

Paperwork Checklist for New Awards

Just like everything in Surf Life Saving, there are standard operating procedures for education. This includes the paperwork that must be submitted for new awards. This directly affects our RTO compliance, so when submitting paperwork for new awards to the Branch office please make sure all the required pieces are included. All Forms and the Course Report can be downloaded from the Members Area Library – change to the Surf Life Saving NSW organisation then use the search bar to locate them. Assessment Portfolios are located in the award’s Learner Guide.

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| <input type="checkbox"/> | Training Course Report | 1 per training group
Includes Venue Checklist, Attendance Record and Induction Checklist
Make sure ALL people involved in training are listed on this document including Probationary Trainers, Content Experts. All candidates should be listed on the Attendance Record even if they did not complete the course |
| <input type="checkbox"/> | Training Enrolment Form | 1 for every candidate – must be signed on page 2 |
| <input type="checkbox"/> | Assessment Portfolio | Must be completed in full and signed by the AIC or course Facilitator |
| | Bronze/SRC | Only the 4/3 page Competency Record is required |
| <input type="checkbox"/> | Participant Evaluation Form | Must be offered to all candidates to complete – anonymously if they wish - and any completed forms should be used when completing the Training Course Report. |
| <input type="checkbox"/> | Assessment Feedback Form | Any candidates who were found NYC should have received one of these forms at the time of assessment |

With regards to candidates who train together but are assessed on different dates, including a copy of the original Training Course Report is sufficient so long as all the details are correct. The Attendance Record may need to be updated if any extra training has occurred.

All candidates for the new award should be entered into an assessment request in Surfguard before submitting the paperwork to the Branch. (Please see the Surfguard Tips document for further information.) This is relevant for all club-run courses as it helps the trainer to ensure all course candidates are financial members and meet the award’s pre-requisites.

Some awards have specific requirements within the assessment portfolio.

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| <input type="checkbox"/> | Bronze & SRC Assessment Task 1 – if done on paper rather than via eLearning, may be marked by a Club Bronze Assessor, even if the Assessor was involved in the candidate’s training. The pass mark is 100%, however it is also an “open book” test. |
| <input type="checkbox"/> | IRB Driver Candidates must complete the Pre-course Workbook at the start of the course if they don’t already have a maritime license. This paperwork should be marked and signed by an endorsed IRB Assessor and submitted with everything else at the end of the course. |
- Candidates who already have a current maritime license do not need to complete this Workbook, but their license details must be recorded on their Surfguard member record or a copy of the license should be presented with the course paperwork.