

# 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 compliancy, so when submitting paperwork for new awards to the Branch office please make sure all the required pieces are included. All these forms can be found on the SLSNSW website under Members / Member Education & Training / Training Resources. They are also available to download from the Members Area Library.

- |                          |                             |  |
|--------------------------|-----------------------------|--|
| <input type="checkbox"/> | Training Course Report      | 1 per training group<br>Includes Venue Checklist, Attendance Record and Induction Checklist<br>Make sure ALL people involved in training are listed on this document including Probationary Trainers, Content Experts and candidates |
| <input type="checkbox"/> | Training Enrolment Form     | 1 for every candidate – must be signed   |
| <input type="checkbox"/> | Award Assessment Portfolio  | Must be completed in full and signed by the Endorsed Assessor or Facilitator<br><br>Bronze/SRC - Final Assessor Sign-off forms replace the assessment portfolio for these 2 awards – <i>see below</i>                                |
| <input type="checkbox"/> | Participant Evaluation Form | Must be offered to all candidates to complete and any completed forms must be submitted  |
| <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 *Surfguard Tips for SRC and Bronze Assessment Requests* 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 award pre-requisites such as age.

Some awards have specific requirements within the assessment portfolio.

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | <b>Bronze &amp; SRC</b> Final Assessor Sign-off forms – ALL candidates regardless of age must complete the Candidate Confirmation on the back page. If the candidate is 18 years or older they also need to sign it.<br><br>Learner Guide tasks must be signed off by an Assessor prior to the candidates presenting at an assessment. A Club Assessor can mark this, even if the Assessor was involved in the candidate's training. This part of the portfolio does not need to be included with paperwork sent to the Branch. |
| <input type="checkbox"/> | <b>IRB Driver</b> 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.<br><br>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.   |