



# **Qualification Specification**

## **Highfield Level 2 International**

### **Award in Pool Lifeguarding**

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## Highfield Level 2 International Award in Pool Lifeguarding

### Introduction

This qualification specification is designed to outline all you need to know in order to offer this qualification in your Centre. If you have any further questions, please contact your Centre manager.

### Key facts

Duration:	20 hours (2 ½ days)
Assessment Method:	Portfolio of evidence

### Qualification Overview

The Level 2 International Award in Pool Lifeguarding is for those learners wishing to develop the skills and knowledge necessary to become a qualified pool lifeguard. It covers the preparation, health and safety of a pool environment, and how to respond to emergencies and emergency situations in a swimming pool environment.

Once achieved the qualification allows successful learners to operate as a qualified pool lifeguard for 2 years. After this period, learners will need to requalify in order to remain a qualified pool lifeguard.

**Important Note: Highfield MEA recommends that you contact the relevant Government Department in the country that you want to deliver this qualification, to ensure that local laws are being adhered to and that there are no additional approval requirements. It may be that you are required to register as a training provider within the country itself. Highfield MEA approves centres based on its own criteria but does not represent any other organisations or departments.**

### Entry Requirements

In order to register on to this qualification the learner shall meet the following entry requirements:

- Be at least 16 years of age
- Swim 50 metres in less than 60 seconds
- Swim 100 metres continuously on front and back in deep water
- Tread water for 5 minutes
- Surface dive to the floor of the pool to recovery an Aquatic sunken mannequin weighing more than 4KG. This must be done at the deepest part of the pool or at a depth of 3m
- Climb out of the pool without the use of ladders/steps

It is also advised that learners have a minimum of Level 1 in English literacy and numeracy or recognised equivalent.

**Important Note: Highfield MEA recommends that you contact the relevant Government Department to ensure that local employment laws are being adhered to.**

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## Delivery and assessment ratios

In order to effectively delivery and assess this qualification, centres must not exceed the ratio of 1 qualified tutor/assessor to a maximum of 16 learners during group practical and theory sessions. During Practical Observation Assessment, centres must not exceed the ratio of 1 Independent Assessor to a maximum of 4 learners, at any one time. If Centres wish to increase this ratio, they must first request approval from Highfield.

**It is recommended that the assessment is conducted by an assessor (the assessor has taken no part in the training). In the event that an assessor is not available, the centre can request increased external quality assurance engagements by Highfield.**

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## Guidance on delivery

It is recommended that the full qualification is delivered over 20 hours inclusive of assessment.

If the training centre wishes to combine the award with one of the following qualifications, it is recommended that the duration needs to be adjusted as follows:

- Highfield International Level 2 Award in Pool Lifeguarding and Highfield Emergency First Aid, Defibrillation and CPR: Duration 24 hours **not including assessment.**
- Highfield Level 2 Award in Pool Lifeguarding and Highfield International First Aid at Work and Defibrillation: Duration 40 hours **not including assessment.**
- Highfield Level 2 International Award in Pool Lifeguarding and Highfield International Level 3 Award in Beach Lifeguarding and Highfield International First Aid at Work and Defibrillation: Duration 48 hours **not including assessment.**

The delivery programme may be adjusted in accordance with learners' needs and / or local circumstances.

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## Guidance on assessment

Approved training centre Trainers assess the competency of the candidates during the course and can defer the assessment process of any individual candidate if they deem that the candidate does not show the competency to pass the Assessment.

The qualification is assessed using a combination of theory and practical assessment:

- A 30 question, oral examination in which learners must answer 20 out of 30 questions correctly in order to pass
- Practical assessment

**Assessment for the above must be undertaken by someone who has not been involved in any part of the training.**

The theory element may be assessed in groups of no more than 4 candidates per group. To ensure confidentiality, all groups of 4 are to be kept separate until each group have completed their oral assessment.

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The certificate is valid for a period of two years and should be kept up to date with regular on-going training carried out by an approved training provider. After the two-year validity period, lifeguards are required to undergo requalification to extend their validity as a pool lifeguard for a further two years.

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### Guidance on quality assurance

Highfield will provide support to centres and workforce through our external quality support system. During quality monitoring: Delivery, assessment and quality paperwork will be reviewed.

Quality Monitoring will take the form of one of the following:

- Paperwork review
- EQS Training engagements and review
- EQS Assessment engagements and review (out of Dubai)
- Highfield Led Examination and assessment within the Municipality of Dubai

Highfield are passionate when assisting training centres to continue to strive for excellence in training and compliance. Thus ensuring the Participant gains not just skill but a good foundation to build on in regards to competence and industry/government compliance.

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### Training Requirements

Highfield require centres involved in the delivery of this qualification to have the following training resources in place:

- suitable classroom facilities with seating and desk based areas, where appropriate
  - course delivery facilities and equipment, e.g.: PowerPoint™ projector, flip chart, speakers
  - access to suitable pool facilities
  - a minimum of 1 Torpedo Buoy per 3 learners
  - a minimum of 1 throw bag per 3 learners
  - submersible manikin
  - adult manikin- 1 for every 3 learners
  - child manikin - 1 for every 3 learners
  - infant manikin - 1 for every 3 learners
  - aqua board or BaXstrap®
  - 1 AED trainer per 3 candidates (if Defibrillation training is taking place)
  - 1 Pocket Mask per 2 learners (one valve per learner)
  - 1 Face Shield per Learner
  - 1 training bandage per candidate
  - 1 triangular bandage per candidate
  - 1 pair of gloves per candidate
  - replacement airways and lungs for each resuscitation manikin to be changed at the end of each course
  - adequate training and assessment facilities to accommodate maximum number of learners on course
  - a minimum of 1 first aid kit (to be used in case of an emergency only)
  - disinfectant wipes
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## Geographical Coverage

This qualification is suitable for learners outside of the UK.

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## Tutor / Assessor requirements

To become approved to deliver this international qualification Tutors/assessors are required to:

- be at least 18 years of age
- hold the Highfield Level 3 International Award in Delivering Training or an equivalent recognized trainer qualification
- hold the Highfield Level 2 Award in Pool Lifeguarding
- hold a valid First Aid at Work qualification
- have at least 2 years' experience as a Lifeguard

**Important Note: Centres who are seeking approval with Tutors who have not previously delivered Pool lifeguard qualifications will require an initial approval engagement from Highfield.**

*Tutors/assessors who have evidence of delivering a minimum of 30 hours of accredited formal training per year, in a relevant qualification, may requalify to deliver/assess this and similar qualifications through completion of the qualification assessment only or a reduction in the learning hours, at the discretion of Highfield.*

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## Requalification Guidance

This training is valid for a period of 2 years and should be kept up to date with regular on-going training carried out by a Highfield approved training provider. After the two-year validity period, lifeguards are required to undergo requalification to extend their validity as a Pool lifeguard for a further 2 years, there must be a signed record of regular on-site training with a minimum of 20 hours contact time (signed off by an Highfield approved Pool Lifeguard Tutor/assessor). An in date copy of the previous Pool Lifeguarding certificate is also a requirement to qualify for the shortened requalification. Where this evidence exists, a learner can fast track directly through to assessment.

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## Reasonable Adjustments and Special Considerations

Highfield have procedures in place for delegates that may require additional time or assistance during their assessment. Please refer to the Highfield Reasonable Adjustments Policy for more information and how to apply.

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## ID requirements

All learners must be instructed to bring photographic identification to the assessment to be checked by the invigilator. This instruction should have given ahead of the course/assessment when the learner registers and/or with any pre-course materials.

It is the responsibility of the Centre to have systems in place to ensure that the person taking an examination/assessment is indeed the person they are claiming to be. All Centres are therefore required to ensure that each learner's identification is checked before they are allowed to sit the examination/assessment and write the type of photo identification provided by each learner on the

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Learner List under “Identification Provided”. Highfield will accept the following as proof of a learners Identity:

- ☐ National identity card;
- Valid passport (any nationality);
- Signed photo card driving licence;
- Valid warrant card issued by police, local authority or equivalent; or
- Other photographic ID card, e.g. employee ID card (must be current employer), student ID card, travel card.

For more information on learner ID requirements, please refer to the Highfield Examination and Invigilation Regulations within the Core Manual.

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## Progression

Progression and further learning routes include:

- Highfield Level 3 International Award in Beach Lifeguarding

Highfield offers a range of qualifications to help learners progress their careers and personal development. Please contact your Centre manager for further information.

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## Useful Websites

The following websites are recommended to support centres in the delivery of this qualification:

- [www.highfieldinternational.com](http://www.highfieldinternational.com) (Highfield ABC MEA)
- [www.highfieldqualifications.com](http://www.highfieldqualifications.com) (Highfield UK)
- [www.highfieldproducts.com](http://www.highfieldproducts.com) (Highfield products)

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## Recommended Training Materials

The following resources have been reviewed by Highfield and are recommended training materials for users of this qualification:

- *The Pool Lifeguard Handbook (Level 2)* Highfield products
  - Cartwright, D *A Question of Pool Lifeguarding (Level 2)* Highfield products
  - *The Pool Lifeguard Interactive Training Package (Level 2)* Highfield products
  - Morley, J. & Sprenger, C. *First Aid Handbook*. Highfield products
  - Morley, J. & Sprenger, C. *First Aid PowerPoint*. Highfield products
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## Appendix 1: Qualification Unit(s)

### Unit 1: International Pool Lifeguarding

Learning Outcomes	Assessment Criteria
<i>The learner will</i>	<i>The learner can</i>
<b>1 know the requirements for health and safety in a swimming pool environment</b>	1.1 explain the use of a Pool Safety Operating Plan in ensuring the safe running of a swimming pool environment 1.2 explain the use of an Emergency Action Plan in ensuring the safe running of a swimming pool environment 1.3 explain the use of risk assessments in ensuring the safe running of a swimming pool environment 1.4 explain the term 'duty of care' in a swimming pool environment 1.5 describe what may happen if good practice on health and safety isn't followed 1.6 describe what incidents should be reported 1.7 describe how incidents should be reported
This learning outcome is assessed by oral questioning	
<b>2 know how to prepare and maintain a swimming pool environment for use</b>	2.1 identify hazards and their potential risks that may occur in swimming pool environments 2.2 describe how a lifeguard should continuously check for hazards when in a swimming pool environment 2.3 describe the purpose of emergency equipment used 2.4 describe how a lifeguard should check emergency equipment
This learning outcome is assessed by oral questioning	
<b>3 know about supervising and maintaining the safety of the swimming pool environment</b>	3.1 describe the lifeguard's responsibilities for monitoring the swimming pool environment 3.2 describe zoning used within a swimming pool environment 3.3 describe how to supervise a swimming pool environment 3.4 explain the purpose of rules of behaviour in a swimming pool environment 3.5 describe the types of needs that customers may have 3.6 describe different methods of communicating with customers in a swimming pool environment 3.7 communicate effectively with customers using a range of methods
AC 3.1 - 3.6 is assessed by oral questioning AC 3.7 is assessed by practical assessment	
<b>4 be able to respond to swimming pool emergencies</b>	4.1 identify emergency situations that may occur in a swimming pool environment, and the lifeguard's responses to each 4.2 describe how to recognise casualties, including the symptoms of medical conditions that may cause difficulties to swimmers 4.3 describe considerations of rescue 4.4 describe how to safely manual handle casualty situations:



Learning Outcomes	Assessment Criteria
<i>The learner will</i>	<i>The learner can</i>
	<ul style="list-style-type: none"> <li>a) as an individual</li> <li>b) as part of a team</li> </ul> <p>4.5 describe cardio-pulmonary resuscitation techniques and when these should be used, to include</p> <ul style="list-style-type: none"> <li>a) adult sudden collapse</li> <li>b) adult drowning</li> <li>c) suspected spinal injuries</li> <li>d) children</li> <li>e) infants</li> </ul> <p>4.6 follow a pool emergency plan to respond to the following types of pool emergencies using rescue equipment:</p> <ul style="list-style-type: none"> <li>a) drowning</li> <li>b) conscious customers in difficulties</li> <li>c) injured customers</li> <li>d) unconscious customers</li> <li>e) casualty extraction</li> <li>f) customers with spinal injuries</li> </ul> <p>4.7 demonstrate safe manual handling of casualties using poolside equipment</p> <p>4.8 demonstrate the following first aid techniques:</p> <ul style="list-style-type: none"> <li>a) Primary Survey</li> <li>b) Secondary survey</li> <li>c) Recovery position</li> </ul> <p>4.9 demonstrate cardio-pulmonary resuscitation techniques as appropriate to:</p> <ul style="list-style-type: none"> <li>a) adult sudden collapse</li> <li>b) adult drowning</li> <li>c) suspected spinal injuries</li> <li>d) child</li> <li>e) infant</li> </ul> <p>4.10 demonstrate the safe administering of first aid for:</p> <ul style="list-style-type: none"> <li>a) choking</li> <li>b) major bleeds</li> <li>c) shock</li> <li>d) small cuts, grazes, bruises</li> <li>e) minor burns/scalds</li> <li>f) small splinter</li> </ul>
<p>AC 4.1 - 4.5 is assessed by oral questioning</p> <p>AC 4.6 - 4.10 is assessed by practical assessment</p>	