

PERSONAL DETAILS			
Name		Date of Birth	
Email		Club	
Uniform t-shirt size	<input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> L <input type="checkbox"/> XL <input type="checkbox"/> 2XL <input type="checkbox"/> 3XL <input type="checkbox"/> 4XL		

AWARD DETAILS	
Base Award Name	

SECTION 1 *(To be completed by the person under supervision)*

I confirm I have conducted LSV **training** course activities for the award above. This delivery was to a minimum of three candidates, in a minimum of one course (under supervision). I confirm I hold the necessary base award and award pre-requisites as set out in the Volunteer Training Handbook. I request to be **endorsed to train** this award and confirm I will not deliver until advised by LSV State Office.

Course	Course One	Course Two	Course Three
Venue / location			
End date			
Course ID			
Trainee signature			Date

SECTION 2 *(To be completed by the Supervisor - must be authorised to deliver the activities being supervised)*

I supervised the candidate whilst they conducted **training** in the base award listed above. I have signed this candidate off as competent/not competent based on safety considerations, use of resources, skills/knowledge, technique, participant management and delivery style. I agree to the LSV values, and the requirements set out in the Volunteer Training Handbook.

Course One Supervisor name		Supervisor signature		Competent	<input type="checkbox"/> Yes <input type="checkbox"/> No
Course Two Supervisor name		Supervisor signature		Competent	<input type="checkbox"/> Yes <input type="checkbox"/> No
Course Three Supervisor name		Supervisor signature		Competent	<input type="checkbox"/> Yes <input type="checkbox"/> No

SECTION 3 (To be completed by LSV State Office staff)

It is the responsibility of the Volunteer Training (VT) and Quality Assurance (QA) teams to validate the information on this form and advise the candidate of the outcome of their Evidence Form submission.

Pre-requisite Checks (VT)

- | | |
|--|--|
| - Trainer qualification/s | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| - Base award (incl. pre-requisite if applicable) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| - Base qualification (accredited training only) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| - Minimum age requirement/membership status | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| - Trainer matrix (accredited training only) | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Staff Initials		Date		Endorsed	<input type="checkbox"/> Yes <input type="checkbox"/> No
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AVAILABLE COURSES AND PRE-REQUISITE REQUIREMENTS

Pre-requisite requirements are in place for all LSV awards and qualifications and are set out in the Volunteer Training Handbook. Evidence forms are available for the courses listed below.

Award Name	Evidence Form Required
Surf Rescue Certificate (SRC)	SRC or BM
Bronze Medallion (BM)	BM
Radio Operator Certificate (ROC)	ROC or BM
Silver Medallion Patrol Captain (SMPC)	Non-applicable (Facilitator only)
Silver Medallion Aquatic Rescue (SMAR)	Non-applicable (Facilitator only)
Gold Medallion (GM)	Non-applicable (Facilitator only)
Resuscitation (CPR)	CPR or BELS or FA or ART or ART/FA
Basic Emergency Life Support (BELS)	BELS or FA or ART/FA
First Aid (FA)	FA or ART/FA
Advanced Resuscitation Techniques (ART)	ART or ART/FA
Advanced Resuscitation Techniques / First Aid (ART/FA)	ART and FA or ART/FA
Side-By-Side Vehicle Operator Certificate (SSV)	Non-applicable (Facilitator only)
Inflatable Rescue Boat Crew (IRBC)	IRBC
Inflatable Rescue Boat Driver (IRBD)	IRBD
Rescue Watercraft Operator Certificate (RWC)	RWC
Pain management (PAIN)	Non-applicable (Facilitator only)

Prompt Sheet *(for use by the observer)*

Candidate Name:	<input type="text"/>	Observer Name:	<input type="text"/>
Course Name:	<input type="text"/>	Course Date:	<input type="text"/>

This section provides an overview of the core activities and behaviours that the endorsing officer expects to observe when endorsing the applicant. The list is a guide, and the observer may seek further evidence before signing off section 2 of the endorsement form.

<input type="checkbox"/>	All equipment is in place and tested prior to course commencement.
<input type="checkbox"/>	Trainer Introduced course including course overview and assessment criteria.
<input type="checkbox"/>	Candidate needs were addressed including LLN, medical, personal, and adult learning environment and how these should be discussed if needed.
<input type="checkbox"/>	Code of conduct, candidate behaviour and plagiarism addressed.
<input type="checkbox"/>	The trainer introduced themselves and provided a brief background of skills and knowledge.
<input type="checkbox"/>	Ensured all candidates have signed in.
<input type="checkbox"/>	Trainer followed the lesson plan as described in the Trainer App (or TAG) and any modifications captured in course notes.
<input type="checkbox"/>	Trainer showed knowledge of course content and did not skip components
<input type="checkbox"/>	The Trainer connected with their learners and instilled confidence in them
<input type="checkbox"/>	The trainer worked as part of a team and demonstrated their ability to draw on the knowledge of other team members?
<input type="checkbox"/>	Trainer engaged the candidates in open discussions where appropriate and managed discussions to ensure they remained focused avoiding excessive "war stories".
<input type="checkbox"/>	The trainer spoke to candidates and provided suitable feedback where appropriate
<input type="checkbox"/>	Trainer signed off the trainer app in the appropriate sections.
<input type="checkbox"/>	Supervisor Notes:

Prompt Sheet *(for use by the observer)*

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Course Name:	<input type="text"/>	Course Date:	<input type="text"/>

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