



Course and Assessment Paperwork Requirements Checklist

The intention of this document is to assist Clubs, Chief Training Officers and Club Trainers and Assessors. We trust you will find it useful. *Reference documents* [SLS NSW Member Training and Education 2020 Standard Operating Procedures](#)

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 (New resources season 20/21)

- 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
- SRC Competency Record (Pages 6,7,8 from the SRC Assessment Portfolio)
- Surfguard generated Form 14
- [Record of Supervision \(endorsed assessors\)](#)

Bronze Medallion/Cert II (New resources season 20/21)

- 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
- BM Competency Record (Pages 8,9,10,11 from the BM Assessment Portfolio)
- Surfguard generated 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 \(endorsed assessors\)](#)

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
- Surfguard generated Form 14
- [Record of Supervision \(endorsed assessors\)](#)

SMIRBD

- 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
- Surfguard generated 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 \(from the Assessment Portfolio\)](#)
- [Surfguard generated Form 14](#)
- [Record of Supervision \(endorsed assessors\)](#)

Useful links

[SLSA home page](#)

[SLSA Members area](#)

<https://help.sls.com.au/elearning-faq/>

<https://www.surflifesaving.com.au/resources/training-resources>

For any candidate deemed Not Yet Competent: [Assessment Feedback form](#)

Extract from [SLS NSW Member Training and Education 2020 Standard Operating Procedures](#)

Processing Assessment Requests and Course Results

The following process must take place for all SLSNSW training courses and assessment completion.

Request	<ul style="list-style-type: none"> • Create new assessment request - ID number • Add course participants, trainers and assessors to ID number
Submit	<ul style="list-style-type: none"> • Submit assessment request within required timeframe set by your Branch or SLSNSW (generally 14 days)
Assessment Request Approval	<ul style="list-style-type: none"> • Branch or SLSNSW approves request within 7 days • OR Request is denied
Course Delivery & Assessment	<ul style="list-style-type: none"> • Course delivery and assessment is completed • Course paperwork and participant evidence is collated
Process results	<ul style="list-style-type: none"> • Record participant outcomes • Process results for candidate approval
Paperwork	<ul style="list-style-type: none"> • Paperwork sent to Branch DoE within 2 weeks of assessment
Candidate Approval	<ul style="list-style-type: none"> • Branch or SLSNSW approves course participants if all paperwork has been received and is correct (allow min 2 weeks)
Award Allocation	

Paperwork

The table below indicates the required documentation for each SLSNSW course. This is collected by your branch to ensure all requirements are met before it is forwarded onto SLSNSW.

The original version of the following documents must be securely retained for a minimum of (12) twelve months (note that this can be scanned and stored electronically). You may wish to hold onto paperwork for longer in certain circumstances.

Document Name	Original / copy sent to Branch	Check with Branch if required	Location
Participant Joining Instructions	✓		Participant Joining Instructions
Assessment Request Form (Form 14)		✓	Generated in SurfGuard
Training Enrolment Form (one per participant)	✓		Training Enrolment Form
Assessment Portfolios (one per participant)	✓		SLS Members Area Document Library
Training Course Report & Record of Supervision Form (if required)	✓		Training Course Report
Participant Evaluation Form	✓		Participant Evaluation Form

SLSS Branch paperwork requirements (summary)

Document Name	Original / copy to be sent to the Branch	Club can hold on file
Participant Joining Instructions		<input type="checkbox"/>
Assessment Request Form (Form 14)	<input type="checkbox"/>	
Training Enrolment Form (one per participant)		<input type="checkbox"/>
Assessment Portfolios (one per participant)	<input type="checkbox"/>	
Training Course Report & Record of Supervision (if required)	<input type="checkbox"/>	<input type="checkbox"/>
Participant Evaluation Form	<input type="checkbox"/>	
Learner Guide (one per participant) – candidate can keep this after completion of course or club can hold and store		<input type="checkbox"/>

Assessment Paperwork is to be sent to Branch office within 14 days of final assessment

Scanned and emailed to

lifesaving@surflifesavingsydney.com.au

or mailed to PO Box 6006 Malabar 2036

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

Version Control

Document prepared by Branch Education Manager September 2019

Distribution : Club Chief Training Officers, Branch Website

Updated with hyperlinks for some files 5/11/2019 & sent to CTOs & updated on website

Updated by Branch Education Manager October 2020

End Document