



Standard Operating Procedure

SLS SNB Trainee Assessors Procedure

Date: June 2008

Scope This procedure applies to all members who are training to become Endorsed Assessors within the Sydney Northern Beaches Branch

Purpose To define the procedures to be followed when Trainee Assessors are in the process of completing the TAA – Assessors Certificate course and their supervision during that time. This will also cover the period in which they are in the process of applying to be endorsed as a SLSA Assessor in any discipline (Probationary Period).

Candidates must hold either Train Small Groups or TAADEL301C as a pre-requisite.

Units incorporated in the TAA Assessors course include:
TAAASS401C – Plan and Organise Assessment
TAAASS402C – Assess Competence
TAAASS404C – Participate in Assessment Validation

Introduction: This procedure will advise other Assessors involved in mentoring new assessors how the new Assessor is to be assessed during their training and probationary period. It will only apply to new Assessors, and the process will be repeated for each new discipline the Assessor wishes to be endorsed to assess.

Review: To be reviewed annually by the Director of Education prior to the commencement of the season.

Change History: Created 24/06/08
15/08/08 - Reviewed and changed due to changes in SLSNSW policy for assessors.
Reviewed 22/09/09

Steps to be followed:

- 1.** The Trainee Assessor will attend a TAA – Assessors course incorporating the units listed above, or apply for RPL for units already achieved through another course, or provide evidence of a current Certificate IV (TAA)
- 2.** After the course is complete, they will finish the workbook provided, including the mentored presentation sessions, and have them signed by a mentor.
- 3.** The facilitator of the course will check the workbook, and sign the relevant sections before returning it to the Branch Office for checking and dispatch to SLSNSW for processing.
- 4.** Once the award is processed and recorded on Surfguard, the Trainee Assessor will be required to attend the next Board of Education and Assessment meeting to be introduced to the Board and accepted as a Probationary Assessor. The Trainee Assessor must have the award they wish to assess, but do not need to be proficient in that award.
- 5.** Each Probationary Assessor will then be mentored by a Senior Assessor at assessments for the discipline they wish to be endorsed in for a minimum of two (2) full bronze course assessments - each with a different Senior Assessor. (This would be the minimum requirement based on prior experience assessing in another industry). If the Probationary Assessor meets the competency, the Senior Assessor will record the assessment as a mentored probationary assessment in the VET Log Book, and record their competency in the comments section. The Senior Assessor will also complete a mentor observation checklist for each assessment viewed. It is anticipated that the average probationary period for a new assessor who does not have prior industry experience will be approximately four (4) full bronze course assessments (ie all parts of the assessment). This process would need to be repeated for each different discipline the probationary assessor would like to be endorsed to assess.
- 6.** Once the Senior Assessors involved are satisfied of the Probationary Assessors competence, they will sign the Assessors Application form. (See list below for forms required to complete the application process).
- 7.** Once the forms are signed by the Senior Assessors, they are returned to the next Board of Education and Assessment meeting for endorsement by the Board. If

endorsed, the form is signed by the Director of Education, and forwarded to the Branch Office for processing on Surfguard. It is necessary for the Probationary Assessor to be present at this meeting.

8. Once endorsed by the Board, and the award processed, the Assessor becomes an Endorsed Assessor for SNB and a member of the Board of Education and Assessment.

Additional Information:

Refer to the SLSA TAA Assessors materials and the SLS NSW Assessors guidelines

Other Forms:

Trainer and Assessor Application Form
Induction Checklist
Mentor Observation Checklist