TRAINER / ASSESSOR / FACILITATOR ENDORSEMENT FLOWCHART

SURF LIFE SAVING NEW SOUTH WALES

AUSTRALIAN LIFESAVING ACADEMY NEW SOUTH WALES

Submit **Trainer/Assessor/Facilitator Pre-Application Form HR115 –** Branch Education Officer to contact applicant

Submit **Trainer-Assessor Application Form HR105** or **Facilitator Application Form HR107** to Branch Education Officer

Branch Education Officer assigns a Mentor

Probationary Trainer/Assessor/Facilitator completes at least 2 training courses under mentor supervision

Mentor assesses probationary Trainer/Assessor/Facilitator as *competent*?

NO → Remain at probationary status

YES → Mentor completes **Mentor Observation Checklist HR101**, attaches to application form & submits to Branch Education Officer

Branch Education Officer checks application documentation. Branch Education Officer approves application?

NO → Remain at probationary status

YES → Application submitted to Branch Education Committee

Branch Education Committee approves application?

NO → Remain at probationary status

YES →

FACILITATORS

Application submitted to SLSNSW for final approval

SLSNSW approves application?

NO → Remain at probationary status

YES → Uniform and Card issued by SLSNSW. SurfGuard updated by SLSNSW. Branch Education Officer to conduct induction.

TRAINERS / ASSESSORS

Trainer/Assessor Endorsed – Branch Education Officer conducts induction and updates SurfGuard. Academy Handbook, TAF Guide, appropriate resources and uniform provided.

Version 2 – Nov 2008

For full details of the Endorsement Process, consult the Human Resources Endorsement Policy HR1.2