



Training Course Report

Season: 2024/25
Date Revised: July 2023
Version No 8.0

A Training Course Report must be completed by a Trainer, Assessor or Facilitator for each course that is delivered.

Course Details

Course		SurfGuard Assessment ID #		
Club/Organisation		Start Date	End Date	
Course Team	<i>Include here all Trainers, Assessors, Facilitators, and content experts involved in the delivery of the course.</i>			
	Name	Role (Trainer, Content Expert, Probationary TAF, TAF Mentor, Endorsed Assessor, Assessor, Facilitator)	Endorsed	Probationary
			<input type="checkbox"/> E	<input type="checkbox"/> P
			<input type="checkbox"/> E	<input type="checkbox"/> P
			<input type="checkbox"/> E	<input type="checkbox"/> P
			<input type="checkbox"/> E	<input type="checkbox"/> P

Pre-course Induction Checklist – Complete prior to commencement of Training the Course.

<input type="checkbox"/>	Participant Joining Instructions sent to all participants	The <i>Participant Joining Instructions</i> contain important information about where participants can find relevant policies and procedures, and about their Unique Student Identifier (USI).
<input type="checkbox"/>	Pre-requisites / Assessment Requests	Do all participants meet the course pre-requisites/entry requirements? Click here Has an Assessment Request been created to ensure that award and age pre-requisites are satisfied?

Venue Checklist – Complete prior to commencement of Training the Course.

VENUE (1) address:		Venue 1	
Checklist completed on:		By:	
		Yes	No
Is the size / layout of the venue adequate for the course to be conducted in a Covid Safe environment? (Including parking arrangements)		<input type="checkbox"/> Y	<input type="checkbox"/> N
Are there adequate facilities/furniture for both large and small group activities?		<input type="checkbox"/> Y	<input type="checkbox"/> N
Are there adequate arrangements for lighting /temperature control?		<input type="checkbox"/> Y	<input type="checkbox"/> N
Is the venue accessible (i.e., disabled parking, access, and toilets)?		<input type="checkbox"/> Y	<input type="checkbox"/> N
Are emergency exits well indicated?		<input type="checkbox"/> Y	<input type="checkbox"/> N
Is there appropriate catering arrangements in place for everyone? (Including drinking water)		<input type="checkbox"/> Y	<input type="checkbox"/> N
Do you have the required equipment and resources to deliver the course?		<input type="checkbox"/> Y	<input type="checkbox"/> N
Is all course equipment in a satisfactory state and safe to use?		<input type="checkbox"/> Y	<input type="checkbox"/> N
Have you carried out (or reviewed) the risk assessment for the venue to ensure the safety of everyone?		<input type="checkbox"/> Y	<input type="checkbox"/> N

Comments – Include here any information that future users of the venue / equipment / resources should consider.

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Venue Checklist – Complete prior to commencement of Training the Course.*Venue 2 checklist optional (fill out if required)*

VENUE (2) address:				Venue 2	
Checklist completed on:		By:		Yes	No
Is the size / layout of the venue adequate for the course to be conducted in a Covid Safe environment? (Including parking arrangements)				<input type="checkbox"/> Y	<input type="checkbox"/> N
Are there adequate facilities/furniture for both large and small group activities?				<input type="checkbox"/> Y	<input type="checkbox"/> N
Are there adequate arrangements for lighting /temperature control?				<input type="checkbox"/> Y	<input type="checkbox"/> N
Is the venue accessible (i.e., disabled parking, access, and toilets)?				<input type="checkbox"/> Y	<input type="checkbox"/> N
Are emergency exits well indicated?				<input type="checkbox"/> Y	<input type="checkbox"/> N
Is there appropriate catering arrangements in place for everyone? (Including drinking water)				<input type="checkbox"/> Y	<input type="checkbox"/> N
Do you have the required equipment and resources to deliver the course?				<input type="checkbox"/> Y	<input type="checkbox"/> N
Is all course equipment in a satisfactory state and safe to use?				<input type="checkbox"/> Y	<input type="checkbox"/> N
Have you carried out (or reviewed) the risk assessment for the venue to ensure the safety of everyone?				<input type="checkbox"/> Y	<input type="checkbox"/> N

Comments – Include here any information that future users of the venue / equipment / resources should consider.

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Remember to inform the Club/Branch Safety Officer or a member of the Club/Branch Management Committee if any significant hazard(s) are identified that need addressing.

Joining Instructions and Course Plans		
Check off each point individually OR confirm at the end that you have covered this information.		
<input type="checkbox"/>	Emergency Procedures	What is the emergency evacuation procedure? Where are the fire exits, assembly points etc.
<input type="checkbox"/>	Facilities	What facilities are available at the venue and where are they located? E.g., toilets, kitchen, first aid room.
<input type="checkbox"/>	Course Overview	What topics will be covered? (See course session plans) What will participants learn? (See learning outcomes)
<input type="checkbox"/>	Course Outcomes	What nationally recognised qualification/unit(s) of competency does the course align to (if any)? What patrol and job functions can the course lead to?
<input type="checkbox"/>	Course Duration	How long will the course take to complete? How many and how long are the breaks? What additional training sessions may be required? When will the assessment(s) occur?
<input type="checkbox"/>	Training Methods and Tools	What kind of training will be involved? (See course session plans) E.g., face-to-face activities, online learning, workbook activities, practical activities. What online and offline training tools are available?
<input type="checkbox"/>	Assessment Methods	How will participants be assessed? (See Delivery and Assessment Guide) E.g., practical demonstration of skills, written paper, oral questioning.
<input type="checkbox"/>	Participant Feedback Opportunities	Participants can provide feedback any time Each participant should complete the <i>Participant Evaluation Form</i> at the end of their course or may complete a <i>Participant Exit Questionnaire</i> if exiting the course before completion.
<input type="checkbox"/>	Check here to confirm that all the above information was covered at the start of the course	

Post-Course Checklist		
<input type="checkbox"/> Training Course Report	<input type="checkbox"/> Participant Joining Instructions	
<input type="checkbox"/> Assessment Request Form (Form 14) (if required)	<input type="checkbox"/> Training Enrolment Form (one per participant)	
<input type="checkbox"/> Record of Supervision Form (if required)	<input type="checkbox"/> Assessment Portfolios (one per participant)	
<input type="checkbox"/> Assessment feedback Form (for any participant NYC)	<input type="checkbox"/> Participant Evaluation Form (one per participant)	
What went well?	What could have been better?	
Participant Exits		
Did any participants leave the course early?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, what was the reason?		
What did they exit with? e.g., Resuscitation/HLTAID009, Radio Operator/PUAOPE013, HLTAID010, Surf Rescue Certificate		
Reasonable Adjustments		
Were any reasonable adjustments (including extensions for any assessments) made?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Where there was only one participant enrolled into the course, was an additional person (ie lifeguard) used to support scenarios in the course?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Participant Full Name(s):		Assessment Task No. <input type="text"/>
Adjustments made:		

Final sign off by Trainer, Assessor or Facilitator (TAF)

Before forwarding this *Training Course Report* to the Branch Director of Education, please ensure the following are attached (as per the current Education SOPs):

1. **A copy of the Participant Joining Instructions**
2. **Any other course advertisements e.g., social media sent to participants**
3. **Training Enrolment Forms for each participant**
4. **Assessment Portfolios for each participant**
5. **Participant Evaluation Forms for each participant**
6. **Assessment Feedback Forms** for any participant deemed NYC in any element
7. **Record of Supervision Forms** (if required)
8. **Risk Assessment and/or Hazard Reports** (if they were required and if they haven't already been submitted)

Your Branch may also require you to provide them with a copy of:

- **Assessment Request Form (Form 14 print out from SurfGuard)**

Name		TAF	
Date		Signature	

For completion by Branch Director of Education (Branch DoE)

Review this Training Course Report and the Participant Evaluations. Provide your overall feedback and evaluation of the course below, along with any matters that require yours, or Surf Life Saving NSW's attention.

Feedback and overall evaluation of course:

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Any additional areas requiring attention (include timescales for completion):

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Check one of the following: All participants competent Assessment Feedback Record(s) attached (for NYC identified)

Risk Assessment completed (for every training session)

- Yes (for every training session)
- Hazards recorded on SLSC Risk Register and actioned as required

Risk Assessment must include any injuries reported, any near misses, Club Risk and Hazard Register updated

Name		Branch DoE	
Date		Signature	

Report reviewed by Branch Director of Education

Date

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Attendance Record Continued...												
PARTICIPANT NAME	CLUB	COMMENTS										
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