

Step by Step Guide – Online Learning

How to access the online TAF Re-endorsement Form 2020/21



SLSA Members Area URL: <https://members.sls.com.au>

Step 1: Enter your login credentials, then click on ‘LOG IN’

A screenshot of the SLSA Members Area login page. The page features the SLSA logo at the top, followed by the text 'SURF LIFE SAVING AUSTRALIA MEMBERS AREA'. Below this are two input fields for 'Username' and 'Password', both highlighted with a red border. A red 'LOG IN' button is positioned below the password field. Underneath the login fields, there are several links: 'Don't have a Members Area account yet? Click here to create one', 'Forgotten username or password? Click here to resend your confirmation code', 'Click here to enter your SMS confirmation code', and 'Not a member of a surf club? Click here to join'.

Step 2: Click on “Forms” from the tab; then “Add Submission”

A screenshot of the SLSA Members Area dashboard. The top left shows the SLSA logo and 'MEMBERS AREA'. The top right displays the user's name 'Hi, Samantha Jeffries' and settings icons. A navigation menu includes 'Home', 'Memberships', 'Patrols', 'eLearning', 'News and Events', 'Document Library', 'History', and 'Forms'. The 'Forms' tab is highlighted in yellow. Below the navigation, there is a 'COVID-19 Updates' section with a red banner that says 'IMPORTANT: SLS member updates relating to COVID-19' and a 'View' button. To the right of the 'Forms' tab, there are two buttons: 'Add Submission' (highlighted in yellow) and 'View Submissions'.

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Step 3: Click on the ‘down’ arrow and select “TAF Re-endorsement”

ADD SUBMISSION

Select a form Rectangul

TAF Re-Endorsement ▼

Step 4: Read the “ADD SUBMISSION” information and go to “Select a club”. Select your club and click on “Add Submission”.

ADD SUBMISSION

Select a form Rectangular 5

TAF Re-Endorsement ▼

This form is designed for current SLSNSW’s accredited Trainers/Assessors/Facilitators (TAFs) to lodge their application for re-endorsement.

Details of the TAF re-endorsement process are outlined in the *Academy Volunteer Handbook*, or the *Quick Reference Guide: TAF Endorsement and Re-endorsement*.

Select a club

Cape Hawke ▼

Add Submission Cancel

Step 5: In TAF Awards, tick the awards you are applying to re-endorse under the “Apply for re-endorsement” list.

“Currency” lists the TAF Pre-season meeting (Face-to-Face and/or Online) that you have completed.

“Delivery and Assessment History” lists your SurfGuard record of courses you have trained/assessed over the last two seasons.

SLSNSW uses this information to determine whether you have met the requirements to be re-endorsed.

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TAF Awards

Award	Prerequisite awards	Apply for re-endorsement
Facilitator Spinal Management 01/08/2006 - 31/12/2018	Spinal Management 11/09/2005 - 31/12/2019	

Currency

The below table shows how you have been awarded currency for this season.

Currency Award	Date completed/Attended	Date Expires
TAF Pre-season Face-to-Face	28/09/2018	31/12/2019
TAF Pre-season Online	09/10/2018	31/12/2019

The above awards show that you have completed the pre-season update and professional development requirements.

If you believe that the information in the above table is incorrect, please contact education@surflifesaving.com.au for support before submitting this form.

Delivery and/or assessment history

Hours spent on training and assessing during the seasons of 2016/2017 and 2017/2018

Step 6: “Blended Learning” – click on the down arrow and select the answer to the following question “Are you using the latest online course when training/facilitating?”

After reading the “Declaration” click ‘Submit’. Your TAF Re-endorsement will then be submitted to SLSNSW for approval and processing.

Are you using the latest online course when training/facilitating?

N/A indicates that there is no online course for the SLS award(s) you train/facilitate.

Declaration

By submitting this form to your SLS state/territory centre (a registered training organisation), you agree to continue to:

- Conduct all training and assessment activities in line with your relevant education handbook and position description
- Read all TAF communications (circulars, bulletins, emails) sent from your SLS club, branch and state/territory centre to remain up to date with any changes that may affect your role or the course you deliver/assess
- Access your state/territory pre-season updates and professional development activities on an annual basis
- Complete annual skills maintenance as required for the award(s) you deliver/assess
- Utilise your training/assessment skills in the awards you are endorsed to deliver by training/assessing/facilitating at least one nationally recognised course each season

We are here to help...

If you have any queries regarding this step by step guide please do not hesitate to contact us by email education@surflifesaving.com.au

Alternatively, please [Click here](#) to access the current version of the eLearning User Guide.