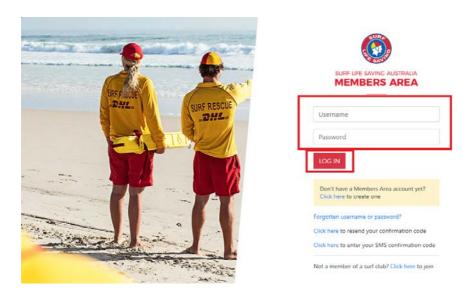
Step by Step Guide – Online Learning

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

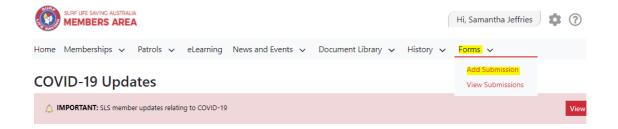


SLSA Members Area URL: https://members.sls.com.au

Step 1: Enter your login credentials, then click on 'LOG IN"



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



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Step 3: Click on the 'down' arrow and select "TAF Re-endorsement"

ADD SUBMISSION Select a form TAF Re-Endorsement

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

Select a form TAF Re-Endorsement This form is designed for current SLSNSW's accredited Trainers/Assessors/Facilitators (TAFs) to lodge their application for reendorsement. 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

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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| | Prerequisite awards | Apply for re-endorsement |
|--|---|--------------------------|
| Facilitator Spinal Management 01/08/2006 - 31/12/2018 | Spinal Management 11/09/2005 - 31/12/2019 | * |
| Currency he below table shows how you have been a | warded currency for this season. | |
| Currency Award | Date completed/Attended | Date Expires |
| | 28/09/2018 | 31/12/2019 |
| TAF Pre-season Face-to-Face | | |
| TAF Pre-season Online | 09/10/2018 | 31/12/2019 |
| TAF Pre-season Online | 09/10/2018 ed the pre-season update and professional development | |

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.

| Yes | |
|---|--|
| I/A indicates that there is no online | course for the SLS award(s) you train/facilitate. |
| <u>Declaration</u> | |
| By submitting this form to | your SLS state/territory centre (a registered training organisation), you agree to continue to: |
| Conduct all training and | d assessment activities in line with your relevant education handbook and position description |
| Read all TAF communi | cations (circulars, bulletins, emails) sent from your SLS club, branch and state/territory centre to remain up to date with any change |
| that may affect your rol | le or the course you deliver/assess |
| Access your state/territ | tory 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/ass | sessment skills in the awards you are endorsed to deliver by training/assessing/facilitating at least one nationally recognised course |
| | |

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 <u>Click here</u> to access the current version of the eLearning User Guide.