



Memorandum

To:	Assessors, Chief Training Officers
From:	Marissa Saunders, Education Manager
CC:	LSEC, BOM
Date:	3 rd February 2016
Pages:	1
Subject:	Agenda Education Meeting 10 th February 2016

Dear Assessors & Chief Training Officers

Surf Lifesaving Sydney has arranged an education meeting for you to attend for the purposes of information and feedback to you on how we are progressing this season and what is forthcoming during the winter months in terms of professional development opportunities for Trainers and Assessors (including probationary Trainers and Assessors).

This meeting is also an opportunity for Assessors and Chief Training Officers to raise any issues with the Education Manager and the Academy Support Officer in relation to any re-endorsement not yet completed for the season.

Please find attached the Agenda for this meeting. If you would like anything specific addressed which is appropriate for this forum, please email the Branch office before COB Monday 8th February 2016.

It would be appreciated if you would RSVP your attendance by return email to Branch office to assist with venue set up. The meeting venue will be confirmed and advised by email ASAP.

We look forward to seeing you at this meeting.

Regards

**MARISSA SAUNDERS
EDUCATION MANAGER
SURF LIFESAVING SYDNEY**