

INTERNATIONAL LIFE SAVING FEDERATION



World Water Safety

GUIDELINES FOR INTERNATIONAL CERTIFICATIONS

2018



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GUIDELINES FOR INTERNATIONAL CERTIFICATIONS

1. INTRODUCTION

- 1.1 The International Life Saving Federation (ILS) has identified possible career paths, or lines of work and established a set of International Certificates to identify various achievement levels within each path. Each Certificate requires mastery of ILS-specified core knowledge and skill competencies.
- 1.2 The International Certificate concept serves two purposes:
 - It establishes an international set of criteria that can be used by Member Organisations.
 - It serves as an international standard or reference, against which existing awards and qualifications can be accredited.
- 1.3 In this document, some of the following questions are answered:
 - Who can issue an International Certificate?
 - What does an applicant obtain?
 - Why obtain an International Certificate?
 - How many types of certificates does ILS issue?
 - What is the accreditation process?
 - What if a Member Organisation has no Certification System?
 - What are the basic accreditation guidelines and course content of Lifesaving and Lifeguarding Certificates?
 - What are the Minimum Requirements that must be performed in order to obtain an International Certificate?
 - What is the procedure to order an International Certificate: step-by-step?
 - What is the procedure to seek approval to use the ILS Logo as an endorsement on Member Organisation's Certificates?
- 1.4 All ILS Member countries are encouraged to promote the ILS Certification system.

2. STATEMENTS

- 2.1 The ILS Certificate is not a license that guarantees employment. Instead it provides an international benchmark of achievement, an indicator of potential performance level. It can be used to help determine at which level to slot appropriately into the programme of any member organisation the holder of an ILS Certificate.
- 2.2 The ILS Certificate demonstrates successful completion of approved knowledge and skill objectives. However, every Member Organisation retains the right to test for other skills and knowledge and to request other training. The ILS Certificate is not intended to supersede the existing national Certificate.
- 2.3 In administering the ILS Certification Programmes, the primary focus should be placed on the successful demonstration of documented knowledge and skill objectives. The secondary focus is placed on the time needed to acquire these competencies.
- 2.4 Honesty in reporting is the basis of any ILS Certification. Any Certificate issued to a Member Organisation will be immediately declared null and void if it is determined that the Member Organisation misrepresented itself to ILS.
- 2.5 No time limit is set on the validity period of an ILS Certificate. However, the validity period will be re-assessed if major changes occur regarding the core knowledge and/or skill competencies that form the basic content of the individual ILS Certificate or that of the Member Organisation's Certificate(s). It is recognised that some Member Organisations regulate the validity period for their own awards and qualifications.

3. APPLICATION PROCEDURE

3.1 *Who can issue an International Certificate?*

An International Certificate is to be issued, through the Member Organisation, by the ILS Headquarters. Relevant information on the person who obtained an International Certificate is kept up to date in the ILS Central Databank. All information retained is subject to Data Protection legislation.

3.2 *What does an applicant obtain?*

Every applicant obtains:

- a. A Certificate (see example of the Certificate in APPENDIX 01).
 - b. An identity card with photo and number (see example in APPENDIX 02). The number of each Certificate is built up using three elements:
 - The official abbreviation of the country.
 - The year of issue in two digits.
 - The reference number in three to four digits.
 - c. An appropriate coloured badge (see example in APPENDIX 02).
 - d. An appropriate coloured pin (see example in APPENDIX 02).
- This pack is contained in an ILS presentation cover.

3.3 *Why obtain an International Certificate?*

To provide an international benchmark for lifesavers and lifeguards worldwide.

3.4 *How many types of certificates are issued by ILS?*

An overview of the ILS Certification system is given in APPENDIX 03.

3.5 What is the accreditation process?

- a. A Member Organisation that has existing National Certificates can ask ILS to apply a test for achievement of the ILS Standard. This means that, if all rules are followed, a person with an approved National Certificate can automatically obtain the appropriate International Certificate.
- b. ILS Member Organisations are responsible for providing quality assurance of their programmes at the local level.
 - If someone presents a currently valid ILS Certificate from another country, it is still incumbent on that ILS Member Organisation to assure the quality of their own programmes.
 - This quality assurance is particularly important in those instances where the content of the local programme does not exceed, but only matches the ILS Standard that must be met for ILS accreditation.
- c. The steps to be followed by the Member Organisations are:
 - Step 1: The Member Organisation submits a written request for accreditation of one or more of its Certificates to the ILS Secretary General. The written request must be accompanied by:
 - a summary overview of the content of the relevant National Course (in English) presented in accordance with the ILS Certificate Pro Forma,
 - a copy of the course books or manuals,
 - a description of the tests or syllabus (with a summary in English).
 - the completed Certification Accreditation Request Form (APPENDIX 04)
 - Step 2: The Secretary General forwards the application to the Education Committee Chair who will conduct a review before consulting with the Members of the Committee. The Committee Chair will ask for more information if the files are not complete.
 - Step 3: The Education Committee (dis)approves the accreditation. If necessary, the Education Committee can propose additional courses and/or tests.
 - Step 4: The Education Committee Chair advises the Lifesaving Commission of the decision of the Education Committee to grant or not grant accreditation.
 - Step 5: The Lifesaving Commission advises the Board of Directors of the decision.
 - Step 6: The Secretary General informs the Member Organisation of the decision.
 - Step 7: If a Member Organisation's criteria change, ILS must be advised and vice-versa.
 - Step 8: The Member Organisation receiving accreditation is included on the International listing of ILS Accredited Programmes.

3.6 What if a Member Organisation has no certification system?

The Member Organisation may adopt the ILS Standards.

3.7 What if a Member Organisation has no equivalent certification?

The Member Organisation may adopt the ILS Standards.

3.8 What are the basic accreditation guidelines and course content of Lifesaving and Lifeguarding Certificates?

The detailed description of the minimum ILS accreditation guidelines for Lifesaving and Lifeguarding certificates are given in APPENDIX 05. Countries are invited to comply as precise as possible with these guidelines.

3.9 What are the minimum requirements that must be performed to obtain an International Certificate?

The detailed description of the minimum requirements for each is given in the appropriate APPENDIX, namely:

• International Junior Lifesaver	APPENDIX 06.
• International Lifesaver	APPENDIX 07.
• International Pool Lifeguard	APPENDIX 08.
• International Inland Open Water Lifeguard	APPENDIX 09.
• International Surf Lifeguard	APPENDIX 10.
• International Junior Lifesaver Instructor	APPENDIX 11.
• International Lifesaver Instructor	APPENDIX 12.
• International Pool Lifeguard Instructor	APPENDIX 13.
• International Inland Open Water Lifeguard Instructor	APPENDIX 14.
• International Surf Lifeguard Instructor	APPENDIX 15.
• Overview of Rescue Diver's Certificates	APPENDIX 16.
• International Open Water Diver (*)	APPENDIX 17.
• International Rescue Diver (**)	APPENDIX 18.
• International Rescue Dive Master (***)	APPENDIX 19.
• International Rescue Dive Instructor *	APPENDIX 20.
• International Rescue Dive Instructor **	APPENDIX 21.
• International Rescue Dive Instructor ***	APPENDIX 22.
• International Rescue Boat Crew	APPENDIX 23.
• International Rescue Boat Driver	APPENDIX 24.
• International Jet Ki Operator	APPENDIX 25.
• International AED Certificate	APPENDIX 26.
• International AED Instructor	APPENDIX 27.
• International K9 Certificate	APPENDIX 28.
• International K9 Instructor	APPENDIX 29.

3.10 What is the procedure to order an International Certificate: step-by-step?

Once the accreditation has been approved, a Member Organisation can order Certificates from ILS Headquarters, following these steps:

- Step 1: The Member Organisation receives from the applicant:
- A completed request form for an International Certificate (APPENDIX 30).
 - A copy of the relevant National Certificate.
 - Two original passport size photographs per requested certificate.
 - A certain amount of money to cover the administrative costs for the handling of the Certificates.
- Step 2: The National Member Organisation will verify the membership status and sign the request form before sending it to the ILS-Headquarters.
- Step 3: At the ILS Headquarters, the data will be put in the database, the International Certificate prepared, signed by ILS and sent back to the Member Organisation when all payments are duly settled.
- Step 4: The Certificate will be verified and signed by the Member Organisation and then be mailed to the applicant.

3.11 What is the procedure to seek approval to use the ILS Endorsement Logo as an endorsement on Member Organisation's Certificates?

Once the use of the ILS Logo has been approved, a Member Organisation should take the following Steps.

- Step 1: The Member Organisation submits a formal written request to the ILS Headquarters outlining the Certificate, on which it proposes to use the ILS logo, enclosing the appropriate annual endorsement fee.
- Step 2: ILS Headquarters processes the application and forwards a template of the ILS Endorsement Logo.

- Step 3: The Member Organisation produces appropriate dual branded Certificates.
Step 4: The Member Organisation submits the list of the certified people in an excel format so that they can be included in the ILS database.

Note: Only Full Members can use the ILS logo on Certificates

3.12 Who can apply for approval to use the ILS Endorsement Logo when the ILS Full Member is in a partnership with a third party?

- a. Only Full Members can apply for ILS Standard or ILS Endorsement.
- b. Only Certificates on which the Full Member is clearly identified can include the ILS Endorsed logo. That is the ILS Endorsed logo can only be used in conjunction with the Full Member logo.
- c. The ILS Endorsed logo must be immediately removed from the Certificate upon dissolution of the partnership.

4. FINANCIAL ASPECTS

4.1 International Certificates

The Board of Directors of the ILS determines the costs of the International Certificates. The costs do not include Bank charges and return mailing cost, which are the responsibility of the Member Organisation.

The costs of the International Certificates are set at 20 Euro per Certificate. Each certificate includes a printed personal ILS Certificate in cover with matching ID card, pin and woven badge

- a. Bank costs: Member Organisations are requested to take care of all bank costs, so that the full amount of 20 Euro per certificate is paid to the ILS bank account.
- b. Mailing costs: the mailing cost is invoiced together with the cost of the delivered certificates.

4.2 ILS Endorsement Fee

Those Member Organisations not willing to purchase International Certificates, but rather willing to include the ILS Endorsement Logo on the Member Organisation's Certificate, will be levied the following Endorsement Fees:

Amount In Euro	Scope
250	One-year license for up to 1.000 Certificates.
500	One-year license for 1.000 - 5.000 Certificates.
1.000	One-year license for over 5.000 Certificates.
7.500	Licence to use the logo on all Certificates for a period of 10 years.

Those nations will have the authorisation to add the ILS logo on each certificate and card as well as the words: CERTIFICATE APPROVED BY THE ILS.