

## Application for LIWA Accreditation

<b>Name of candidate:</b>	
<b>Address:</b>	
	<b>Postcode:</b>
<b>Phone:</b>	<b>Fax:</b>
<b>E-mail: Print Clearly</b>	
<b>Current Occupation:</b>	
<b>Name of Employer:</b>	

### Check List

Copy of recognised Pool Operators' certificate attached	<input type="checkbox"/>
Copy of current Senior First Aid Certificate, or equivalent attached.	<input type="checkbox"/>
Copy of current Pool Lifeguard Award, or equivalent attached.	<input type="checkbox"/>
Don't have a copy of your Awards? I agree for RLSSA to provide details regarding the currency of my Awards to LIWA.	<input type="checkbox"/>

### Relevant Employment History

Employer Name	Date From	Date To	Position

*Please Note: LIWA may contact these previous employers to confirm details*

### Please tick:

- I am a current member (no processing fee)
- I am not a current member and I would like to join - \$110 (membership must be maintained for the three year period the accreditation is issued for) or
- \$330 for three years accreditation (membership not required)

The above information is true and correct.

Signature of Candidate: \_\_\_\_\_ Date: \_\_\_\_\_

All information provided to be handled in accordance with LIWA Privacy Policy.  
For details see visit [www.liwaaquatics.net.au](http://www.liwaaquatics.net.au)

Send all required evidence and payment to: **LIWA Accreditation, PO Box 726, Hillarys WA 6923**

## Payment Options:

<b>CHEQUE</b>	Post <b>cheque</b> with completed Forms to: <b>LIWA Aquatics, PO Box 726, Hillarys WA 6923</b>
<b>PURCHASE ORDER</b>	<p><b><u>Important!</u> Include an Official PURCHASE ORDER NUMBER</b></p> <p><b>Purchase Order:</b> _____</p> <p>Post <b>purchase order</b> with completed Forms to: <b>LIWA Aquatics PO Box 726, Hillarys WA 6923</b> Or Fax to <b>08 9304 4702</b></p>
<b>ELECTRONIC FUNDS TRANSFER (EFT)</b>	<p><b>Account Name:</b> The Leisure Institute of WA (Aquatics) <b>Branch:</b> Whitfords Branch WA <b>BSB:</b> 086 495 <b>Account Number:</b> 03588 2867</p>

## LIWA Aquatics Accreditation

**Q:** What does accreditation mean?

**A:** Accreditation is the arrangement established by the Western Australian Department of Health to verify that aquatic industry personnel maintain the required qualifications as stated in Section 6.2.1 of Code of Practice for the Design, Construction, Operation, Management and Maintenance of Aquatic Facilities.

**Q:** What is LIWA Aquatics role in the accreditation process?

**A:** LIWA Aquatics is the body that has been referenced in the Code of Practice to provide the accreditation process on behalf of the Western Australian Department of Health.

**Q:** Why do I need to be accredited?

**A:** The accreditation process will ensure that only qualified well trained industry personnel are responsible for the operation, supervision and delivery of emergency care in a Group One Aquatic Facility.

**Q:** What happens if I am not accredited?

**A:** If you are not accredited you are working outside the Western Australian Department of Health Code of Practice and Industry Guidelines. By association this means you are in breach of Health (Aquatic Facilities) Regulations 2007. The Accreditation is to remain at the Aquatic Centre and be made available, when requested by an Environmental Health Officer.

**Q:** How do I become accredited to LIWA Aquatics?

**A:** By completing the attached documentation, providing copies of the required qualifications and payment of the prescribed fee.

**Q:** How do I stay accredited to LIWA Aquatics?

**A:** By undertaking the prescribed professional development over a three year period and by maintaining your pool lifeguard and first aid qualifications

**Q:** How long am I accredited for?

**A:** For a three year period (as long as your pool lifeguard and first aid qualifications are maintained)

**Q:** Is there a cost involved to accredit?

**A:** Yes, there is an administration fee which is currently \$330 for a three year period.

**Q:** What do I get for this fee?

**A:** A bi-monthly industry journal, regular industry updates through an E-Zine, discounted fee to conferences and seminars, online updates and other professional services if required.

## Accreditation Case Study

All holders of LIWA Aquatics accreditation meet the following criteria:

- Evidence of successful completion of a recognised pool operators' training course.
- A current Senior First Aid Certificate or equivalent.
- A current Pool Lifeguard Award or equivalent.
- Details of current and past employment in the aquatic industry.
- From 2012 evidence of attendance at two professional development seminars over the 2009 - 2012 year period.

### Assessment

1. Evidence shall be submitted on the attached form (Application for LIWA Accreditation).
2. The objective is to determine, through a systematic review of gathered evidence, whether the applicant can demonstrate achievement of the LIWA accreditation criteria.
3. Some examples of the form evidence that may be required from individuals without Western Australian Qualifications are listed below:
  - Interview or structured questioning
  - On-the-job assessment through a recognised Registered Training Organisation
  - Documentary evidence (eg references from employers, outlines completed training programs, all formal qualifications relating to the area of Skills Recognition applied for)
  - Position description
  - Examples of work

### Issuing of Accreditation

Upon successfully providing evidence of the above criteria LIWA Aquatics will issue an accreditation certificate that should be available if requested by an Environmental Health Officer

Permission for access to LIWA accreditation records can be made to the LIWA Committee by telephone or in writing, should a person mislay their records and require another copy.

### Security and Confidentiality

To ensure confidentiality:

- Records (hard and electronic copies) can only be accessed by approved personnel from LIWA.
- Any personal or organisational information will not disclose to a third party unless;
- Written consent has been provided for the disclosure, or
- LIWA believes that the disclosure is necessary to lessen or prevent a serious threat to public health or public safety, or
- LIWA has reason to suspect that unlawful activity has been, is being, or may be engaged in.

## Archiving

1. Hard copies of assessment papers that are not returned to the applicant are kept by LIWA for thirty days and are then destroyed using the shredder.
2. Hard copies of accreditation records will be kept for two (2) years.
3. An electronic copy will be maintained for seven years.

## Application for LIWA Accreditation

### Case Study

Jeff Williams has worked as an Aquatic Centre Manager in a variety of regional facilities since 1984. Jeff obtained his Pool Operators Certificate of Competence from the National Safety Council and has worked continuously in the industry for the past 17 years.

Jeff decided to apply for LIWA accreditation to comply with the Department of Health Code of Practice.

**The direct evidence Jeff supplied to support his application included the following.**

- Pool Operators Certificate of Competence
- Senior First Aid Certificate
- Pool Lifeguard Award
- References from three past employers confirming knowledge of aquatic plant operations.
- Confirmation on application form of attendance at the past five LIWA Annual Conferences.

**As a part of further evidence, Jeff provides additional information to LIWA:**

- Copies of procedures relating to service provision, workplace safety, emergency evacuation plans
- Occupational First Aid Certificate
- Self Contained Breathing Apparatus Certificate
- Instructor of Swimming Certificate

In this case study the applicant supplied authenticated, valid and relevant information within their evidence portfolio to meet the requirements of accreditation.

### Payment of Pre-scribed Fee

Jeff paid the fee and was then issued with a LIWA Accreditation for a three year period