

**Title:** EOI – Assessor Skillset  
**Document ID:** C23015  
**Department:** Education  
**Audience:** Trainers  
**Date:** 24<sup>th</sup> February 2023

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## Introduction

Trainers and assessors are an important part of our organisation and education team. They ensure the standards of beach safety through quality education and training amongst lifesavers and are front line in ensuring quality management.

We are seeking expressions of interest from trainers who would like to take the next step in their education journey by becoming assessors.

SLSSA will cover the associated costs of the program for the successful applicant.

## Prerequisites

Proficient SLSSA Training Officer

## Assessor Course Delivery Methods

### 1. Face-Face

8 full day workshops will be conducted over 10 weeks delivered on weekends located at SLSSA West Beach.

**Weekend 1** – 13 & 14 May, 2023

**Weekend 2** – 3 & 4 June, 2023

**Weekend 3** – 29 & 30 July, 2023

**Weekend 4** – 26 & 27 August, 2023

### 2. Blended learning (online)

Estimated 9.5hours per week for 30 weeks

Self-paced learning: 103 hrs.

Face-to-face online learning (MS Teams): 26 hrs.

Workplace learning: 24 hrs.

Assessment: 105 hrs.

**Estimated Volume of Learning: 282 hrs.**

## Professional Development

Annual Professional development will be required once qualified.

## EOI

Complete the following [Assessor Expression of Interest](#)

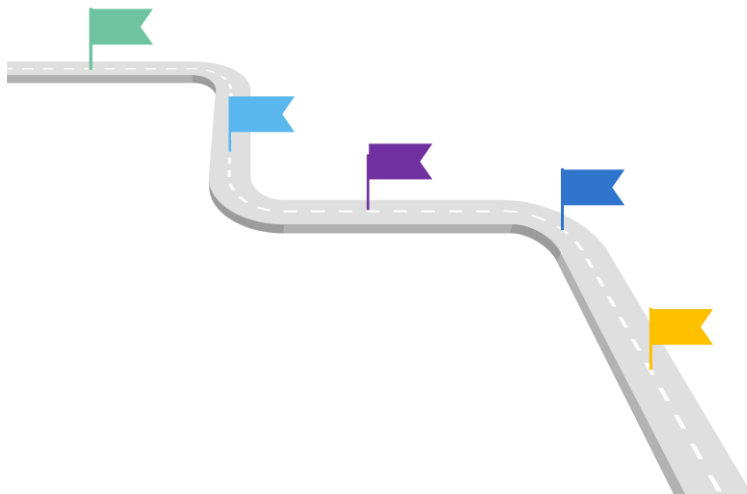
**Please note:** EOI's are to close on the 31<sup>st</sup> of March 2023 and Club approval is required on this form (JotForm).

## Support

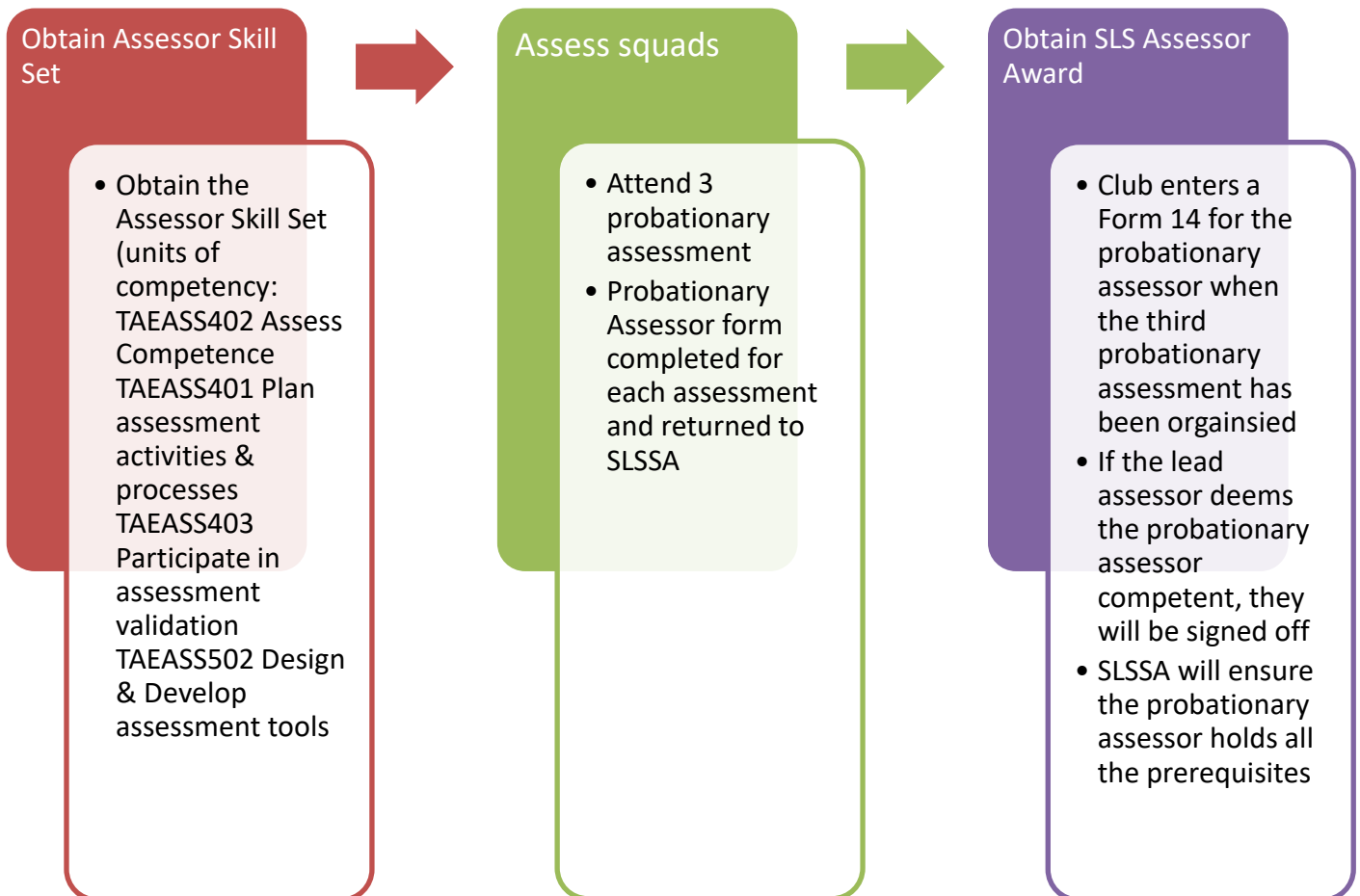
There are many forms of support that can be provided to assist individuals through the process. That support would include SLSSA, the RTO delivering the course and other volunteers who have completed the course.

## Process

### ASSESSOR ROADMAP



- **Proficient in Surf Award**  
Complete annual skills maintenance
- **Training Officer in Surf Award**  
Obtained the Training Officer award and be proficient
- **Complete VET Qualification**  
Assessor Skillset OR Certificate IV
- **Complete Probationary Assessments**  
3 for new assessors  
2 for current assessors or those new assessors with Cert IV
- **Signed off as a Assessor**  
Pending decision from SLSSA once all paperwork being approved and processed.



## Assessor Position Description

<b>Position:</b>	Assessor
<b>Reports To:</b>	State Officers (Education and Training Manager and Member Education Officer) and Chief Instructors
<b>Liaises with:</b>	Club Captains, Training Officers, other Assessors, and members
<b>Purpose Statement:</b>	To improve the standard of beach safety through quality education and training amongst lifesavers and to transfer vital lifesaving experience, knowledge, and skills through quality education. To demonstrate a commitment to Total Quality Management.
<b>Responsibility:</b>	<ul style="list-style-type: none"> <li>• Competently attend and undertake assessment activities to determine participant competence</li> <li>• Conduct assessment as per Training Package requirements</li> <li>• Ensure assessment complies with SLSSA policies, standards, and/or relevant legislation, making certain assessment is fair, authentic, valid, and sufficient to enable an accurate judgement of competence</li> <li>• Conduct assessment using SLSSA/SLSSA endorsed training package material (resources)</li> <li>• Comply with all rules, regulations and requirements as documented in National and State policies, standards, and/or relevant legislation</li> <li>• Ensure participants understand assessment activity requirements and expected outcomes as per course requirements</li> <li>• Ensure the assessment environment used meets all SLSSA requirements and is conducive to outcomes</li> <li>• Ensure participant assessment records and portfolios are checked thoroughly for evidence of training prior to commencement of assessment</li> <li>• Maintain a record of attendance by participants</li> <li>• Accurately mark all assessments and record all outcomes using all required documentation, returning them to the appropriate person within the required time frame as requested by SLSSA, to ensure compliance to RTO standards</li> <li>• Conduct all activities in accordance with procedures, work instructions and/or specifications and stop any activity if it is determined that the activity is in breach of these requirements</li> <li>• Ensure all activities are conducted in a manner that prevents and avoids risk to the health and safety of any person (using SLSSA risk assessment tools) and is following WHS policies</li> <li>• Assist with SLSSA continuous improvement processes by making recommendations where change is necessary</li> <li>• Provide feedback to participants</li> <li>• Assist in the completion of participant Incident Reports (if any incidents arise) for assessment activities</li> <li>• Provide support to the assessor-in-charge/lead assessor and carry out duties as requested</li> <li>• Ensure all course participants develop and adopt safe practices in the assessment environment</li> <li>• Evaluate own performance on an on-going basis through continuous improvement and professional development activities to ensure skills and knowledge are current</li> <li>• Attend State or Club meetings/forums/updates, re-endorsement activities and any other training (as requested)</li> <li>• Maintain a professional image of Surf Life Saving at all times</li> </ul>
<b>Skills / Experience / Personal Qualities required:</b>	<ul style="list-style-type: none"> <li>• Current SLSSA Assessor Certificate (in any award), and at minimum: <ul style="list-style-type: none"> <li>o TAEASS401 Plan assessment activities and processes, and</li> <li>o TAEASS402 Assess competence, and</li> <li>o TAEASS403 Participate in assessment validation</li> <li>o TAEASS502 Design and development assessment tools</li> </ul> </li> <li>• Possesses excellent communication skills</li> <li>• Ability to work as a team</li> <li>• High level of professionalism</li> </ul>

## Further enquiries

Should be directed to:

**Tom Janowicz**

Member Education Coordinator

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