

SYMPOSIUM PARTICIPANT DETAILS			
First name:		Surname:	
Phone No.:		Email:	
Position / title:		Organisation:	

OUTLINE YOUR REASON FOR PARTICIPATING	
Relevant Experience:	
Reasons for involvement:	

ORGANISATIONAL ENDORSEMENT (IF APPLICABLE)			
First name:		Surname:	
Title:		Signature:	

DECLARED CONFLICT(S) OF INTEREST
See Conflict of Interest Section- Please list any actual or potential conflicts.

PARTICIPANT DECLARATION & PHOTO RELEASE				
<p>I have read, understand and agree to abide by the Terms of Reference for participation in the Symposium.</p> <p>For promotional purposes, photographs and media will be taken during the leadup, delivery and post-event.</p> <p>These images will remain the property of Royal Life Saving Society - Australia and/or media organisations and may be used to promote Royal Life Saving’s programs and activities in published material, including media and online media.</p> <p>If you do not wish to be photographed, please notify the organisers prior to the event.</p>				
<table border="1"> <tr> <td>Signature:</td> <td></td> <td>Date:</td> <td></td> </tr> </table>	Signature:		Date:	
Signature:		Date:		

Please send your completed Expression of Interest form to the facilitator (below) by EOD 16th February 2024.

Tess Craigie (Specialist – Workforce Development) Royal Life Saving Society – Australia
tcraigie@rlssa.org.au

ROLE AND RESPONSIBILITIES	
Aim	To inform, collaborate and co-design a national aquatic workforce capability framework.
Objectives	<p>The framework will focus on:</p> <ul style="list-style-type: none"> • Strengthening the safety, quality and capability of the workforce • Map out and more accurately describe the depth and breadth of employment pathways and career development opportunities, and • Develop a cohesive framework for professional development, registration and equivalency in the aquatic workforce. <p>The intent of developing a framework is to enhance pathways, strengthen workforce development, improve talent retention and attraction, and reduce risk associated with uncertain professional registration arrangements for various roles.</p>
Scope	<p>The symposium provides an opportunity to convene on the development of the framework and will employ a engaging and collaborative approach. The program will include keynote presentations, panel discussions, working group sessions, and interactive workshops. The goal is to foster open dialogue and co-design of the national aquatic workforce capability framework.</p> <p>The framework scope will include aquatic industry roles such as lifeguards, swimming and water safety teachers, reception staff, supervisors and team leaders up to aquatic facility management. Royal Life Saving recognises and is committed to working collaboratively with a range of peak bodies, including AUSActive, to maintain alignment and recognition of the equivalent fitness framework by AUSActive addressing fitness staff in aquatic facilities.</p>
Selection	<p>The Symposium will bring together a multi-stakeholder group, representing targeted segments of the aquatic industry. It will not be possible to include every individual or organisation who will want to be there.</p> <p>To manage this process, expressions of interest to participate are sought from members of the wider aquatic industry with invitations to interested industry organisations, businesses, associations, training and education providers and regulatory bodies.</p> <p>Those that cannot attend due to capacity limits, are invited to contribute to the scoping survey and there will be widespread industry consultation on the framework draft(s).</p> <p>Selection criteria will include (but not be limited to):</p> <ul style="list-style-type: none"> • Relevant knowledge, skills and experience in the areas of the aquatic industry relevant to workforce development, quality assurance and work health safety • Track record of support for collaborative standards/research/frameworks development with Royal Life Saving • Geographic and other distributional factors that would make the symposium representative of the aquatic industry at large. Including: <ul style="list-style-type: none"> ○ Aquatic facility ownership and management structures and models ○ Aquatic facility workers ○ Industry peak bodies ○ Research and advocacy representatives ○ Peak industry training organisation status • Capacity and capability to support delivery on the objectives and responsibilities outlined in the Terms.

Taskforce(s)	<p>Targeted taskforces may be established to dive deeper on particular issues or elements of the framework, to assist with drafting the framework, and/or for supporting industry consultation. Taskforces will be appointed as subject matter experts for the initiative.</p> <p>Appointment will be made based on availability, capability and capacity to deliver on the task(s) during the second quarter of 2024.</p>
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INDIVIDUAL RESPONSIBILITIES

Individuals	<p>Participants are expected to adhere to a high standard of professionalism, respect, and collaboration throughout the symposium. To ensure a constructive and inclusive environment, the following guidelines should be observed for both the symposium and any taskforce(s):</p> <ul style="list-style-type: none"> • Attend and prepare for the Symposium; stay up to date with pre-reading materials and activities • Express views, contribute insights, and actively engage in discussions with respect for diverse perspectives • Respect the confidentiality of information shared, especially concerning sensitive matters related to workforce capabilities and practices • Commit to supporting and working collaboratively towards the delivery of the initiative(s) and agreed outcomes • Carry out action items according to agreed responsibilities and due dates, including the completion of the National Aquatic Workforce Framework Survey • Declare any conflicts of interest • Act throughout in the interest of the community and/or industry as a whole, not only in the interests of the individual participant or participant’s organisation
Proxies	<p>Should an accepted participant be unable to attend the Symposium due to unforeseen circumstances, participants can nominate a proxy for nomination to attend the symposium.</p> <p>Royal Life Saving shall have the final say on any proxy candidacy, and a completed EOI and Terms of Reference form must be submitted with the application for proxy status.</p> <p>Approved proxies shall be provided with a copy of all pre-reading. The facilitator shall be informed of the substitution at least one working day prior to the scheduled symposium.</p>
Conflicts of interest	<p>The participants shall be forthcoming and register any and all conflicts of interest through the expression of interest form.</p> <p>A conflict of interest does not exclude participation. Rather, the intent is to be open and transparent and recognise that there are a range of interested parties in achieving positive industry and water safety outcomes.</p>