



## Surf Life Saving Sydney Inc.

Established October 1907

Telephone: (02)9019 0722

PO Box 6006, Malabar NSW 2036

Email: admin@surflifesavingsydney.com.au

ABN 74 781 063 539

Facsimile: (02) 9019 0720

www.surflifesavingsydney.com.au

**ISSUE DATE: 20<sup>th</sup> October 2016**

**CIRCULAR NO: 12/16-17**

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

**FROM: Director of Lifesaving & Education  
Simon Torsellini**

**CC: SLSS BOM, LSEC**

**Education Manager**

**Marissa Saunders**

**SUBJECT: TAE Assessors Course December 2016**

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 in December 2016.

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

<b>Dates/Times :</b>	<b>Monday</b>	<b>5<sup>th</sup> December 2016</b>	<b>6.30 pm to 9.30 pm – Session 1</b>
	<b>Wednesday</b>	<b>7<sup>th</sup> December 2016</b>	<b>6.30 pm to 9.30 pm – Session 2</b>
	<b>Monday</b>	<b>12<sup>th</sup> Decvember 2016</b>	<b>6.30 pm to 9.30 pm – Session 3</b>

**Venue:** **Branch Office, 16 Murra Murra Place, Little Bay**

**Facilitators:** **Peter Carney, Gary Daly**

**Registrations Close:** **COB Monday 21/11/2017**

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

*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.*

### Process to Register for Course via **ONLINE FORM COURSE REGISTRATION** on the Branch **WEBISTE**

#### 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). Club Chief Training Officer and Captain should be proactive in selecting candidates to attend this course.
2. Clubs are to complete their list of eligible/interested course participants and then complete the online registration form at the follow link <http://surflifesavingsydney.com.au/admin/online-form/sls-course-registration-online-form/>
3. Branch office will confirm back with Club and course participants via email after closing date of acceptance for the course.
4. Club is NOT required to create an Assessment request in Surfguard for this course. This will be actioned by the Branch office at the time of sign off on the candidates assessment portfolio by course Facilitators.

#### Course Preparation/Resources

Prior to the commencement of the course, please ensure that you make yourself familiar with the SLSNSW Academy Volunteer Handbook which can be found on SLSNSW website at the following link : <http://www.surflifesaving.com.au/members/member-training/training-resources>

It is our aim to cater for the needs of all our participants. If you feel you have additional learning needs or may require extra assistance, please speak with your course Facilitator before the first day of the course or at the first session.

Should you have any enquiries please contact the Branch Office. Candidates will be given copies of all course resources at session 1 of the Assessors Course. 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 if not completed at Session 3.
- 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 Kit)
- 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)

#### Affiliated Clubs

Garie Era Burning Palms  
Wanda Elouera North Cronulla Cronulla  
Clovelly Coogee Maroubra South Maroubra  
North Bondi Bondi Tamarama Bronte