



SURF LIFE SAVING  
NEW SOUTH WALES

## Trainer / Assessor / Facilitator (TAF) Endorsement Kit

Season: 2023/24  
Date Revised: June 2023  
Version No: 6.2

This application form should only be completed following discussion with your Chief Training Officer (CTO) or Branch Director of Education (DoE), and after you have been assigned a Probationary TAF award in SurfGuard. For more information about the process of becoming a TAF for Surf Life Saving NSW, please visit the SLSNSW Education webpages [Become a Trainer, Assessor or Facilitator - Surf Life Saving NSW](#).

### Instructions for Probationary TAF applying for endorsement:

- (1) Complete Parts 1-3 of this kit. If you cannot complete Part 2, your club CTO or Branch DoE can help you with this requirement.
- (2) Indicate the SLS TAF Award(s) you wish to be endorsed for in Part 4a, checking that you hold the required awards/qualifications and their prerequisites.
- (3) Forward your completed TAF Endorsement Kit to your TAF Mentor (this can be done via email).

#### Note:

- Please type in capital letters
- Speak with your Branch DoE to confirm who is your TAF Mentor(s) before completing this form.

### PART 1: Details

#### Probationary TAF Details

Given Names		Club	
Surname		Date of Birth	
Email		Phone	
Address			

#### TAF Uniform Details

SLSNSW will provide one TAF uniform kit as part of your endorsement. The kit includes (1) TAF shirt, shorts, and hat.

#### Shorts - Size Chart in centimetres

Men's	XS	S	M	L	XL	2XL	3XL	4XL	5XL
	55	57	59	61	67	69	71	73	75
Women's	6	8	10	12	14	16	18	20	
	48.5	50.5	52.5	54.5	56.5	58.5	60.5	62.5	

**Wide brim-straw hat** - one size fits most

**Navy cap** – one size, self-adjustable

Shirt size		Shorts size	
Long or short sleeve shirt		Navy Cap or Wide-brim straw hat	
Delivery address e.g., your club, residential address above, PO Box			

#### TAF Mentor Details (1)

Given Names		Club	
Email		Phone	

#### TAF Mentor Details (2)

Given Names		Club	
Email		Phone	

PART 2: Probationary TAF Induction	
1. I have reviewed the Trainer/Assessor/Facilitator role description	<input type="checkbox"/>
2. I have reviewed the SLSNSW Member Training and Education Standard Operating Procedures ( <a href="#">Education SOPs</a> )	<input type="checkbox"/>
3. I have completed the online Child Safe Awareness Course	<input type="checkbox"/>
<b>4. I have taken part in an induction into the role with...</b>	
My TAF Mentor(s) supported me with the delivery of at least two courses for each SLS award I wish to train, assess and/or facilitate.	<input type="checkbox"/>
I have seen a copy of the completed Mentor Observation Checklist(s) and my TAF Mentor(s) have discussed any relevant feedback with me	<input type="checkbox"/>
I am aware of the TAF re-endorsement requirements for each SLS award/Unit of Competency (UoC) I wish to train and/or assess and where to find more information about special considerations.	<input type="checkbox"/>
5. I have a current Working with Children Check (WWC) recorded on SurfGuard (if applicable) * WWCCs are required by TAFs who work with <b>under-18s only groups</b> for <b>more than 5 days a year</b> .	<input type="checkbox"/>
6. I know where to find and how to access the following on the SLSNSW Website: <ul style="list-style-type: none"> <li>• SLSNSW Education SOPs and its FAQs</li> <li>• SLSNSW Training Resources (online and offline)</li> <li>• SLS Course Resources (online and offline)</li> <li>• SLS eLearning and Assessing App information.</li> <li>• SLSNSW TAF Re-Endorsement information</li> </ul>	<input type="checkbox"/>

### PART 3: Probationary TAF Declaration

As a Registered Training Organisation (RTO 90394), Surf Life Saving NSW aims to achieve and maintain quality standards in service delivery, training, and learning.

By signing this application form, you agree to:

- Conduct all training and assessment activities in line with the latest Surf Life Saving NSW's Education Standard Operating Procedures (Education SOPs)
- Utilise your training/assessment skills in the Award(s) you are endorsed to deliver (train/assess/facilitate at least one nationally recognised course each season)
- Read all TAF communications sent from Club, Branch or state to remain up to date with any changes that may affect your role.
- Follow the Trainer, Assessor and Facilitator Code of Conduct
- Undertake required ongoing professional development
- Attend Club and Branch education meetings as required to remain up to date with changes to SLS awards and training materials
- Maintain a professional image of Surf Life Saving NSW at all times.

Name		Signature	
Date			



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Part 4a: Probationary TAF to complete						Part 4b: TAF Mentor to complete	
Select TAF Awards for endorsement	Trainer (T)	Endorsed Assessor (eA)	Assessor (A)	Facilitator (F)	SLS Awards and aligned units of Competency required to TAF in NSW (Outlined on SLSNSW Education Pathways webpage)	Minimum of 2 courses observed?	TAF Mentor Initial(s)
<b>Endorsement</b>							
Surf Rescue Certificate (SRC) (Includes SLS Resus, Radio, SRC)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hold current SRC or BM, current HLTAID009 or HLTAID015	<input type="checkbox"/>	
Bronze Medallion (BM) (Includes SLS Resus, Radio, SRC)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hold current BM and FA, HLTAID009 or HLTAID015, PUA20119 Certificate II Public Safety (Aquatic Rescue), Online BM Induction	<input type="checkbox"/>	
Silver Medallion Aquatic Rescue (SMAR)				<input type="checkbox"/>	Hold current SMAR and BM	<input type="checkbox"/>	
Resuscitation (Resus)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hold current HLTAID009 or HLTAID015	<input type="checkbox"/>	
Advanced Resuscitation Techniques (ART)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hold current ART, FA, HLTAID011 and HLTAID015	<input type="checkbox"/>	
Radio Operator (Radio)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hold current radio or SRC or BM award, and PUAOPE013	<input type="checkbox"/>	
Silver Medallion Patrol Captain (SMPC)				<input type="checkbox"/>	Hold current SMPC and SLS patrolling award, <b>have held a BM</b>	<input type="checkbox"/>	
IRB Crew & Driver (IRBC & IRBD)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hold current SMIRBD, IRBC, and BM, PUASAR015, PUASAR014, PUAEQU001	<input type="checkbox"/>	
Gold Medallion Assessor (GM)			<input type="checkbox"/>		Hold current Assessor or Facilitator BM, Assessor or Facilitator ART, and FA	<input type="checkbox"/>	
<b>Appointment</b>							
First Aid Facilitator (FA)				<input type="checkbox"/>	Hold a current HLTAID011	<input type="checkbox"/>	
Rescue Watercraft (RWC)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hold a current BM, FA, ART, and Driver's licence (sighted in SurfGuard), SMPC (or SMBM + Supplementary Learning for PCs), PUASAR016, PUAEQU001, and submitted a SLSNSW Support Operations Member Application Form	<input type="checkbox"/>	
					Hold current SLS award, BSBCMM411 and TAEDEL301	<input type="checkbox"/>	

PART 4c: TAF Mentor Observation Checklist				
Probationary TAF Name:		SLS Award:		
Club:		Assessment ID:		
<b>Instructions for TAF Mentor:</b> <ol style="list-style-type: none"> <li>(1) Complete this checklist after you have observed the Probationary TAF deliver, assess or facilitate the Award(s) being applied for.</li> <li>(2) Ensure that one Mentor Observation Checklist is completed for each award being applied for.</li> <li>(3) Ensure that the outcome and any feedback is shared with the Probationary TAF themselves.</li> <li>(4) Forward the completed application form to your Branch Director of Education for Branch Endorsement.</li> </ol>				
		Clear Strength	Acceptable Standard	Goal for Development
N/A				
<b>General</b>				
Knowledge and understanding of the SLS award content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use of latest SLISA course and SLSNSW training resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adherence to Delivery and Assessment Guide	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use of latest SLS forms and administration processes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organisation, time management and record-keeping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Makes appropriate reasonable adjustments for learners	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activities conducted in a safe and respectful manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Delivery (not required for Assessors or Endorsed Assessors)</b>				
Delivery of information in <i>Course Induction Checklist</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Structure of session, and communication of this to participants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delivery style (enthusiasm, clarity, language used)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use of varied delivery methods to suit all learning preferences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate use of visual and multimedia aids	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Engagement using questioning, feedback, examples, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is encouraging, motivating and approachable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Management of group dynamics (including disruptive behaviours)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Assessment (not required for Trainers)</b>				
Assessment activities clearly explained and followed as per DAG	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is supportive and encouraging, creating a safe environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Effective use of constructive feedback	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sound assessment decisions made	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>General comments / feedback for the Probationary TAF</b>				
<p><b>Applicant is:</b> <input type="checkbox"/> <b>Competent</b></p> <p><input type="checkbox"/> <b>Not Yet Competent</b> – <i>please keep mentoring until you feel they are delivering at an acceptable standard</i></p> <p><input type="checkbox"/> <b>Check here to confirm that the outcome and any feedback has been shared with the Probationary TAF.</b></p>				
TAF Mentor		Club:		Signature
Date				

PART 4d: TAF Mentor Observation Checklist				
Probationary TAF Name:		SLS Award:		
Club:		Assessment ID:		
<b>Instructions for TAF Mentor:</b> <ol style="list-style-type: none"> <li>(1) Complete this checklist after you have observed the Probationary TAF deliver, assess or facilitate the Award(s) being applied for.</li> <li>(2) Ensure that one Mentor Observation Checklist is completed for each award being applied for.</li> <li>(3) Ensure that the outcome and any feedback is shared with the Probationary TAF themselves.</li> <li>(4) Forward the completed application form to your Branch Director of Education for Branch Endorsement.</li> </ol>				
		Clear Strength	Acceptable Standard	Goal for Development
<b>General</b>				
Knowledge and understanding of the SLS award content		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use of latest SLISA course and SLSNSW training resources		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adherence to Delivery and Assessment Guide		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use of latest SLS forms and administration processes		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organisation, time management and record-keeping		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Makes appropriate reasonable adjustments for learners		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activities conducted in a safe and respectful manner		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Delivery (not required for Assessors or Endorsed Assessors)</b>				
Delivery of information in <i>Course Induction Checklist</i>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Structure of session, and communication of this to participants		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delivery style (enthusiasm, clarity, language used)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use of varied delivery methods to suit all learning preferences		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate use of visual and multimedia aids		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Engagement using questioning, feedback, examples, etc.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is encouraging, motivating and approachable		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Management of group dynamics (including disruptive behaviours)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Assessment (not required for Trainers)</b>				
Assessment activities clearly explained and followed as per DAG		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is supportive and encouraging, creating a safe environment		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Effective use of constructive feedback		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sound assessment decisions made		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>General comments / feedback for the Probationary TAF</b>				
<p>Applicant is: <input type="checkbox"/> <b>Competent</b></p> <p><input type="checkbox"/> <b>Not Yet Competent</b> – please keep mentoring until you feel they are delivering at an acceptable standard</p> <p><input type="checkbox"/> <b>Check here to confirm that the outcome and any feedback has been shared with the Probationary TAF.</b></p>				
TAF Mentor		Club:		Signature
Date				

## PART 5: Branch / Surf Life Saving NSW Endorsement

### Instructions for Branch:

- (1) Review this TAF Endorsement kit, ensuring that all required parts are complete and boxes are checked.
- (2) Discuss the outcome and comments/feedback with the TAF Mentor(s) if you have any questions or concerns.
- (3) Complete the section below to confirm Branch endorsement.
- (4) Complete Assessment Request in SurfGuard for relevant TAF Award(s), noting the TAF Mentor.
- (5) Forward a copy of the completed TAF Endorsement Kit to [education@surflifesaving.com.au](mailto:education@surflifesaving.com.au) as per the latest SLSNSW Member Training and Education SOPs.
- (6) Store a copy of the completed TAF endorsement kit for two years.

### Branch Endorsement – to be completed by Branch Director of Education (or their nominee)

By signing this form, I confirm that the Probationary TAF:

- Holds the SLS award they wish to train or assess and its aligned units of competency
- Holds the required minimum qualifications / awards and any prerequisite awards (and unless exceptional circumstances apply, they have held the SLS award they are being endorsed to train or assess for a minimum of one year)
- Holds a current Working with Children Check\* (if required)
- Has participated in a Probationary TAF Induction with a TAF Mentor(s) for at least two courses (for each award they wish to train or assess) before training/assessing independently

\*A Working with Children Check is required by those who work with **under-18s only groups for more than 5 days a year.**

Name		Signature	
Date			

### Facilitator Endorsement / Appointment – to be completed by Surf Life Saving NSW

By signing this form, I confirm that:

- The form has been correctly completed and validated against records in SurfGuard
- The application has been endorsed by the Branch Director of Education

Name		Signature	
Date			