



COURSE			
VENUE			
DATES		NUMBER OF CANDIDATES	
TRAINERS FACILITATORS (including probationary)	1. 2. 3. 4.	SURFGUARD IDs	1. 2. 3. 4.

Please return completed 'Assessment Evidence Checklist' with course paperwork to the SLSMNC Branch Director of Education, Kim Rayner, within 7 days of assessment.

ASSESSMENT PAPERWORK CONTENTS CHECKLIST

(Please tick the box next to the paperwork requirements once it has been added)

- Participant joining instructions poster/letter
- Training enrolment forms (1/candidate)
- Training Course Report – Includes student exits, attendance sheets, venue checklist and general course induction checklist
- Evidence attached – Includes workbooks, portfolios, assessor worksheets, participants assessment papers answer sheets
- Participant evaluation forms (1/candidate)
- Signed copy of Form 14
- Other _____

All paperwork should be signed and dated by assessors. Please note that paperwork cannot be processed until it is completed correctly. It will be returned for completion

ASSESSORS (including probationary)

I verify that I have sighted all required paperwork (listed above) and that it is complete

	Name	Sign
1.		
2.		
3.		
4.		

DOE Use Only	Yes	No
Paperwork checked		
Surfguard		
Minuted		