



## TAF Re-Endorsement Kit

Season: 2014/15  
Date Revised: September 2014  
Version No: 5.0

### Instructions for applicant:

- (1) Complete Parts 1-5 of the form. If you cannot complete Part 2, your CTO or Branch DOE will be able to help.
- (2) Forward your application form to your Branch Director of Education (this can be done via e-mail).

### PART 1: Personal Details

Given Names		Surname	
Club		Date of Birth	

### PART 2: Re-Endorsement Checklist

I have attached a copy of my completed VET Logbook	<input type="checkbox"/>
I have successfully completed an annual skills assessment (proficiency) for the relevant Awards that I am endorsed to deliver, assess and/or facilitate. <i>If you are not sure which Awards require a proficiency to be completed to remain endorsed, take a look at the table in Part 4 of this kit.</i>	<input type="checkbox"/>
I am aware of any changes that have taken place to Surf Life Saving's Education SOPs since the last time I was endorsed	<input type="checkbox"/>
I am aware of the ongoing re-endorsement requirements for the role	<input type="checkbox"/>
I have a current Working with Children Check recorded on SurfGuard	<input type="checkbox"/>

What have been the most useful professional development activities that you have taken part in?

- 1.
- 2.
- 3.

What are you hoping to improve on / develop before your next re-endorsement and how will you do this?

- 1.
- 2.
- 3.

<b>PART 3: TAF Self-Evaluation</b>				
	Clear Strength	Acceptable Standard	Goal for Development	N/A
<b>General (to be completed by all TAFs)</b>				
I have an excellent knowledge and understanding of the Award content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am aware of and always use up-to-date resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I always adhere to Surf Life Saving NSW's Delivery & Assessment Guides	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am aware of and always use up-to-date forms/admin processes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am organised, manage my time in sessions well and always keep accurate records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I always make appropriate reasonable adjustments for learners where required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I always conduct activities in a safe manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Delivery (not required for Assessors)</b>				
I always deliver all of the information outlined in the <i>Course Induction Checklist</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I structure sessions well, and always communicate session structure to participants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am enthusiastic and clear in my delivery style, always using appropriate language	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I always use appropriate, varied methods (to suit all learning styles)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I always make appropriate use of visual and multimedia aids	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I engage learners by using questioning, feedback, examples etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am encouraging, motivating & approachable, always creating a safe learning environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am able to effectively manage group dynamics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Assessment (not required for Trainers)</b>				
I always clearly explain assessment activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am supportive and encouraging, always creating a safe assessment environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I always provide constructive feedback where required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Discussion with other assessors assures me that I make sound assessment decisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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### PART 4: Awards Requiring Re-Endorsement

**\* Note: Annual proficiency is required to remain endorsed as a Trainer, Assessor or Facilitator for this Award**

	Trainer	Assessor	Facilitator
Bronze Medallion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Surf Rescue Certificate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Radio	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IRB (Crew & Driver)	<input type="checkbox"/> *	<input type="checkbox"/>	<input type="checkbox"/> *
Rescue Water Craft (RWC)	<input type="checkbox"/> *	<input type="checkbox"/>	<input type="checkbox"/> *
Advanced Resuscitation (ARTC)	<input type="checkbox"/> *	<input type="checkbox"/> *	<input type="checkbox"/> *
Spinal Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resuscitation	<input type="checkbox"/> *	<input type="checkbox"/> *	
Apply First Aid			<input type="checkbox"/> *
SM Advanced First Aid			<input type="checkbox"/> *
Pain Management			<input type="checkbox"/> *
SM Aquatic Rescue			<input type="checkbox"/>
SM Basic Beach Management			<input type="checkbox"/>
Training Officer Certificate			<input type="checkbox"/>
Assessor Certificate			<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### PART 5: Declaration

As a Registered Training Organisation (RTO), Surf Life Saving NSW aims to achieve and maintain quality standards in service delivery, training and learning.

By signing this application form, you agree to continue to:

- Conduct all training and assessment activities in line with Surf Life Saving NSW's Education Standard Operating Procedures (SOPs)
- Follow the Trainer, Assessor & Facilitator Code of Conduct
- Undertake required ongoing professional development
- Attend Club or Branch meetings as required to remain up to date with changes to training materials
- Maintain a professional image of Surf Life Saving NSW at all times.

Name		Signature	
Date			



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### PART 5: Branch / State Endorsement

#### Instructions for Branch Director of Education:

- (1) Review the application form, ensuring that all re-endorsement requirements have been met.
- (2) If you have any questions or concerns, discuss them with the applicant or with the Chief Training Officer.
- (3) Complete the section below with your endorsement and record on SurfGuard.
- (4) Forward to [education@surflifesaving.com.au](mailto:education@surflifesaving.com.au) if Facilitator Awards are included in the application.
- (5) Store a copy of the completed application form for 2 years.

#### Branch Endorsement – to be completed by Branch Director of Education

By signing this form, I confirm that the applicant:

- holds a current Working with Children Check which is recorded on SurfGuard
- holds the required minimum qualifications / awards
- is endorsed by the Branch for the specified Award(s) for 2 years

Name		Signature	
Date			

#### Facilitator Endorsement – to be completed by State

By signing this form, I confirm that:

- The form has been correctly completed and validated against records in SurfGuard
- Any Trainer / Assessor awards have been updated on SurfGuard by the Branch
- The application has been endorsed by the Branch Director of Education

Name		Signature	
Date			