



## FAR NORTH COAST BRANCH

### ASSESSMENT EVIDENCE CHECKLIST – 2024 / 2025 SEASON

#### Branch Facilitated Courses (Non Assessing App)

COURSE:

ASSESSMENT ID # (s) :

DATES:

REPRESENTATIVE(S):

NUMBER OF PARTICIPANTS:

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

Signed Form 14 (Showing Final Assessment Date)

Training Course Report including Venue Check List

Participant Attendance Sheet (Includes Trainers, Assessors & Facilitators)

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

Participant Course Evaluation Forms (1 per participant)

Final Assessment Sign-off page(s)

Assessment Portfolio

Participants Joining Instructions

Risk Assessment(s) when water work is involved.

#### 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.*