

APPENDIX 4.25

JOB DESCRIPTION – ASSESSOR

Responsible to: Branch Director of Education

Responsible for: Course Participants

Purpose Statement: To improve and maintain the competence and confidence of club members by evaluating the skills and knowledge of course participants in units of competency or qualifications, whilst adhering to Academy policies, procedures and best practice principles.

Key Areas of Responsibility: Taken from the Club Guide Continuous Improvement

- Demonstrate a commitment to continuous improvement.
- Understand and follow all education policies and procedures as outlined in the **Academy Volunteer Handbook**.
- Contribute to continuous improvement activities by making improvement recommendations to your CTO or DOE when they become apparent.
- Access the pre-season update and complete required skills maintenance on an annual basis.
- Attend a state supported professional development workshop once every year or complete the VET Logbook to track your professional development.
- Attend Club and Branch meetings (as required).

Course Delivery

- Conduct assessment as agreed with the CTO or DOE.
- Competently undertake assessment activities to determine participant competence.
- Ensure assessment complies with the Principles of Assessment and Rules of Evidence, as well as with SLSNSW's approach to assessment (outlined in the Academy Volunteer Handbook).
- Ensure a supportive assessment environment that meets all SLSNSW requirements and is conducive to learning.
- Ensure course participants understand assessment activity requirements and expected outcomes as per course requirements.
- Conduct assessment using only SLSA & SLSNSW endorsed resources.
- Complete **Assessment Feedback Forms** for participants who are assessed as Not Yet Competent (NYC).

Course Administration

- Ensure attendance records are maintained for all assessments (using the Training Course Report where possible).
- Accurately mark all assessments and record all outcomes using the Assessment Portfolio (in the Learner Guide)
- Contribute to the completion of Training Course Reports for all courses.
- Ensure completed Assessment Portfolios (and attendance records where relevant) are sent to the DOE (or lead Trainer/ Facilitator) within 14 days of final assessment.
- Assist in the completion of Member Incident Reports (if required) for assessment activities.

Other

- Stop any training or assessment activity that is unsafe, or is in breach of any of the Academy policies and processes. Manage these situations accordingly.
- Ensure risk assessments are completed in line with the Guidelines for Safer Surf Clubs and SLSA's Water Safety Policy.

Skills / Experience / Personal Qualities required:

- Hold TAEASS401B Plan assessment activities and processes, TAEASS402B Assess competence and TAEASS403B Participate in assessment validation (Essential)
- Hold (and be proficient) in the award you intend to assess (Essential)
- IT literacy (Essential)
- Excellent communication and interpersonal skills (Essential)
- Ability to work as part of a team (Essential)
- An understanding of the needs of adult volunteers (Desirable)
- An understanding of vocational education and training (VET), specifically as it applies to the not-for-profit context (Desirable)