

Memorandum

Surf Life Saving Queensland

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TO: Chief Training Officers

FROM: Sunshine Coast Education Officer
Sunshine Coast Lifesaving Development Officer

DATE: 12th July 2010

SUBJECT: **SUNSHINE COAST – COURSE ASSESSOR COURSE**

Hi All,

A 'Course Assessor Course' (the old 'Plan, Conduct, Review') will be conducted on the following dates / times / venue:

VENUE	DATES	TIME
Redcliffe Surf Life Saving Club	Tuesday 10th August 2010	6.30pm – 9.00pm
Redcliffe Surf Life Saving Club	Saturday 14th August 2010	9.00am – 4.00pm

Participants must attend both sessions to be eligible for this award.

Participants must hold the following pre-requisite awards:

- Be a minimum 18 years on the date of the final assessment
- Hold the SLSA Award that they wish to assess in

On successful completion, participants will achieve the following units of competency from Certificate IV – Training and Assessment:

- TAAASS401 – Plan and Organise Assessment
- TAAASS402 – Assess Competence
- TAAASS404 – Participate in Assessment

They are then eligible to proceed through the process and become an SLSA Assessor in the award discipline they wish to assess in.

All candidates are required to bring along their own pen and paper. **Morning Tea and Lunch will be supplied on Saturday 14th August by the Sunshine Coast Branch at a cost of \$10.00 per participant – dinner will not be supplied on Tuesday 10th August 2010.** The Sunshine Coast Branch will invoice Clubs for this cost after the course has been conducted. There are no additional costs associated with this course.

At this stage there are 12 places available in the course, each Club CTO is asked to submit a priority list consisting of three people. We will guarantee one of those members being accepted, the other two will be placed on a waiting list in case some clubs do not respond or people drop out. Please do not nominate people that no intention of attending!

Please note that enrolments will not be accepted unless endorsed by the Club CTO. Interested participants must liaise with their Club CTO's to secure a place in the course.

July 12, 2010

If you have any members interested in attending this course, please have them contact the Sunshine Coast Branch on 5444 1919 or email me at ahinkley@lifesaving.com.au. Enrolments for this course will close on **Friday 30th July 2010**.

Kind Regards

JUDE ALLSOPP
Sunshine Coast Branch
Education Officer

AMANDA HINKLEY
SLSQ Sunshine Coast
Lifesaving Development Officer

Course Introduction



The aim of this course is to enable you to develop the important knowledge and skills of planning, organising, conducting and validating assessment within an existing assessment system. You will be introduced to the concepts of competency based assessment, how to work with candidates for assessment, how to select and use appropriate assessment tools and how to provide feedback to candidates and also to the designers of the assessment system and tools you use.

You will also develop knowledge and skills to enable you to demonstrate competence in the nationally recognised unit(s) of competency:

TAAASS401C Plan and Organise Assessment
TAAASS402C Assess Competence
TAAASS404B Participate in Assessment Validation

These units form a part of the nationally recognised Qualification TAA40104 Certificate IV in Training and Assessment.

Pre-requisites

To commence training for the Assessor Certificate Course you must have met the follow course pre-requisites.

- Minimum of 18 years of age on the date of final assessment
- Hold the SLSA awards that you intend to assess

Course Outcomes

By the end of this course, you will be able to:

- Plan and organise assessments
- Assess competence
- Participate in assessment validation