secondary level. The Special Project Credit supercedes the Department's policy of awarding credits for external programs effective September 1997.

Special Projects Requirements, as outlined by Saskatchewan Education Training and Employment, needed to complete the project can be found in the contract packages which may be obtained from The Lifesaving Society.

What you can do to help...

1. Students will be creating a proposal of their project. You are the supervising teacher, and the student will jointly develop the assessment and evaluation procedures for the project. The Lifesaving Society Instructor (trainer) will verify completion of the awards and the 100 hours of required study. The requirements for the project are outlined in the Contract packages.
2. Once the principal approves the project, meet with the student regularly to monitor his or her progress.
3. Upon completion of the project, meet with the student to complete the final evaluation.
4. If the Criteria are met, notify the Principal so the final contract may be signed and the student will have earned the Special Credit.

The success of this project is in the hands of the student. The student will plan, execute, and assist in the ongoing assessment of the project. The Lifesaving Society may be contacted to provide further support.

For more information or Contract packages, please call the Lifesaving Society at (306) 780-9255.

Guidelines for Lifesaving Society Instructor (Trainers)

Students who are involved in Lifesaving training may now be able to receive a high school credit. Saskatchewan Education Training and Employment will recognize one Special Project Credit per student for out of school initiatives on the basis of work proposed and completed by an individual student. The Special Project Credit will be called:

- Special Project 10
- Special Project 20
- Special Project 30

The project proposal must be in place and approved by the student's principal prior to the student beginning the project. Each project shall be carried out under the supervision of a school teacher. A special project may be used once as an elective to meet the 24 credit requirements at the secondary level. The Special Project Credit supercedes the Department's policy of awarding credits for external programs effective September 1997.

Special projects Requirements, as outlined by Saskatchewan Education Training and Employment, needed to complete the project can be found in the contract packages which may be obtained from The Lifesaving Society.

What you can do to help...

1. Place posters in your facility to inform students of the opportunity.
2. Verify the number of hours completed by your student and regularly assess the students' progress on the project. (Example forms are found in the Contract packages)
3. Sign the contract to verify completion of the project.
4. Include a copy of the students test sheet or certification card to verify that the student has completed the level(s) he or she has outlined in the Project proposal.

The success of this project is in the hands of the student. The student will plan, execute, and assist in the ongoing assessment of the project. The Lifesaving Society may be contacted to provide further support.

For more information or Contract packages, please call the Lifesaving Society at (306) 780-9255.

Example Proposals

These examples have been created to assist students with creating their own proposal.

Proposal One – Instructing Stream

Minimum Hours	Course	Description of the award	Objectives	Assessment
22.5	Bronze Medallion/CPR B/ Emergency First Aid	Water Rescue Award Level	Candidates will learn tows and carries, and defense and release methods in preparation for challenging rescues of increased risk involving conscious and unconscious victims of various types. Lifesavers develop stroke efficiency and endurance in a timed swim.	The Lifesaving Society Instructor evaluates skill, knowledge and fitness items and a certified Lifesaving Society Examiner evaluates judgement as it applies to aquatic rescues.
22.5	Bronze Cross / CPR C	Water Rescue Award Level	Candidates are introduced to safe supervision in aquatic facilities. Bronze Cross is a prerequisite for all advanced training programs in the Lifesaving Society continuum.	The Lifesaving Society Instructor evaluates skill, knowledge and fitness items and a certified Lifesaving Society Examiner evaluates judgement as it applies to aquatic rescues.
37.5	Lifesaving Instructor/ Examination Standards	Leadership Level	Candidates will learn how to teach and evaluate awards	The Lifesaving Society Instructor Trainer

	Clinic/Advanced Instructor Course		within the Lifesaving Society's Canadian Lifesaving Program, up to and including Bronze Cross. Various methods of presenting information in both a classroom setting and an aquatic setting are also part of the curriculum.	instructs and evaluates candidates on areas of Teaching, Evaluating, Knowledge, Leadership and Safety Supervision.
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Total Hours (minimum 100)_____

Starting Date_____

Completion Date_____

Name and Contact Number of Lifesaving Instructor

(Trainer)_____

Name and Contact Number of Supervising

Teacher_____

Proposal Two: Lifeguarding Stream

Minimum Hours	Course	Description of the award	Objectives	Assessment
22.5	Bronze Medallion/CPR B/ Emergency First Aid	Water Rescue Award Level	Candidates will learn tows and carries, and defense and release methods in preparation for challenging rescues of increased risk involving conscious and unconscious victims of various types. Lifesavers develop stroke efficiency and endurance in a timed swim.	The Lifesaving Society Instructor evaluates skill, knowledge and fitness items and a certified Lifesaving Society Examiner evaluates judgement as it applies to aquatic rescues.
22.5	Bronze Cross/CPR C	Water Rescue Award Level	Candidates are introduced to safe supervision in aquatic facilities. Bronze Cross is a prerequisite for all advanced training programs in the Lifesaving Society continuum.	The Lifesaving Society Instructor evaluates skill, knowledge and fitness items and a certified Lifesaving Society Examiner evaluates judgement as it applies to aquatic rescues.
22.0	Aquatic Emergency Care/CPR C	Water Rescue Award Level	Candidates learn the care of injuries and illnesses common to pool and waterfront setting,	The Lifesaving Society AEC Instructor evaluates skill, knowledge and fitness items and a certified Lifesaving

			including how to treat pulseless victims. Emphasis is placed on vital signs, priority assessment, and basic aquatic emergency care principles. AEC is a recognized Standard First Aid Course.	Society AEC Examiner evaluates judgement as it applies to aquatic rescues.
43.5 hours	National Lifeguard Service (NLS)	Leadership level	Candidates learn the basic principles of lifeguarding in any aquatic situation.	The Lifesaving Society NLS Instructor evaluates skill, knowledge and fitness items and a certified Lifesaving Society NLS Examiner evaluates judgement as it applies to aquatic rescues.

Total Hours (minimum 100)_____

Starting Date_____

Completion Date_____

Name and Contact Number of Lifesaving Instructor

(Trainer)_____

Name and Contact Number of Supervising

Teacher_____

Ongoing Assessment Records

Sample Assessment Forms may be used. Regular monitoring of attendance by the Lifesaving Instructor (Trainer) is necessary. Sample Test sheets have also been included.

Ongoing Assessment Record by the Lifesaving Instructor (Trainer)

Criteria	Comments	Lifesaving Society Instructor (Trainer) rating
Attendance – punctual		1 2 3 4 5
Appropriate attire		1 2 3 4 5
Application of direction from the Lifesaving Instructor (Trainer)		1 2 3 4 5
Understanding of Lifesaving Principles		1 2 3 4 5
Application of Lifesaving Principles		1 2 3 4 5
Fitness level		1 2 3 4 5
Exercises good judgement in simulated lifesaving emergencies		1 2 3 4 5
Positive Attitude		1 2 3 4 5
Cooperative		1 2 3 4 5
Shows Improvement		1 2 3 4 5
Other		1 2 3 4 5

Total

1=requires further effort/study

2=capable of reaching an acceptable level in the near future

3=adequate/acceptable

4=above average

5=excellent

This assessment may be completed on a monthly basis along with the verification of completed hours (attendance record)

Sample Evaluation Procedures

Students and evaluators may use these examples of written evaluations.

Attendance Record

Date	Time	Description
Week One		
Week Two		
Week Three		
Week Four		
Week Five		
Week Six		
Week Seven		
Week Eight		
Week Nine		
Week 10		

Description could include class time, practice time, examination time.
All of which are within the confines of the course.

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