
	FIRST SECURITY GROUP CERTIFICATION DEPARTMENT	Doc. No.: FSG.CERT.15.16.02		
	<u>CERTIFICATION PROCEDURE</u>	Rev.:0	Date:15.01.17	
ASSESSMENT CRITERIA -LIFEGUARD TRAINERS				

NOTE: THIS IS AN INFORMATIONAL DOCUMENT AND WILL BE PROVIDED TO ALL PUBLIC WHO NEED TO OBTAIN DUBAI MUNICIPALITY APPROVED LIFEGUARD CERTIFICATION



ASSESSMENT CRITERIA AND PRE-REQUISITES

A. LIFEGUARD INSTRUCTOR/ TRAINER – PRE-REQUISITES:

- Requires to be at least 18 years of age.
- Must be a qualified and certified Lifeguard **in all or specific areas** of specialty for which he/she aspires to be a Trainer.
- Must have previous proven 2 years of hands-on work experience as a Lifeguard.
- Must hold the lifeguard qualification they would like to train and assess in and have documented at least 2 years' experience as a trainer or team leader giving in-house training to the team in related areas of Water Safety.
- Must hold a current DCAS Approved Advanced First Aid Qualification and have a high level of knowledge in illness's and injury's.
- Must have minimum education of high school graduate.
- Must hold a DCAS approved Trainer Assessor Qualification in the delivery of First Aid Qualifications.
- Must have valid Occupational Health Card.
- Proof of attendance of the Preparatory course for Lifeguard Instructor Certification from the authorized Centre.

B. LIFEGUARD INSTRUCTOR/TRAINER SYLLABUS:

1. The full Syllabus as mentioned in the PHSD requirement, applicable to Pool Lifeguards/Shallow Water Lifeguards/Beach Lifeguards/ will be assessed using the qualification syllabus the candidate intends to train in.
2. Should the candidate want to certify in all he areas of Lifeguarding, then he/she must pass the following examination **IN BOTH WRITTEN AND PRACTICAL**.
3. Lifeguard core examination + Specialty chosen or /all the specialty examinations
4. This will include assessing the in-depth subject knowledge of each specialty and advanced teaching and training skills
5. Assessment may include a practical teaching demonstration of a session and a demonstration of practical training conducted at the practical venue site applicable.

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ELIGIBILITY FOR CERTIFICATION:

- a. Comply with PHSD Substance Abuse Policy and sign statement of compliance for the PHSD Code of Ethics.
- b. Pass Written/Oral Examinations assessment on the intended specialty or all specialties as applicable.
- c. Pass Practical Examination(s) in all or specific specialties as applicable.

VALIDITY OF CERTIFICATION:



- a. All certificates issued by FSG-TDC for each or any of the Lifeguard Certifications shall be valid for maximum two years from the date of issuance.
- b. Certificates will be issued only after successful completion of both Theory and Practical requirements of the Scheme.
- c. Candidates will be given a chance for re-examination should they fail the exam on the first attempt.
- d. This re-examination must be taken within 30 days of the declaration of result or outcome to the candidate.
- e. Candidates have 30 days from the examination day to pass both theory and practical exam/s.
- f. Any candidate who has not completed/failed the assessment previously and approached FSG-TDC for a re-assessment will be re-charged the full Assessment Fees if this procedure is not completed within 30 days of the First Assessment.

RE-CERTIFICATION

- Lifeguard certificate shall not have more than two years' validity.
- For recertification, candidates must complete all recertification requirements any time within two-month prior their certification's expiry date. This includes:
 - Passing the Recertification Written/Oral and practical Examination(s)
 - Continuing to meet medical requirements by the local health authority
 - Compliance with LSC Substance Abuse Policy
 - Compliance with the Code of Ethics

RENEWAL

- No matter how many hours the lifeguard candidates can prove his related experience during their period of certification, **he/she needs to take both theory and Practical Exam to renew their certificate.**
- All candidates are allowed two attempts to pass their renewal theory and practical assessment exams **before their certification expires.**
- Candidates who are unsuccessful after two attempts must undertake the full course.

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- Regardless of the date of the renewal examination within that 2-month period, the new two-year certification period begins from the date not later than the expiry date of the candidate's initial certification.

RE-QUALIFICATION:

Is needed once a certificate period has lapsed.

- ✓ There is no grace period after their certification expires.
- ✓ Candidates whose certification has lapsed must take full course followed by theory and practical exams to be certified again.

SUBSTANCE ABUSE POLICY

It is the policy of Dubai Municipality that lifeguards shall not use prescribed or over-the-counter substances that would impair their ability to perform their duties safely.

This includes illegal drugs, controlled substances (including trace amounts), look-alike drugs, designer drugs, or any other substance that may have an effect on the human body of being a narcotic, depressant, stimulant, or hallucinogen.

An exception to this rule is that a lifeguard may use such a substance or drug if a licensed medical practitioner who is familiar with the lifeguard medical history and all assigned duties, and who has advised the lifeguard the prescribed substance prescribes it will not adversely affect his ability to carry on his duties safely.

DISCIPLINARY POLICY



FSG-TDC is responsible for establishing and implementing standards of conduct, such as ethical standards and policies and procedures for disciplinary action.

Grounds for revocation of certification status shall include, but not be limited to, the following:

1. Period of certification exceeded without renewal
2. Evidence of falsification of any information on any documents submitted to certifying authority or its agents
3. Evidence of non-compliance with PHSD-DM Substance Abuse Policy
4. Evidence of culpability in an accident during certification period
5. Evidence of non-compliance with medical requirements
6. Evidence of non-compliance with the Code of Ethics

COMPLAINTS:

- ✓ The complaints procedures have been designed to ensure that only valid and actionable complaints are investigated and considered.

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- ✓ These procedures also ensure that all parties involved in the complaint have an opportunity to document circumstances warranting the complaint and to respond to the complaint.
- ✓ FSG-TDC has established an Appeals and Complaints handling procedure, which will ensure objective and impartial analysis to the issue.
- ✓ Complainant if dis-satisfied can approach the PHSD for further review and action.
- ✓ PHSD assigned representative investigates complaints against certification bodies, training centers, trainers.

CODE OF ETHICS

Certified lifeguard must comply with Code of Ethics during their certification, as set forth below:

- As a certified lifeguard, I will perform my work in a manner:
- Free of bias about religion, ethnicity, gender, age, national origin, and disability
- Place the safety and welfare of public, workers associated with facility operation above all other considerations
- Protect nearby public property and the environment
- Make my management aware if I have safety concerns relating to the life guarding operations that I am performing or witnessed any violation that might affect the safety of the swimmers.
- Not violating safety-related regulations, warnings, or instructions set forth by DM, recognized safety standards.
- Not misrepresenting or deceiving others concerning my experience or the capabilities of myself or the area I am working in.
- Not misrepresent or misuse my certification card or the organization logo, both of which are the property of the certifying authority; and I understand that I must return the card to the issuing authority immediately if required to do so.
- Not performing additional duties while assigned the duty of swimmer protection

Candidates are required to sign a code of ethics form issued by FSG-TDC (the statement is in full compliance with PHSD requirement), FSG-TDC shall keep the signed document in the candidate file.

	Prepared by	Signature	Date
Prepared by	Operations Manager		
Checked by	Corporate Strategy & QHSE Manager		