

## CIRCULAR

ISSUE DATE	NUMBER
Wednesday, 18 September 2019	18/19-20

<b>To</b>	Clubs, Presidents, Secretaries, Captains, Chief Training Officers, Trainers, Assessors, Facilitators
<b>From</b>	Manager Education, Director of Lifesaving and Education
<b>CC</b>	BOM, LSEC, SSC, JDC, MSC
<b>Subject</b>	Conducts of Assessments – Season 2019/20

This circular outlines new arrangements for the conduct of all new award assessments in season 2019/20. These arrangements, which will ensure our assessments for accredited awards continue to meet regulatory requirements, require all assessments for accredited awards to be supervised by a properly accredited Facilitator or Assessor.

### Process

The conduct of assessments are already coordinated through liaison between each club's Chief Training Officer and the relevant Area Education Coordinators. Each area will have a process for approving nominated assessment dates and appointing an assessment team who will conduct the assessments by gathering the evidence to support an assessment decision for each candidate. Typically, each assessment has a lead assessor to coordinate the collection of evidence.

To complement this process, the Area Education Coordinators will now also appoint a Supervisor for each assessment who may or may not be the lead assessor.

### Some Frequently Asked Questions ...

#### 1. Why change?

The changes are mandated industry-wide in the vocational education and training (VET) sector. Within Surf Life Saving the changes are intended to drive improvements in the quality of training by ensuring lifesavers are trained and assessed by trainers, assessors and facilitators who have strong skills.

It should be acknowledged that each Supervisor in Sydney Branch has undertaken four days of face-to-face training, plus up to another two days of course work in their own time in the past 12 months to upgrade their skills.

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### **2. Who is eligible to Supervise?**

Within SLS Sydney there are close to 50 facilitators and assessors who hold the appropriate credentials to supervise assessments (Cert IV TAE40110, and TAELLN411, and TAEASS502, or hold Cert IV TAE40116) and the vocational competencies for awards that are assessed at club/area level.

The list of Supervisors, also known as Delegated Facilitators and Delegated Assessors, is maintained by the SLS Sydney Education Manager and available to the Area Education Coordinators, and the appointed Supervisors and will be provided separately to Club Chief Training Officers for their information.

### **3. What do Supervisors need to do?**

The duties are covered in the SLSNSW Framework document (Attachment 1). They need to:

- complete the attached Record of Supervision for each assessment (Attachment 2);
- provide final sign-off on the relevant Training Course Reports; and
- sign off each completed assessment portfolios (which need to be co-signed by both the Assessor and Supervisor).

### **4. What about current Assessors who do not have the appropriate TAE credentials to Supervise assessments?**

Assessors already hold the TAE skills and vocational competency to collect the evidence required to make assessment decisions, so they can continue to do that, with the Supervisor making the final determination of the assessment outcome. Both would sign the completed assessment portfolio. The Supervisor will need to make a call as to whether the assessment needs to be directly or indirectly supervised. SLSNSW's Framework includes indirect supervisory arrangements, and as the majority of SLS Sydney assessors have more than two years' experience there is no need for direct supervision of every assessment.

### **5. Who needs Direct Supervision?**

Assessors who have less than two years of experience need to be directly supervised to ensure the quality of the assessment.

### **6. Are mentorships and proficiencies impacted by the new supervisory arrangements?**

There is no change. There is no requirement for an assessment outcome to be determined by assessors during mentorships or proficiencies.

Any queries in relation to this information please contact your relevant Area Education Coordinator or Branch Manager Education [education@surflifesavingsydney.com.au](mailto:education@surflifesavingsydney.com.au)

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**MANAGER EDUCATION**  
*Attachment : 2 documents*

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