FAR NORTH COAST BRANCH

ASSESSMENT EVIDENCE CHECKLIST 2026 / 2027 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 Branch folder with FNC* Branch Education Awards within 14 days of assessment date** 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) in PDF format (when water work is involved). (In date order)

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.