

SLSWA Assessment Checklist

This form should be used as a guide to assist in organising the assessment of courses.

Once completed, attach a copy (or original) to the Assessment paperwork to be submitted for processing

Assessment Details

Assessment _____

Assessment Date _____

Assessor In Charge _____

Pre-Assessment Booking

1. Candidate numbers confirmed _____

2. Venue/Room Booked _____

3. Assessor/s confirmed _____

4. Club/s & Trainer/s notified _____

Pre-Assessment Process

5. Assessors briefed on assessment process _____

6. Candidates briefed on assessment process _____

7. Candidate pre-requisites completed (this may include workbooks as per assessment requirements) _____

Post-Assessment

8. Assessment decisions/comments completed on Assessment Report Form _____

9. Candidate sign-offs completed _____

10. Assessor/s de-briefed _____

11. Candidates de-briefed _____

12. Paper work collation:

(present all documents in an orderly manner ready for processing)

Form 14 (signed)

- Ensure all candidates are listed on Form 14

Course attendance sheet

Course checklist

Assessment Report Form

Candidate workbooks (fully completed & neatly presented)

Name: _____

Date: _____

Signature: _____

Position: _____

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