

PERSONAL DETAILS

Name		Date of Birth	
Email		Club	

AWARD DETAILS

Base Award Name	
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SECTION 1 (To be completed by the person under supervision)

I confirm I have conducted LSV **assessment** 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 assess** 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 **assessments** 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 assessment style. I agree to the LSV values, and the requirements set out in the Volunteer Training Handbook.

Course One Supervisor name		Supervisor signature		Competent Y/N	
Course Two Supervisor name		Supervisor signature		Competent Y/N	
Course Three Supervisor name		Supervisor signature		Competent Y/N	

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)

- Assessor qualification/s
- Base award (incl. pre-requisite if applicable)
- Base qualification (accredited training only)
- Minimum age requirement/membership status
- Trainer matrix (accredited training only)

Please circle

Yes No

Yes No

Yes No

Yes No

Yes No

Staff Initials

Date

Endorsed

Yes No

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:

Observer Name:

Course Name:

Course Date:

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 assessment commencement.
<input type="checkbox"/>	Assessor explained the assessment process, assessment conditions and key assessment criteria.
<input type="checkbox"/>	Candidate needs were addressed including LLN, medical, personal, and adult learning environment and how these should be discussed, and reasonable adjustments applied.
<input type="checkbox"/>	Resit process explained
<input type="checkbox"/>	Explained appeals process clearly
<input type="checkbox"/>	Code of conduct, candidate behaviour and plagiarism addressed.
<input type="checkbox"/>	The assessor introduced themselves and provided a brief background of skills and knowledge.
<input type="checkbox"/>	Ensured all candidates have signed in.
<input type="checkbox"/>	Assessor conducts theory examination (where applicable) ensuring candidates are aware that it is "Open Book"
<input type="checkbox"/>	Theory Assessments (where applicable) are collected and marked <u>by the assessor</u> and any corrections are completed by the candidate prior to departure from the venue.
<input type="checkbox"/>	The assessor follows the guide to practical assessment criteria and ensures that all candidates are assessed against the minimum standard.
<input type="checkbox"/>	The Assessor worked as part of a team and demonstrated their ability to draw on the knowledge of other team members?
<input type="checkbox"/>	The assessor discussed the outcomes of the assessment with each candidate providing constructive and appropriate comments.
<input type="checkbox"/>	The assessor signed off the trainer app (or assessment paperwork in the appropriate sections).
<input type="checkbox"/>	Supervisor Notes:

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"/>

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