

Assessor in Charge Guidelines

Bronze and SRC Central Venue Assessments

The **Assessor-in-Charge** (AIC) role is to oversee the assessment process and coordinate candidates and he/she should not be regularly involved in the assessing of candidates. The AIC should not have been involved in the training of the candidates presenting for assessment and should ideally be from another Club. They should ensure the safe conduct of the assessment, including but not limited to aquatic risk assessment.

Trial (and error) has been instrumental in formulating these AIC notes. However, like the Central Venue guidelines, this is a fluid document and your input for continuous improvement is essential.

In the event of an Assessor in Charge not holding the current minimum Certificate IV TAE qualifications, the Supervisory Framework process may be used at the discretion of the Director of Education.

With respect to the current Covid-19 pandemic, everyone attending the assessment must adhere to the host Club's Covid Safety Plan including whatever Covid-tracing procedures the host Club has in place. The assessment sign-in book will also double as a mechanism for Covid-tracing should it be needed and therefore, ALL personnel involved in the assessment must sign in, including TAFs, water safety and any other helpers who may be attending.

To avoid duplication, this document will only contain information that is not already discussed in the SNB Central Venue Assessment Guidelines for SRC & Bronze Medallion.

As a summary, the AIC's role includes:

- Ensure the Covid Safety Plan is adhered to by all involved
- Ensure safe conduct of the assessment, including but not limited to an aquatic risk assessment
- Co-ordinate moving an assessment should the scheduled location not be suitable due to beach closure or other complications
- Oversee the assessment, including allocation of Assessors to stations and to offer a second opinion in the cases of borderline or disputed assessment results
- Field serious complaints about the assessment or the conduct of Assessors, Training Officers or candidates
- Brief and debrief candidates, Training Officers and Assessors at the assessment
- Complete a Record of Supervision for any Endorsed Assessors participating in the assessment (they will be indicated on the Assessor sign-in sheet)
- Pair Probationary Assessors up with Assessors, ensure appropriate feedback is provided to them as required and their Probationary Assessor Checklist is completed
- Training Officers – including those who are probationary – are welcome to observe assessment tasks at the discretion of the AIC

Central Venue Kit

A kit for Central Venue assessments will be prepared for each assessment that will contain:

- A sign-in book for all who attend the assessment to sign. This includes candidates, Assessors, Training Officers, any Probationary TAFs who may attend and water safety personnel.
- A folder containing the following documents:
 - SNB Central Venue Assessment Guidelines for SRC & Bronze Medallion
 - Summary of Assessment Tasks
 - Record of Supervision forms
 - Assessment Task Planners for SRC & Bronze
 - Master S/NYS Checklists
 - Aquatic Activity Risk Assessment forms
 - Assessment Feedback Forms
 - Mentor Observation Checklists
 - Copies of the Assessment Summary Sheets for each assessment task
- Clip boards for Assessors to use during the assessment
- Pencil case containing permanent marker (for numbering candidate's hands) and spare pens

If the allocated AIC has trouble picking the CV Kit up prior to the assessment or returning it after the assessment, please let Belinda know in sufficient time for alternative arrangements to be made.

Risk Assessments and Water Safety

Risk Assessments

The AIC is responsible for ensuring a risk assessment is conducted as per the CV Guidelines prior to any wet assessment tasks occurring. They should also monitor conditions throughout the assessment in case they change.

Moving Assessment Locations

If an assessment is moved prior to the date of the assessment, the Branch will advise all CTOs, Assessors and Training Officers who are known to be involved in the assessment of the revised details. It is the responsibility of the CTOs and/or their Training Officers to advise their candidates of these changes.

In the event of an assessment having to be moved on the day of the assessment, the AIC will need to coordinate this with other suitable beaches by contacting the relevant Club Captain or Patrol Captain, keeping in mind the time and any potential conflict with that PC setting up for the day. It is expected that the original host Club will continue to provide the water safety equipment and personnel at the new location unless the new host Club states otherwise. It is recommended that only nearby beaches be used in the event of a move, to minimize the delay due to moving locations.

Sign in

All members participating in the assessment including Candidates, Training Officers, Assessors, and water safety personnel, must sign into the book provided. The sign-in book will double as a source for Covid-tracing should it be needed so it's imperative that everyone involved signs in.

Candidates (including candidates re-presenting) signing in for an assessment must have their name and Club listed on the booking sheet. Candidates not booked in should not be assessed. This is important to not only to manage candidate to Assessor ratios but also to be fair to any candidates who may have been turned away in the days prior to the assessment.

Details with regards to the pre-requisites for the assessment are contained in the Central Venue Guidelines.

The sign-in process can be done by a helper to free up Assessors so long as they have had adequate guidance.

On sign-in to the Wet assessment, candidates are to be given a number, best recorded on the candidate's hand or arm and on their assessment sheet. The number is to be taken from the candidate's position on the sign-in sheet.

Credit Transfers

RPL refers to Recognition of Prior Learning and can only be attributed to training not assessing. Any requests for RPL should be made when the candidate enrolls in a course, including the notation on the Training Enrolment Form, and relevant evidence should be provided by the candidate to the training officer. Candidates who have successfully applied for RPL will still be assessed in full.

Clubs that have candidates wishing to apply for credit of certain assessment tasks must hold a valid unit of competency. Requests for credit must be made when candidates are booked into the assessments. Validation of the credit application must occur before the assessment so if the request occurs on the day of the assessment it should be denied and the candidate must be assessed in full.

During Assessment

- The AIC should ensure Assessors have water available and remind stakeholders to look after themselves with PPE (hats, sunglasses, sunscreen, etc)
- Keep track of the candidate's progress to maintain a timely assessment - try to keep things moving
- Keep watch of changing environmental conditions and adjust the assessment accordingly. If conditions change, it may be necessary to conduct another Risk Assessment
- Training Officers should not impede the assessment process and remain separate from the immediate assessment area
- Ensure that the required Assessor and water safety ratios are maintained

Candidate Tracking

Dry assessments

For Dry assessments, candidates can take their Assessment Portfolio with them to each task and as they complete each assessment task the Assessor should indicate S or NYS and the date. The AIC should keep a Master tracking sheet and keep note of any candidates who are found NYS in any task, after 2 attempts, for post assessment review.

Wet assessments

Assessors should be provided with assessment summary sheets for their allocated assessment task, so that they can record the results for each group of 10 candidates they assess on one page. These summary sheets can then be used to transpose results to the candidates' assessment portfolios once the assessment has been completed.

It should be noted that the assessment summary sheets for each assessment task show all the different elements that the candidates should demonstrate. Assessors can cross against the elements a candidate DOES NOT demonstrate satisfactorily, rather than ticking every place they do. Full instructions are shown in the Delivery and Assessment Guide on page 14.

Briefings

The AIC is required to brief candidates, Assessors and water safety personnel before the assessment commences.

Assessor Briefing

- Brief assessors on the assessment process, candidate numbers, etc
- Allocate Assessors to stations
- Offer a second opinion if required in the cases of borderline or disputed assessment results
- Assessment feedback process in the event of NYS decisions
- Report any injuries to the AIC, even minor cases
- Personal conduct and their representation of SLSA. Assessors must follow the SLSNSW Academy Handbook, SOPs, and Code of Conduct
- Assessor to candidate ratios
- Assessment Portfolio signing process

Candidate and Training Officer Briefing

- Inform candidates of the AIC role during the assessment
- The assessment processes
- The dispute resolution process
- Notification of any injuries that may occur during the assessment
- Order of proceedings and tracking
- Emergency evacuation procedures
- Location of amenities
- The use of mobile phones
- Candidates deemed NYS will be given a 2nd opportunity to present, if time allows. If found NYS in the same task a 2nd time, they must be reassessed at another assessment. The Club will need to rebook the candidate into an assessment that allows time for the candidate to have further training
- Any candidates deemed NYS in any task must be provided with a completed Assessment Feedback Form and a picture of this will be sent to the Branch office for review

Grievances and Appeals

Any complaints about the assessment and/or the conduct of candidates, Assessors or Training Officers should be fielded by the AIC. In cases where the dispute cannot be resolved The Director of Education (DOE), the Branch Bronze Medallion Advisor or the Branch Surf Rescue Advisor should be notified as soon as practical.

Injury

In the case of any injury please ensure the completion of appropriate Incident Report documentation, either on paper or via the Patrol Operations App. All member injuries must be reported to the Duty Officer on call and Surfcom advised. The AIC is responsible for ensuring the paperwork is completed and that the injured person has access to Work Cover information. All stakeholders in the assessment are bound to follow the SLSNSW Academy Handbook, SLSA SOPs, and the SLSA Code of Conduct.

Post assessment

Paperwork

All Assessors in attendance to assist with signing of the candidates' assessment portfolios. Assessors to complete the assessment task they assessed and the AIC must sign and complete the last page of the form. Please remember to also complete the last details on the assessment sign-in sheet by noting any NYS decisions against the candidate's name and also the finish time.

Training Officers should remain at the assessment to collect the completed assessment portfolios for their candidates.

Assessment Debrief

An assessment debrief is to be conducted. It is advisable to discuss the procedures, problems, concerns and anything that went particularly well. It's important to document the meeting and thank attendees. Feedback on the assessment is welcome as it can be a way of helping to improve the process. Any major concerns or injuries must be reported to the DOE as soon as practical.

Reporting

A short assessment summary would be appreciated, please email this to Belinda and the Bronze or SRC Adviser. If time permits a thank you follow-up email to Assessors, Training Officers and the host Club is always welcome.