Surfguard Process Reminder for Clubs / Club CTOs



CLUB

provides
Participant
Joining Instructions
including resources
for award course to
their members

CLUB

Training Enrolment Form

handed in at first training session or the induction

CLUB

Creates

New Award
Assessment
request in
Surfguard with
proposed
assessment date
and submits

BRANCH OFFICE

'approves' assessment request in Surfguard Candidates train with Club's
Education Team and present for
Final Assessment

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