



## Surf Life Saving Sydney Inc.

Established October 1907

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**ISSUE DATE: 18<sup>th</sup> September 2013**

**CIRCULAR NO: 14/13-14**

**TO: Clubs, Presidents, Secretaries, Captains,  
Chief Training Officers, BoL Assessors  
Attention : Trainers & Assessors  
CC: SLSS Management, BoL Management**

**FROM: Glen Clarke, Director of Lifesaving  
Chris Thompson, Education Manager**

**SUBJECT: Trainer and Assessor Re-endorsement**

### **Attention : Club Chief Training Officers, Trainers & Assessors**

We are now in our re-endorsement period for Club Trainers and Assessors.

This means that you will need to arrange for your Trainers and Assessors to complete and submit the following documentation :

1. TAF Re-endorsement Form (Form HR108) (copy attached)
2. TAF Evaluation Form (Form QM304) (copy attached)
3. Reminder to all Trainers & Assessors - please ensure that the working with children check is completed and noted on Surfguard by your Club.
4. Trainers/Assessors seeking re-endorsement need to have met the compulsory re-endorsement points (ie: 100 points for Trainers and 200 points for Assessors in the previous 2 seasons). The Branch Education Manager will check this at time of receiving re-endorsement forms. *If Trainers/Assessors wish to provide a legible copy of their VET logbook to assist this process, that would be appreciated.*

All forms required for your re-endorsement can also be found on SLSNSW website under Human Resources <http://www.surflifesaving.com.au/members/resources/training>

**The re-endorsement is for a 2 year period, being from 1<sup>st</sup> January 2014 to 31<sup>st</sup> December 2015 inclusive – expiry date of your TO & Assessor awards will be 31/12/2015 once you have successfully re-endorsed.**

All Trainers and Assessors will need to complete and submit their completed TAF Re endorsement forms **on or before 6<sup>th</sup> November 2013** to the Branch Office Mail - PO Box 6006 Malabar 2036. Email – [awards@surflifesavingsydney.com.au](mailto:awards@surflifesavingsydney.com.au)  
Fax - 9019 0720

If you have any questions, please feel free to contact Chris Thompson [education@surflifesavingsydney.com.au](mailto:education@surflifesavingsydney.com.au)

Regards

**Chris Thompson  
EDUCATION MANAGER**

Attachments : Form HR108, Form QM304

**Glen Clarke  
DIRECTOR OF LIFESAVING**

#### Affiliated Clubs

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

