



## FAR NORTH COAST BRANCH

### ASSESSMENT EVIDENCE CHECKLIST 2023/2024 SEASON

#### Branch Facilitated Courses

COURSE:

ASSESSMENT ID # (s) :

DATES:

REPRESENTATIVE(S):

NUMBER OF PARTICIPANTS:

**Please upload below SCANNED COMPLETED paperwork to your Club's SharePoint folder with FNC Branch Education Awards within 14 days of assessment and then email [edu.awards@surflifesavingfnc.com](mailto:edu.awards@surflifesavingfnc.com) advising of same. Thank you.**

Signed Form 14 (Showing Final Assessment Date) [[Surfguard](#)]

Training Course Report including Venue Check List [[QM305](#)] [[HR200](#)]

Participant Attendance Sheet (Includes Trainers, Assessors & Facilitators) [[AD101or Branch](#)]

Training Enrolment Forms (1 per participant. If the participant is under 18 it **must** be signed by a parent or guardian. ) [[AD201](#)]

Participant Course Evaluation Forms (1 per participant) [[QM303](#)]

Final Assessment Sign-off page(s) [[Learners Guide](#)]

Assessment Portfolio (2 per course – if applicable) [[Learners Guide](#)]

Participant Exit Questionnaire – if applicable [[TA301](#)]

Participants Joining Instructions (Copy) [[Charts & Posters 15](#)]

Risk Assessment Forms when water work is involved. [[SLSA Circular 55/2012-13](#)]

#### **Assessors to sign following assessment:**

I verify that I have sighted all required paperwork (listed above) and that it is complete.

Assessor/s name & signature:

Date:

**Please note that paperwork cannot be processed until it is completed correctly. It will be returned for completion.**