



FAR NORTH COAST BRANCH

ASSESSMENT EVIDENCE CHECKLIST 2024 / 2025 SEASON

Club Run Courses (Non Assessing App)

COURSE:

CLUB:

ASSESSMENT ID # (s) :

DATES:

CLUB 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 advising of same. Thank you.

Signed copy of Assessment Request - Form 14 (Showing Final Assessment Date)

Training Course Report (including Participant Attendance Sheet indicating Trainers, Assessors & Facilitators, Trainer details of training completed each day [Training Course Report or Branch attendance sheet])

Training Enrolment Forms (In Form 14 order of participants. One per participant.) (If the participant is under 18 it **must** be signed by a parent or guardian.)

Participant Course Evaluation Forms (1 per participant)

Assessment Portfolio (In Form 14 order of participants. One per participant) OR

Final Competency Record plus, Online Certificate or (proof of) or Multiple Choice Answer Sheet(s). (In Form 14 order of participants.)

Participants Joining Instructions

All Risk Assessment(s) (when water work is involved). (In date order)

Record of Supervision Form (Endorsed Assessors)

Facilitators / Assessors to sign the following:

I confirm that I have sighted all required paperwork listed above and that it is complete.

Facilitator / Assessor(s) name & signature:

Date:

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