



Mentor Induction Checklist

Season: 2021/22
Date Revised: July 2021
Version No: 5.0

This checklist is to be completed for new Mentors. Only the Branch Director of Education or appointed delegate may complete Part 4 of this form. A copy of the completed form should be:

- (1) Stored at Branch
- (2) Forwarded to education@surflifesaving.com.au where a list of Mentors is maintained

PART 1: Mentor Details

Given Names		Club	
Surname		Branch	

PART 2: Induction Checklist

I have received a copy of the Mentor role description and understand my role and responsibilities	<input type="checkbox"/>
I am aware of the Branch Mentor procedures	<input type="checkbox"/>
I am aware of the record-keeping requirements of my role	<input type="checkbox"/>
I understand the TAF Endorsement and Re-Endorsement Procedures	<input type="checkbox"/>
I am aware of the Branch policies and procedures related to Education, will abide by them and will keep up to date with them	<input type="checkbox"/>
I am aware of the Education Standard Operating Procedures (SOPs), will abide by them and will keep up to date with them	<input type="checkbox"/>
I have received information on competency standards for the Awards I am mentoring in	<input type="checkbox"/>

PART 3: Declaration

As a Registered Training Organisation (RTO), Surf Life Saving NSW aims to achieve and maintain quality standards in service delivery, training and learning.

By signing this checklist, you agree to undertake the role of mentor for the following Awards, in accordance with the above policies and procedures.

Awards approved to Mentor

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Name		Signature	
Date			

PART 4: Branch Endorsement

Name		Signature	
Date			