



## Surf Life Saving Sydney Inc.

Established October 1907

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**ISSUE DATE: 11 March 2015**

**CIRCULAR NO: 31/14-15**

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

**CC: SLSS Management, BoL Management**

**FROM: Education Manager  
Christopher Thompson  
Advance Award Coordinator  
Michael Hodsdon**

**SUBJECT: TAE Assessors Course April 2015**

Do you want to share your knowledge, skills and experience and become an Assessor? This circular will provide you the entry point for you with information of the Assessors Course scheduled to be held before the end of season. 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 received the following nationally recognised Statement of Attainment for the following units of competency :

- TAEASS401B – Plan assessment activities and processes
- TAEASS402B – Assess competence
- TAEASS403B – 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. Sydney Branch requires all candidates to already be an endorsed Trainer before undertaking the Assessors course.

### 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:** **Monday 30<sup>th</sup> March 2015** **6.30 pm to 9.30 pm – Session 1**  
**Wednesday 1<sup>st</sup> April 2015** **6.30 pm to 9.30 pm – Session 2**  
**Wednesday 8<sup>th</sup> April 2015** **6.30 pm to 9.30 pm – Session 3**

**Where:** **Sydney Branch Office, 16 Murra Murra Place, Little Bay**

**Registrations Close:** **Sydney Branch Office by COB Tuesday 24<sup>th</sup> March 2015**

*Minimum 6 candidates for the course to be conducted, maximum 20*

**Facilitators:** **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/members/member-training/training-resources>  
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/members/member-training/training-resources>
- Any assistance with RPL (Recognition of Prior Learning) queries can be discussed with the course Facilitator.

### After completion of the 3 session course

- 1) Candidates will be required to complete their Assessment Portfolio and forward this to Branch office for Facilitator to review and mark.
- 2) Once signed off by Facilitator, the candidate will be allocated the Assessor Units Cluster (*TAEASS401B – Plan assessment activities and processes, TAEASS402B – Assess competence, TAEASS403B – Participate in assessment validation*) in Surfguard. This assessment request will be created and processed by the Branch office on behalf of the candidate and Club.
- 3) Branch office will send letter to participant and participants club confirming the processing of Assessor Units Cluster and providing information and documents required for the completion of the Assessors Award. (I.e. TAF Application Form, Mentor Observation, Mentor Induction)
- 4) Candidates will then be required to complete minimum 2 on the job assessment activities and will be mentored by an allocated mentor. Mentor will be allocated by the Branch Education Manager and will be included in the letter as mentioned above.
- 5) At the completion of the 2 on job Assessments under mentor and being successfully signed off by mentor, all required documentation for the new Assessor Application including the signed off Surfguard generated Form 14 is required to be submitted to Branch office. Once forms received at Branch Office, the Branch Education will review for endorsement and Award processing.

If you have any further questions, please feel free to contact the Branch Office or email any enquires to [lifesaving@surflifesavingsydney.com.au](mailto:lifesaving@surflifesavingsydney.com.au)

**Christopher Thompson**  
**EDUCATION MANAGER**

**Michael Hodsdon**  
**ADVANCE AWARD COORDINATOR**

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