



SURF LIFE SAVING WESTERN AUSTRALIA

# Assessor's Logbook

***This document is to be completed by Assessors gaining additional assessment qualifications in surf awards in which the Assessor has Trainer Qualifications.***

*Date of the Trainer and Assessors Units of Competency were awarded*

\_\_\_\_\_

Trainers

\_\_\_\_\_

Assessors

Surname: \_\_\_\_\_

Given Names: \_\_\_\_\_

Club: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Award you are Assessing: \_\_\_\_\_

Date of the Trainers Award in the above discipline was obtained \_\_\_\_\_



## Assessment Observation Two

Topic Assessed	Date/Time	Number of people assessed	Senior Assessors Name & Signature

### Observer Checklist

Instructions to the observer who must be an established assessor

Use this checklist to help observe the trainee assessor and provide feedback on their performance. If the assessor demonstrates competence in the area mark it with a C. If the trainee needs more practice mark it with an NC

Organised Assessment including resources	C / NC
Prepared the environment to meet student needs	C / NC
Explained the assessment procedure including requirements for competency based assessment, OH&S aspects and appeals mechanisms	C / NC
Used communication and interpersonal skills to put the candidate at ease	C / NC
Clarified any questions the student had prior to commencing the assessment	C / NC
Conducted a fair, reliable, flexible and valid assessment	C / NC
Provided relevant feedback to the candidate	C / NC
Referred the candidate to the appeals process if necessary	C / NC
Recorded the results	C / NC
Used an appropriate assessment tool	C / NC

I have found \_\_\_\_\_ to be competent / not yet competent  
(Name of the candidate)
(Cross one out)

(Signed)
(Print Assessors Name)
(Date)

**Follow-up action recommended** (to be completed by assessor and discussed with the candidate)

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# Self evaluation Sheet

Use this checklist to reflect on the assessment process and to identify areas for improvement

**Before the assessment I confirmed that the candidates:**

- Understood the purpose of the assessment
- Understood the assessment criteria to be demonstrated
- Knew how the assessment as to be conducted
- Understood how the principles of assessment were to be applied

**During the assessment I:**

- Used valid, reliable, flexible and fair assessment methods
- Treated the candidate with courtesy and without prejudice
- Carried out an assessment without inappropriate intrusion
- Assessed for all aspects of competency

**After the assessment I:**

- Encouraged the candidate to self assess
- Provided positive feedback on the results
- Recorded the outcome appropriately

**When planning and conducting the assessment I:**

- Observed industry, enterprise and OH&S regulations and requirements
- Observed equal opportunity and disability policies
- Informed candidates of the appeals mechanism

**Two areas I could improve are:**

1.

2.

**I plan to improve my performance in these areas by undertaking the following strategies**

1.

2.

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