



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

May 2020

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.

**Blended learning** is an approach to education that combines online learning with in-person teaching. Blended learning provides candidates with the flexibility to learn via electronic and online multimedia as well as in-person interaction for skill performance and assessment. The in-person component is conducted when current restrictions are lifted and it is safe to complete the training requirements.

Courses appropriate for online or blended learning	Courses appropriate for blended learning
<p><b>Management Training</b>  Aquatic Supervisor</p> <p><b>Lifesaving Sport</b>  Officials: Community, Pool, Waterfront and Emergency Response</p> <p><b>Training Program</b>  Safeguard</p> <p><b>Leadership</b>  Examiner</p>	<p><b>Lifesaving Sport</b>  Referee and Meet Manager  Coach 1</p> <p><b>Training Program</b>  Bronze Star, Medallion, Cross  Distinction  National Lifeguard</p> <p><b>Leadership</b>  Assistant Instructor  Swim and Lifesaving Instructor  First Aid Instructor  National Lifeguard Instructor  Trainer</p>

*First aid courses are not yet eligible for blended learning option pending WorksafeNB review. Will advise.*

## Guiding principles

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

- Set candidates up for success.
- Cover program curriculum in its entirety and in accordance with the relevant award guide.
- Deliver online or blended courses in times no less than the minimums required for traditional in-person courses.
- Candidates must perform in-water requirements in the water.
- Participants must have (purchase) the candidate resources required by the Society (see *Program Guide* for details).

## Planning an online or blended learning course

Courses may be delivered through a variety of learning platforms and multimedia experiences including virtual classrooms, videos, assignments, group work and activities, candidate presentations, demonstrations, PowerPoint slides, quizzes, workbooks, handouts, and interactive real-time virtual activities.

On blended courses, skills may be taught online and practiced prior to in-person sessions.

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 be currently certified and well prepared.

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. Predictably, additional time is needed to ensure that candidates can access the platform and navigate its functionality. Ensure enough time is scheduled for makeup sessions or unexpected cancellation.

Monitor the course throughout for effective program delivery, teaching and evaluation of candidates.

Include feedback from the course conductor(s) and candidates in the program evaluation.

### Preparation checklist for course conductors

- ✓ 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.
- ✓ Create clear, detailed lesson and course plans.
- ✓ Schedule online sessions for approximately 1.5–2.5 hr. Make it fun and engaging. Take regular breaks (5–10 min. each hr. recommended).
- ✓ Complete courses within one session or 3–4 months.

Session times above assume 12–16 candidates. The actual time may vary depending format, number of candidates and learning activities. Build in extra time for breaks and unexpected delays or issues. Recognize that health and safety requirements by public health authorities and WorksafeNB may restrict in-person participant numbers and duration of water sessions.

Candidates must complete the full course and assessment 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. Affiliates are advised to announce the refund policy for partial completion if circumstances change and candidates cannot attend the in-person component.

### 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.

These checks must be completed and available to the course conductor prior to the opening session.

### Candidate resources

The affiliate or course organizer orders candidate materials in advance from the Lifesaving Society to ensure participants have them prior to the first session. 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. Course organizers might consider smaller ratios for their first online or blended learning courses while everyone adjusts to these delivery methods for Lifesaving Society certifications.

### Attendance

Course conductors should adopt a “camera-on” policy for participants at all times during the session, except during breaks. Course conductors are responsible for ensuring that all candidates are present for the full session and participate throughout. Track attendance so appropriate make-up sessions can be scheduled if required.

### 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 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.

The timing of the in-person session(s) may be unknown at the time that the distance education begins. If possible, advise candidates of a tentative completion date pending government requirements.

### **Administration**

Affiliates and Trainers follow standard procedures for submitting Master or test sheets outlined in the Society's *Program Guide*. Send Master or test sheets to the Society's office 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.

### **For more information**

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