FAR NORTH COAST BRANCH

ASSESSMENT EVIDENCE CHECKLIST – 2026 / 2027 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 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.