

Australian Sailing Instructor Report Form

Section A: Candidate Details

Note: All fields must be completed

Candidate name:		Date of Birth:	
Phone:		Email:	
AS Number:		Assessment Date:	
Name of Course:			
Training Centre:		Assessors Name:	

Section B: Assessment Details

- 1) Plan, organise and deliver a 10 minute theory presentation/session on your allocated topic
- 2) Plan, organise and deliver a 15 minute practical instructing session with a group on your allocated topic.

Each assessment task is designed to allow the candidate to demonstrate sufficient instructional skills, preparation and subject matter knowledge. Each candidate will be provided with feedback that reflects the feedback criteria. Where further evidence is required the assessor may choose to ask follow up questions.

If the assessor determines that insufficient skill, preparation or subject matter knowledge has been demonstrated this may result in an action plan. This will be reflected in both the feedback section, and the action plan. When a candidate undertakes an unsafe practice as part of their delivery the assessor may choose to provide an action plan. An unsafe practice includes any feedback criteria marked with an asterisk (*). If an assessor has to stop a session due to safety concerns this may result in an action plan.

Section C: Overall outcome

- ☐ Candidate has met the criteria
- ☐ Candidate has not met the criteria and an action plan has been provided (page 4)

for the endorsement of:

Dinghy program	Keelboat Program	Powerboat program	Windsurfing Program
Dinghy Sailing Instructor	Keelboat Instructor	Powerboat Instructor	Windsurfing Instructor
Dinghy Racing Instructor	Keelboat Skipper Instructor	Safety boat Instructor	
	Keelboat Racing Instructor		

OFFICE USE ONLY

- ☐ Pre-requisites validated in myCentre
- ☐ Report form completed and signed by Senior Instructor
- ☐ Candidates marked off as complete in myCentre
- ☐ Qualification added to mySailor profile

Section D: Theory Assessment – Feedback and Outcome

Theory session topic:	
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Feedback Criteria (did the candidate....)		Comments	Yes	No
1.0 Instructor Qualities				
1.1	demonstrate positive body language?			
1.2	demonstrate confidence in their delivery?			
1.3	present with a clear voice?			
1.4	gain attention, engage and involve the group?			
2.0 Presentation Structure				
2.1	deliver the key messages of the topic in a structured format?			
2.2	show they were organised for the session?			
2.3	use activities that assisted the group to learn?			
2.4	use instructional aids effectively to support to their presentation?			
2.5	use questioning effectively?			
2.6	include an introduction and summary?			
3.0 Technical Knowledge				
3.1	demonstrate a thorough understanding of their allocated topic?			

Feedback provided (all feedback that was provided shall be listed within this box):

4.0 Did the candidate demonstrate sufficient Instructional ability, preparation and subject matter knowledge?

☐ YES ☐ NO

Section E: Practical Assessment – Feedback and Outcome

Practical session topic:				
Feedback Criteria (did the candidate....)		Comments	Yes	No
5.0 Beginning of Session				
5.1	have a sufficiently detailed and suitable session plan available for their topic?			
5.2*	deliver an introduction to the session including relevant safety points?			
5.3*	identify a suitable location to conduct the session?			
6.0 During the Session				
6.1	effectively organise the group; and where appropriate move efficiently from activity to activity?			
6.2	maintain control of the session at all times?			
6.3*	ensure safety was maintained at all times?			
6.4*	provide a suitable explanation of the skill including all key teaching points?			
6.5	provide an accurate demonstration of the skill?			
6.6	demonstrate sufficient technical knowledge of the skill?			
6.7	communicate in a clear and effective manner?			
6.8	Identify any errors and provide accurate and constructive feedback to the group?			
6.9	allow sufficient practice time where required?			
7.0 Following Session				
7.1	summarise the session including the key teaching points?			

Feedback provided (all feedback that was provided shall be listed within this box):

8.0 Did the candidate demonstrate sufficient Instructional ability, practical skill and technical knowledge?
☐ YES ☐ NO

Section F: Action Plan

Criteria No.	Action Plan	To be completed by:

Senior Instructor Name:			
Signature:		Date:	

In signing the below you are agreeing to the outcome and action plan outlined above by the Senior Instructor.

Candidate Name:			
Signature:		Date:	