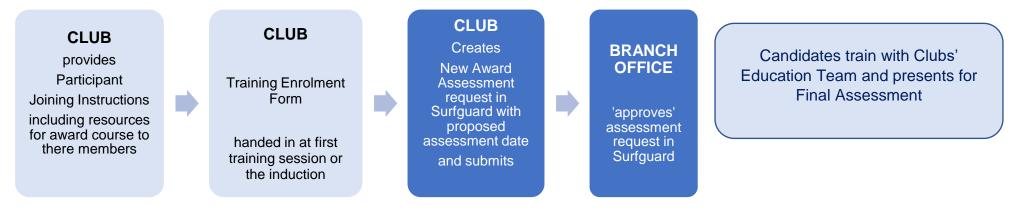
Surfguard Process Reminder for Clubs / Club CTOs







After successful completion at final assessment.

Paperwork is returned to the Officer of the Club who is responsible for next steps in Surfguard and sending the paperwork to Branch Office

CLUB

'process results' in Surfguard Assessment Request

ie. Comp/NYC/DNC/DNA for each candidate in the assessment request

Include all Trainers and Assessors in the assessment request from the Training Course Report CLUB

Send required paperwork to Branch office

Refer to document SLSS Branch Assessment Paperwork Requirements



BRANCH OFFICE

checks paperwork and 'approves candidates' in Surfguard

the assessment then sits at 'award allocation' status for SLSNSW to finalise the final Surfguard process

V1 November 2020