## **NEW AWARDS FLOWCHART**



## Award:

Conducted in accordance with the Training and Assessment Handbook

Club <u>Chief Instructor</u> advises Training and Assessment Officer of New Award being conducted.

## Advise:

- Award type
- Session Dates
- Min/Max numberTrainer/s + Assessor/s
- Club/District/State members

## Training and Assessment Officer

Creates Online course via Member Training from Anywhere

Member registers for Award online via Member Training from Anywhere & completes online enrolment form (note: member not required to complete written enrolment form at course)

Chief Instructor monitors registrations online and provides additional information to members where necessary **Member** accesses learning guide via member training from anywhere

Chief Instructor may access learning material via website including p/point, attendance sheets etc. Assessment material maybe accessed by the Training and Assessment Officer LSV distributes Assessment
Resources according to the numbers
listed in Member Training from
Anywhere - 7 days prior to
commencement

<u>Trainer</u> conducts Training – Attendance sheet completed each session and signed by member and trainer. Enrolment form is completed by members who have not registered online. Hardcopy enrolment form located in Assessment Portfolio

Trainer conducts Risk
Assessment (online or
hardcopy) for each water
based award session, prior
to participants entering
the water

Assessor conducts Assessment at the conclusion of the training – completes the Practical Checklist and signs. Completes Theory Examination located within the Assessment Portfolio and signs competence.

<u>Chief Instructor</u> gathers all the evidence including:

- 1) Attendance Sheet
- 2) Enrolment Forms (if not completed online)
- 3) Completed Assessment Portfolio
- 4) Completed Practical Checklist

<u>LSV/PCO</u> receives evidence and confirms all requirements have been supplied

LSV/PCO Allocate award in Surfguard.
Certificates emailed to members.
Medallions distributed to clubs on a
monthly basis.