



SURF LIFE SAVING WESTERN AUSTRALIA

Training Officers Logbook

This log of training activity is to be used in evidence of Training in an additional Surf Award in which the trainer holds that qualification.

Please provide the date you completed the Certificate IV Trainers Course and obtained the appropriate unit of competency in training. Date completed _____

Surname: _____

Given Names: _____

Club: _____ Date of Birth: _____

Phone: _____ Email _____

Award you are training: _____

Date in which the trainer obtained the above award _____

Training Experience

It is assumed that all training expectations and principles will be met. An example of a completed candidate course work material and training program will be attached to this document. Evidence of the trainer's participation will need to be recorded in the candidate's course material.

The candidates must be deemed competent in the award being trained for the trainer to be accredited with the Trainers Award.

Please complete the following training record showing the sessions that you conducted.

Lesson	Date/Time	Location	Topics Covered
1.	Start time		
	Completion Time	Assessor's Comments	Assessor / Observer Name and signature

Lesson	Date/Time	Location	Topics Covered
2.	Start time		
	Completion Time	Assessor's Comments	Assessor / Observer Name and signature

The final observation must be by a Senior Trainer / Assessor of the award and the evaluation completed.

Lesson	Date/Time	Location	Topics Covered
3.	Start time		
	Completion Time	Assessor's Comments	Assessor / Observer Name and signature
			Complete the Final Assessor's Evaluation

Final Senior Trainer / Assessor's Evaluation

Instructions

- Use this checklist to observe the trainer and provide feedback on their performance.
- Observe and rate their conduct as a trainer according to the items on the checklist.
- If the trainer demonstrates competence in all areas record this in the column marked C.
- If the trainer needs more practice (NMP), identify where by marking the column NMP.
- If the statement does not relate to the particular training session please mark Not Applicable (NA)

	C	N/A	NMP
Organised the training including resources			
Prepared the environment to meet the student and training needs			
Introduced the training session including: <ul style="list-style-type: none"> • Occupational Health and Safety aspects 			
Used relevant communication skills to put the students at ease			
Clarified any problems the students had prior to commencing the training			
Used appropriate interpersonal skills throughout the training			
Allowed time for students to practice the skill being taught			
Used a relevant method to assess the candidate on their new skill or knowledge gained			
Provided relevant feedback to the students about their performance			
Dealt with disruptive students appropriately			
Clarified any problems the students had during the training			
Used training resources effectively			
Asked students questions appropriately and effectively			

Additional constructive comments: _____

Name: _____ Signature: _____

Assessor In Charge - Final Evaluation

Completed by the Assessor In Charge at the final assessment of the trainers candidates. No less than two candidates must be presented for the award for which they have been trained. A SurfGuard Form 14 for Trainer in the award must also be completed by the club.

I have found _____

(Name of the candidate)

competent / not yet competent

(Cross one out)

in the delivery of elements in the Surf Life Saving Award of

_____ Eg IRB, BM

_____ Date / /
(Signed) (Print Assessors Name)

Assessor comments (optional)

Follow up action (only complete if candidate is Not Yet Competent)

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

The candidate has agreed to the recommended follow-up action.

Assessor _____ **Date** / /

I have agreed to the recommended follow-up action.

Candidate _____ **Date** / /