

SNB Central Venue Candidate Bookings

It is essential that all candidates (including re-presents) be booked in to attend Central Venue assessments ahead of time. Candidates arriving at assessments that have not been booked in will be turned away. This is disturbing for the candidate, the trainer and the assessor so please make sure it doesn't happen by making sure all your candidates are booked in properly.

Bookings close 7 working days prior to the assessment date or when the assessment reaches capacity – whichever occurs first. For assessments scheduled during peak periods (Nov/Dec) it's recommended that clubs book their candidates in early.

Clubs should take the following steps to ensure their candidates are expected at the Central Venue.

1. Identify the dates of the Dry and Wet Central Venue assessments that you wish your candidates to attend using the education calendar on the SNB website here <http://surflifesaving.net.au/pages/education/course-calendar-assessment-info.php>. We recommend you do this before the course begins and advise your candidates at their induction session.
2. Create a new Assessment Request in SurfGuard and enter all the candidates in to ensure they all meet the pre-requisites for the Award. Do not "submit" the assessment request - leave it "incomplete" – in case you need to make changes. Refer to the *Surfguard Tips* document for further detail.
3. Email Belinda at Belinda@surflifesaving.net.au with the names of all candidates, requesting them to be booked in to attend the Dry and Wet assessments. Please ensure you specify both the dates and the locations as we sometimes hold 2 assessments on the same day.

The list of names sent to Belinda should be in very simple format and can either be just in the text of an email, a Word document or an Excel spreadsheet. Please use the following format:

First name Last name

First name Last name

First name Last name

4. Belinda will confirm your booking by return email. We will do our best to meet your request for assessment dates, however if your requested dates have reached capacity you will be advised by return email and we will work with you to find a suitable solution.

Please note the following points:

- ALL candidates must meet the minimum age required by the date of assessment. If the assessment occurs in 2 parts (ie dry then wet) the candidates must be the minimum age by the first assessment date.
- The maximum gap between dry and wet assessments is 3 months. Candidates exceeding this gap must be re-assessed in the dry section before being accepted into a wet assessment. Any candidates found NYC in any task must also re-present at another assessment within 3 months. Candidates exceeding this gap must be re-assessed in full.

Please refer to the Central Venue Assessment Guidelines for details on the assessment procedure.