Course and Assessment Paperwork Requirements Checklist

The intention of this document is to assist Club Chief Training Officers and Club Trainers and Assessors. We trust you will fine it useful. *Reference documents – SLSNSW Volunteer Handbook*

Clubs are reminded to always access Learner Guides and Delivery & Assessment Guides from the SLSA Members Area / document library / education / prior to each course to ensure you are always providing the latest and most current resources to your course participants.

> **This is a guide to the paperwork required for club run courses** The paperwork which is underlined should be present at the final assessment and is the paperwork required to be sent to Branch office for award processing.

Surf Rescue Certificate:

- Participant Joining Instructions (sent prior to training starting)
- Training Course Report
- Training Enrolment Form – for each participant
- Learner Guide
- Participant Evaluation
- Attendance Sheet
- Final Assessor Sign Off (from the Assessment Portfolio)
- Form 14
- Record of Supervision (endorsed assessors)

Bronze Medallion/Cert II:

- Participant Joining Instructions (sent prior to training starting)
- Training Course Report
- Training Enrolment Form – for each participant
- Learner Guide
- Participant Evaluation
- Attendance Sheet
- Final Assessor Sign Off (from the Assessment Portfolio)
- Form 14
- Record of Supervision (endorsed assessors)

Resuscitation Certificate (AID)

- Participant Joining Instructions (sent prior to training starting)
- Training Course Report
- Training Enrolment Form – for each participant
- Learner Guide
- Participant Evaluation
- Attendance Sheet
- Final Assessor Sign Off (from the Assessment Portfolio)
- Form 14
- Record of Supervision (endorsed assessors)

Radio Operator:

- Participant Joining Instructions (sent prior to training starting)
- Training Course Report
- Training Enrolment Form – for each participant
- Learner Guide/Assessment Portfolio
- Participant Evaluation
- Attendance Sheet
- Final Assessor Sign Off (from the Assessment Portfolio)
- Form 14
- Record of Supervision (endorsed assessors)

IRB Crew:

- Participant Joining Instructions (sent prior to training starting)
- Training Course Report
- Training Enrolment Form – for each participant
- Learner Guide
- Participant Evaluation
- Attendance Sheet
- Assessment Portfolio including:
    - Log of training hours
    - Theory assessment
    - Observation checklists 1 & 2
- Form 14
- Record of Supervision (endorsed assessors)

SM IRBD:

- Participant Joining Instructions (sent prior to training starting)
- Training Course Report
- Training Enrolment Form – for each participant
- Learner Guide/Assessment Portfolio
- Participant Evaluation

- Attendance Sheet
- Proof of Maritime boat licence or completed pre-course workbook 1
- Assessment Portfolio including:
  - Training log
  - Written questions
  - Observation checklists 1 & 2
- Form 14
- Record of Supervision (endorsed assessors)

ARTC (AID):

- Participant Joining Instructions (sent prior to training starting)
- Training Course Report
- Training Enrolment Form – for each participant
- Learner Guide
- Participant Evaluation
- Attendance Sheet
- Final Assessor Sign Off (from the Assessment Portfolio)
- Form 14
- Record of Supervision (endorsed assessors)

Spinal Management:

- Participant Joining Instructions (sent prior to training starting)
- Training Course Report
- Training Enrolment Form – for each participant
- Learner Guide
- Participant Evaluation
- Attendance Sheet
- Final Assessor Sign Off (from the Assessment Portfolio)
- Form 14
- Record of Supervision (endorsed assessors)

For any candidate deemed Not Yet Competent:
Assessment Feedback form http://www.surflifesaving.com.au/resources/training-resources

PARTNER
SINCE 2002

Processing Assessment Requests

The following process must take place for all awards:

Action	When	By who
Create New Assessment Request (Form 14) – this will ensure there are no issues with course participants not holding the correct pre-requisites	As soon as participant list is finalised	Club
Submit Assessment Request – this informs the Branch of the proposed assessment date	At least 7 days prior to assessment	Club
Approve Assessment Request – after checking that endorsed TAFs are in place for the course	Within 7 days of request being submitted	Branch
Course is completed and assessment has taken place		
Process Results – record the outcome (C/NYC/DNA/DNC) – see below for key) for each candidate, adding any additional TAFs (probationary TAFs can be added in the comments box)	Within 7 days of assessment completion	Club
Paperwork sent to Branch Office within 14 days of assessment scanned and emailed lifesaving@surflifesavingsydney.com.au or mailed to PO Box 6006 Malabar 2036 or hand delivered		
Approve Candidates – after course paperwork has been received	Within 14 days of assessment	Branch

Key to assessment results : C - Competent NYC - Not Yet Competent DNA - Did Not Attend DNC - Did Not Complete	

At this stage of Surfguard process – Club and Branch office have completed their required steps. The Assessment request then is at **Award Allocation** status – which is when SLSNSW allocate the award to the members Surfguard record, print certificate, raise invoice etc.

Paperwork

The table below indicates the required documentation for each Academy course.

The original version of the following documents must be retained for a minimum of twelve months (note that this can be scanned and stored electronically). You may wish to hold onto paperwork for longer in certain circumstances. It is recommended that reviewing and destroying archived paperwork older than twelve months be an end-of-season or start-of-season activity.

Document Name	Original / copy to be sent to the Branch	Club can hold on file
Participant Joining Instructions		☑
Assessment Request Form (Form 14)	☑	
Training Enrolment Form (one per participant)		☑
Assessment Portfolios (one per participant)	☑	
Training Course Report	☑	☑
Participant Evaluation Form		☑

Any queries, please do not hesitate in contacting the Branch Office.

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End Document