

TRAINER / ASSESSOR / FACILITATOR RE-ENDORSEMENT FLOWCHART



The following submitted to Branch Education Officer every second year (Trainers/Assessors) or every year (Facilitators) before 31st December?

- ✓ Trainer-Assessor Re-Endorsement Form HR106 or Facilitator Re-Endorsement Form HR108
- ✓ VET Logbook

NO

YES

Trainer/Assessor/Facilitator Re-Endorsement application & all required documentation received within 1 year from endorsement expiry date?

YES

Branch Education Officer checks Trainer/Assessor/Facilitator has the current qualification/pre-requisites on SurfGuard

NO

Trainer/Assessor/ Facilitator status lost – Begin initial Endorsement process again

Branch Education Officer checks VET Logbook to ensure sufficient points have been gained

NO

Branch Education Officer approves application?

YES

Application submitted to Branch Education Committee

NO

Branch Education Committee approves application?

YES

TRAINERS / ASSESSORS

Trainer/Assessor Re-Endorsed – Proficiency entered on to SurfGuard

FACILITATORS

Application submitted to SLSNSW for final approval

NO

SLSNSW approves application?

YES

Facilitator Re-Endorsed. Proficiency entered on to SurfGuard