**Proposal for Management of Trainer/Assessor System across ABC Leisure Assistants (Lifeguards)**

**Applicable from 1st April 2021 -Agreed 5th March 2021**

1. Swim Co-Ordinators will deliver the majority of ABC lifeguard training and assessing as part of their substantive role.
2. The Trainer and Assessor of a group of candidates **must not be the same person**. An ‘Independent Assessor’ who was not involved in the training element of the current qualification must assess the candidates. The Swim (Approved Training Centre) Co-Ordinator is responsible for ensuring no conflict of interest exists with all those involved in the training and/or assessing of candidates.
3. A job description is **not** necessary when Council staff (other than Swim Coordinators) carry out such trainer/assessor work for Council.
4. ABC Council staff (other than Swim Coordinators) who are qualified as Trainer/Assessors ( they will hold a current/active RLSS Trainer Assessor Award or equivalent) will be asked to perform Trainer/Assessor work on a discretionary basis in addition to their substantive posts – discretionary means that the offer of work can be taken up or declined.
5. Offers of work will be as fairly distributed as possible among all qualified staff
6. For all hours worked delivering training and assessing the pay rate used will be the same basic rate as the staff member’s substantive post – such qualified staff can be Leisure Assistants (Lifeguards) or Swim Teachers (or indeed, other roles, as long as the qualification is current/active). NJC enhancements will apply as appropriate.

NOTE: Where there are outstanding payments due to individual staff members for trainer or assessor work carried out in the past ( at April 2021) this will form the basis of calculating and payment owed by ABC Council and this will be paid according at the earliest opportunity.

1. Appropriate staff will be trained and qualified by ABC Council by agreement under Council’s Training and Development Policy and staff will be paid whilst training as normal.
2. All staff with the trainer assessor qualification will be expected to pay their own ongoing registration/professional fees with the appropriate governing body e.g. RLSS, (to keep their Trainer/Assessor qualification active and current). ABC Council will pay registration/professional fees for Swim Coordinators.
3. Qualified staff may be offered work by other Councils or organisations with regard to training and/or assessing – this must only be done on staff’s own time and any payment arrangements are a matter between the individual and the host organisation. However, ABC Council staff are reminded that ABC Council Policies must be complied with regards to additional work undertaken e.g. Code of Conduct and Working Time Directive.