



Delivery of online and blended learning
A guide for Lifesaving Society affiliates and leadership personnel

Updated December 2022

The Lifesaving Society has prepared this guide to support the Society’s Affiliate Members and leadership personnel who plan to augment traditional in-person training with online or blended learning delivery of the Society’s courses.

Online learning is a form of distance education over the internet with no requirement for participants to attend in-person classes. Also referred to as e-learning. Candidates participate using video conferencing technology as the method that replaces in-person learning. Knowledge, skills and assessment are all completed in the online environment.

Blended learning is an approach to education that combines online learning with in-person teaching. Blended learning provides candidates with online theory-based learning for the specific course, and in-person interaction for skill performance and evaluation.

The chart below outlines approved courses (as of January 1, 2023) appropriate for:

Courses appropriate for online or blended learning	Courses appropriate for blended learning	
Training Program Safeguard Leadership Aquatic Management Instructor Officials Instructor Management Training Aquatic Supervisor Aquatic Manager Aquatic Safety Auditor SEE Auditor Pool Operator Level 1 Pool Operator Level 2 Lifesaving Sport Officials: Community, Pool, Emergency Response and Open Water	Training Program Bronze Star*, Medallion* Cross* Wading Pool Attendant* Distinction* National Lifeguard*: Pool, Waterpark, Waterfront and Surf Lifesaving Sport Meet Manager & Referee Lifesaving Sport Coach Level 1*	Leadership Assistant Instructor* Examiner Course* Swim Instructor* and Lifesaving Instructor* First Aid Instructor National Lifeguard Instructor* Trainer Course* Management Training Aquatic Safety Inspector
	<p align="center">* Denotes that the in-person component must be programmed with a water session</p>	

Guiding principles

Follow the same principles that govern in-person courses including:

- Effectively teach the complete award curriculum and in accordance with the relevant award guide and current *Program Guide*.
- Deliver online or blended courses in times no less than the minimums required for traditional in-person courses. The recommended times as listed in the current *Program Guide* are based on instructor-led activities, either online or in person.
- Candidates must perform in-water requirements with proper safety supervision by a qualified Instructor, Trainer or Examiner.
- Participants must have the required candidate resources at the beginning of the course (see *Program Guide* for details).

Planning an online or blended learning course

Course content may be delivered through a variety of options including virtual classrooms, videos, assignments, group work and activities, candidate presentations, demonstrations, PowerPoint slides, quizzes, workbooks, handouts, and interactive real-time virtual activities.

The Lifesaving Society has numerous resources to help instructors deliver the course content in an online format.

Affiliates are responsible for quality assurance and compliance with course and policy and procedure requirements defined in the Society's award guides and *Program Guide*.

Trainers, Examiners and Instructors must hold current certifications in order to conduct online, blended learning, or in-person teaching.

Additional time is suggested to ensure that candidates can access the platform and navigate its functionality. A pre-course session to review the learning platform is suggested.

Prior to the start, review lesson and course plans to ensure quality planning and delivery. More time for planning, delivering and evaluating candidates may be needed with online and blended learning courses, dependent on how the schedule is set up.

Preparation checklist for online sessions

- ✓ Test the suitability of internet connections and audio and visual functionality with friends and colleagues prior to the session.
- ✓ Ensure you know how to share your screen, mute candidate microphones as the facilitator, conduct polls/quizzes, and link into any other technology for your activities.
- ✓ Provide an orientation to familiarize candidates with the features and functionality of the platform or software used.
- ✓ Test the best and most secure way to play course videos while online.
- ✓ Ensure you provide candidates with an alternative way to contact you (phone or email) outside the live format. Alternatively, have another staff member online as backup to deal with “behind the scenes” issues.
- ✓ Make it fun and engaging. Take regular breaks (5–10 min. each hour recommended).

Candidates must complete the full course and demonstrate all Must Sees or performance requirements at standard before they may be certified. The full course must be delivered in accordance with Lifesaving Society requirements and standards and candidates must be supported throughout.

Identity and prerequisite checks

Confirm candidate identity by requiring government-issued photo identification that carries the candidate’s name and date of birth.

Confirm that candidates hold the required course prerequisites by entering the candidate’s Lifesaving Society ID code into the Society’s Find a Member database. Alternatively, request a scan or picture of the prerequisite(s).

Candidate resources

The affiliate or course organizer orders candidate materials in advance from LifeguardDepot.com to ensure participants have them prior to the first session.

Participants may order materials directly from LifeguardDepot.com, so ensure they are provided with a list of the specific materials required.

For courses with pre-course assignments, allot sufficient time for pickup or delivery of materials or equipment to candidates.

Ratios

The recommended maximum participants per teacher ratios outlined in the Lifesaving Society *Program Guide* remain unchanged.

Attendance

Course conductors are responsible for ensuring that all candidates are present for the full session and participate throughout.

Learning checks

Throughout online training, include regular learning checks and assessments to ensure candidates are engaged, understand the content and able to apply their learning. Use of quizzes, Q&A sessions, presentations, and peer- or self-evaluation worksheets may be useful. In addition, learning may be assessed in the conventional way on learning platforms through question and answer interaction between teacher and students.

The teaching environment

Course conductors should prepare their teaching environment with the same care they would take in a classroom. The same level of professionalism applies to your attire, language, what you share, and how you behave. Strive for a neutral background in which nothing personal or inappropriate is seen or heard. Request candidates to also find or prepare an environment that is conducive to learning and allows for engagement in the anticipated learning activities.

In-person training

Plan to include time to recap key points from the online portion of the blended course so you can check that candidates have retained the information and that they are ready for assessment.

Where applicable, practical skills can be taught online and practiced prior to attending in-person sessions. In-water sessions may not be evaluated online.

Administration

Affiliates and Trainers follow standard procedures for submitting Master sheets or test sheets outlined in the Society's *Program Guide*. Mail Master sheets or test sheets to the Society's office or email test_sheets@lifeguarding.com as soon as the course ends to facilitate timely processing of candidate certifications.

Where more than one Trainer, Examiner or Instructor are providing training and assessment, designate a single individual to be responsible for completing the required paper work for submission to the Society.

It is acceptable to have one Trainer or Instructor cover the online portion and a different Trainer or Instructor to cover the in-person content.

Make sure that all Trainers or Instructors sign the Master sheet or test sheet and keep detailed notes of who taught what. It is a best practice to keep copies of your lesson plans outlining this information.

For more information

Contact the following at the Lifesaving Society Ontario (416-490-8844):

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