



Surf Life Saving Sydney Inc.

Established October 1907

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**TO: Clubs, Presidents, Secretaries, Captains,
Chief Training Officers**

FROM: Leona Stojak, Education Manager

CC: SLSS Management, BoL Management

SUBJECT: Assessors Course August 2012

Registrations are now called from eligible members wishing to become Assessors. Courses run by SLS Sydney will be either a Nationally Recognised Qualification or a SLSA Award. This course is a Nationally Recognised Qualification Course.

Course Description

The aim of this course is to provide participants with the skills, knowledge and experience to competently assess SLS awards.

Award

Upon successful completion of this course and assessment portfolio, participants will receive the following nationally recognised Statement of Attainment for the following units of competency :

- TAEASS401A – Plan assessment activities and processes
- TAEASS402A – Assess competence
- TAEASS403A – Participate in assessment validation

Course content

- Overview of assessment
- Planning for assessment
- Assessment methods
- Assessment tools
- Organising arrangements and assessor skills
- Assessing competence
- Organising recognition processes
- Recording and reviewing assessment outcomes
- Validation of assessment
- Contributing to validation
- Analysing and documenting validation

Entry Requirements

Participants must be a minimum of 18 years of age on the date of final assessment.

General Information for Course Participant

The course will be held face to face with an endorsed Facilitator. Participants are required to attend all 3 sessions of this course. During the face to face delivery, candidates will complete assessment tasks and will also be required to log evidence for attendance, conduct and to validate assessments in the workplace.

Affiliated Clubs

Garie Era Burning Palms
Wanda Elouera North Cronulla Cronulla
Clovelly Coogee Maroubra South Maroubra
North Bondi Bondi Tamarama Bronte



Assessors Course

When:

Thursday	23rd August 2012	6.30 pm to 9.30 pm – Session 1
Monday	27th August 2012	6.30 pm to 9.30 pm – Session 2
Wednesday	29th August 2012	6.30 pm to 9.30 pm – Session 3

Where: **Branch Office, Prince Henry, Murra Murra Place, Little Bay**
(maximum 12 candidates for this venue, alternate venue may be advised closer to date)

Registrations Close: **At Sydney Branch Office by COB Friday 6th July 2012**
Minimum 6 candidates for the course to be conducted

Facilitator: **Peter Agnew**

Casual comfortable dress for class room activities. Dinner is not provided at this course, therefore we would recommend candidates bring a snack along. Tea/Coffee will be provided.

Registration Process

1. Those members who are interested in attending the course should advise their Club Chief Training Officer or Club Administration. (Members should not register direct with the Branch Office).
2. Clubs are to send an email to the Branch office with the names of the members who are to be registered for this course prior to the closing date.
3. Branch office will confirm back with Club acceptance of registration.
4. Club is **NOT** required to create an Assessment request in Surfguard for this course.

Course Preparation/Resources

Candidates will be given copies of all course resources at session 1 of the Assessors Course. Candidates need to only bring a pen and paper with them to the course.

As this is a Nationally Recognised Qualification award course, Candidates are required prior to attending the course to have completed the following :

- Read the SLS NSW 'Code of Practice', 'Academy Handbook' and 'RPL Guide for Applicants' which can be found on SLS NSW website at the following link
<http://www.surflifesaving.com.au/www/463/1001127/displayarticle/1005471.html>
- Complete the Training Course Enrolment form and bring this with you to the course and hand in to the Facilitator. This form can be found on SLS NSW website at the following link
<http://www.surflifesaving.com.au/www/463/1001127/displayarticle/1002721.html>
- Any assistance with RPL (Recognition of Prior Learning) queries can be discussed with the course Facilitator.

After completion of the course

- Candidates will be required to complete their Assessment Portfolio and forward this to Branch office for Facilitator to review. Once signed off by the Facilitator, the candidate will be allocated the Units of Competency in Surfguard. The Branch office will action this.
- Candidates will then be required to complete an on the job assessment activity (ie assess a squad under supervision and mentored) and submit relevant documentation to Branch before they become an endorsed Assessor. Details of this will be advised to the candidate via correspondence from the Branch office after the Assessment Portfolio is signed off.

If you have any further questions, please feel free to contact the Branch Office or email any enquires to

awards@surflifesavingsydney.com.au

Leona Stojak
EDUCATION MANAGER

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