

Quick Reference Guide

Member Education Administration



Introduction

This quick reference guide acts as a reminder of the key steps in course administration.

It should be read in conjunction with pages 11-20 of the Academy Volunteer Handbook.

Remember that courses should be scheduled following a training needs analysis and should be well promoted within the Club.

Resources

Remember that you must use the most up to date resources from the Education folder in the Members Portal Library.

Learner Guides:

Member > NSW

Delivery & Assessment Guides:

Restricted Resources > NSW

Forms:

Member > NSW > Academy Forms

Forms can also be found on SLSNSW's website on the Training Resources page of the Members area.

Paperwork

Use the table below to note whether originals and/or copies of course paperwork are stored at your Club (C) or Branch (B).

Remember that these documents must be retained for a minimum of twelve months.

	Original		Copy	
	C	B	C	B
Joining Instructions				
Form 14 (SurfGuard)				
Enrolment Form				
Assessment Portfolios				
Training Course Report				
Evaluation Forms				

Send fully completed **Participant Joining Instructions** to all participants.

1.

Participants to complete the **Training Enrolment Form**.
RWC candidates to complete a **Support Operations Member Application** and submit to Lifesaving for approval.

2.

Deliver and assess the course completing the **Training Course Report** along the way.
Issue a **Participant Evaluation Form** to each participant.

3.

Send completed paperwork to Branch **within 14 days** of assessment completion.
Discuss any improvements with your Chief Training Officer (CTO) or at your next Education Meeting.

4.



Create new Assessment Request when participants are confirmed.



Submit Assessment Request at least 7 days prior to assessment.



Process results within 7 days of assessment completion.

When the results have been confirmed by Branch, SLSNSW will allocate the award.