

SURF LIFE SAVING ILLAWARRA

Assessment Evidence Checklist



| | | | |
|--------------------------------|--|---------------------------|--|
| Course | | | |
| Surf Club | | | |
| SurfGuard Assessment ID | | | |
| Date of Assessment | | Total Participants | |

Club to retain

| | | |
|-----------|--|--|
| 1. | Copy of completed Form 14 (with assessor sign-off and results) | |
| 2. | Copy of Attendance Sheet | |
| 3. | Assessment Portfolios | |

Forward scanned copies of the following items to the branch office via education@slsillawarra.com.au OR printed copies by post/person

| | | |
|-----------|---|--|
| 1. | Training Course Report (including completed Attendance Sheets) | |
| 2. | Training Enrolment Forms (1 per candidate. If the candidate is under 18 it must be signed by their parent/guardian.) | |
| 3. | Final Assessment Sign-Off (1 per candidate) | |
| 4. | Completed Form 14 | |
| 5. | Participant Joining Instructions | |
| 6. | Completed Participant Course Evaluation Form | |

**Please return completed assessment paperwork to the Illawarra Branch within 14 days of the assessment.*

**Please note that the assessment cannot be processed until all paperwork is correctly completed and received by branch.*

For Branch Office Use only

Support Officer Name: _____

| | | | |
|-------------------------------|--------------------------|-------------|----------------------------------|
| Paperwork Received Incomplete | <input type="checkbox"/> | Date: _____ | Contacted and awaiting documents |
| Paperwork Received Complete | <input type="checkbox"/> | Date: _____ | Signature: _____ |
| Processed in SurfGuard | <input type="checkbox"/> | Date: _____ | Signature: _____ |
| Reviewed by DoE | <input type="checkbox"/> | Date: _____ | Signature: _____ |
| Paperwork Filed | <input type="checkbox"/> | Date: _____ | Signature: _____ |