<Insert Club or Branch Logo here>

*Note - Customisable templates available via the* [*SLSNSW Brand Centre*](https://slsnswbrandcentre.com.au/)

<Insert Date>

Dear      ,

We are pleased to confirm your attendance at the SLS course as per the course details below:

|  |  |  |  |
| --- | --- | --- | --- |
| **Course Name:** |       | **Date(s):** |       |
| **Course Contact:** |       | **Time(s):** |       |
| **Contact email:** |       | **Duration:** |       |
| **Contact phone:**  |       | **Venue(s):** | <include meeting point> |

|  |  |
| --- | --- |
| **Course Cost:** | <Insert course cost if applicable> |
| **Course entry requirements:** | <Copy from [SLSNSW education Pathways Webpage>](https://www.surflifesaving.com.au/members/members-info/education-pathways-nsw/) |
| **Prerequisites:**  | <Copy from [SLSNSW education Pathways Webpage>](https://www.surflifesaving.com.au/members/members-info/education-pathways-nsw/) |
| **Course Requirements:** | <Copy from relevant Delivery and Assessment Guide e.g., specific clothing > |
| **Additional Requirements:** | <Add any additional requirements specific to your club > |

To help you achieve your <Insert Award or course *e.g.,* Bronze Medallion/Certificate II Public Safety (Aquatic rescue)> and prepare for the course, please follow the steps outlined below:

1. **Access your** [**SLS Members Area**](https://members.sls.com.au/) **account.**

(Click [here](https://members.sls.com.au/SLSA_Online/modules/register/index.php) if you need to create your own account.

If you have forgotten your username and password, click [here](https://members.sls.com.au/SLSA_Online/modules/reset/index.php?resetType=1) to receive them via email or text)

1. **Complete this** [**Training Enrolment Form**](https://www.surflifesaving.com.au/members/resources/training-enrolment-form/)**.**

(If you are under 18, your parent or guardian will need to sign the Training Enrolment Form on your behalf. You can email the signed form to your Trainer in advance or bring it with you to the course.)

1. **Download the following course resources:**
* [SLSNSW Participant Handbook](https://www.surflifesaving.com.au/members/resources/slsnsw-participant-handbook/)

(Contains information about RPL, codes of conduct, appeals, and complaint processes)

* Learner Guide

(Contains your course overview and assessment instructions)

* Assessment Portfolio

(Contains your assessment evidence)

* <*Insert other relevant links – Click* [*here*](https://members.sls.com.au/members/document_library/3/media/6922) *to access learner package links for SLS courses*)
1. **Click** [here](https://members.sls.com.au/SLSA_Online/modules/awards/elearning.php) **to access the eLearning platform** for the first time and create your own eLearning account. This ensures your name appears on your online certificates.

It is our aim to cater for the special needs of all our participants. If you feel you have additional learning needs or may require extra assistance, please speak with your trainer before the first day of your course or at your induction session.

Please note that Surf Life Saving NSW is exempt from certain national reporting requirements, including those relating to the Unique Student Identifier (USI) scheme. As a result, this training will not appear on your authenticated VET transcript available from the Student Identifiers Agency.

I trust that we have anticipated your enquiries, however, please feel free to contact me using the details below should you have any further questions or experience any difficulty accessing your learner resources.

Regards,

<<Insert Facilitator’s Name>>

<<Insert Position>>

<<Insert name of Club>>

**Email:** <<Insert E-mail Address of Trainer/Facilitator>>

**Telephone:** <<Insert Telephone Number of Trainer/Facilitator>>