

SLSWA Course Delivery Checklist

To be used by Club Trainers as a guide to assist in organising the delivery of courses.

Once completed, please attach to the course documentation provided to the Assessor in Charge.

Course Details

Club

Course Name

Course Date

Trainer/s

Assessor/s

(if applicable)

Facilitator/s

(if applicable)

Pre-Course

1. Candidate numbers and contact details confirmed
2. Venue/Room Booked
3. Trainer/Assessor/Facilitator confirmed
4. Form 14 created (include Trainers/Assessors)
5. Candidate information sent
6. Current Candidate Workbooks (1 per person)
7. Current Delivery & Assessment Guide (1 per Trainer)
8. Current PowerPoint/Delivery materials
9. Attendance sheet (can be printed from Surfguard)
10. Candidate Evaluation of Course Forms (1 per person)
11. Check candidate workbooks are completed **PRIOR** to assessment

Post-Course

2. Candidate Evaluation of Course Forms posted to SLSWA or attached with Assessment documents
3. Copy of Course Delivery Checklist attached to Assessment paper work

Please list course comments/modifications on the back of this checklist

SLSWA Course Delivery Checklist

Candidate Needs

Please list any special requirements required by candidate/s for this course:

Course/Resource Modification

Please list any course or resource modifications required:

(any modifications must be approved as per Member Education Handbook)

Modifications Authorised by:		Date:	
Position:		Signature:	

Course Comments

Please list any course comment:

Name:

Date:

Signature:

Position: