



**SURF LIFE SAVING**  
**NEW SOUTH WALES**

## Additional Mentor Observation Checklist

Season: 2021/22  
Date Revised: July 2021  
Version No: 5.1

<b>Name:</b>		<b>Award:</b>		
<b>Instructions for Mentor:</b>				
<p>(1) Complete this checklist after you have observed the applicant deliver, assess or facilitate the Award(s).  (2) Ensure that one Mentor Observation Checklist is completed for each award being applied for.  (3) Ensure that the outcome and any feedback is shared with the applicant themselves.</p>				
	Clear Strength	Acceptable Standard	Goal for Development	N/A
<b>General</b>				
Knowledge and understanding of the Award content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Awareness/use of up-to-date resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adherence to Delivery & Assessment Guide	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Awareness/use of up-to-date forms/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 manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Delivery (not required for 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 appropriate, varied methods (to suit all learning styles)	<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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Assessment (not required for Trainers)</b>				
Assessment activities clearly explained	<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 applicant</b>				
<p><b>Applicant is:</b>   <input type="checkbox"/> <b>Competent</b>   <input type="checkbox"/> <b>Not Yet Competent</b> – <i>please keep mentoring until you feel they are competent</i></p>				
<input type="checkbox"/> <b>Check here to confirm that the outcome and any feedback has been shared with the applicant.</b>				
Mentor		Signature		
Date				