

LEADERSHIP PROGRAM

APPRENTICESHIP ADMINISTRATIVE DOCUMENTS

Valid for the following apprenticeships:

- Swim Instructor (SI)
- Lifesaving Instructor (LI)
- First Aid Instructor (FAI)
- National Lifeguard Instructor (NLI) all option
- Trainer (T) all option

DOCUMENTS TO FILL OUT BY THE LEAD INSTRUCTOR:

1. **Leadership Assessment Summary-Apprenticeship**
On the back, write comments and justifications regarding the candidate's result.
2. **Leadership Competency Assessment Form - Level X**
Level corresponding to the training, ex. NLI = level 3.
3. **Written notes justifying the apprentice result**
For example, details of observations made during the apprenticeship. A logbook can be used.

RESULT TRANSMISSION TO THE LIFESAVING SOCIETY:

1. Online transmission by the lead instructor (if the exam sheet is available online)
2. Transmission of justifying documents in a failure situation or if a problem arises during the apprenticeship

For more information, please refer to the *Program Guide* or to the Web capsule about apprentice supervision (in French only), available on your Dashboard at www.sauvetage.qc.ca.

IMPORTANT REMINDERS

The online form should be fulfilled at least two weeks before the beginning of the apprenticeship. It is available through your online dashboard.

The candidate and the lead instructor must keep a copy of the above documents for 5 years.

CHANGE IN RESULT “Awaiting final result”

When the elements required in a development plan have been completed by the candidate, they must have it approved by their trainer, who will communicate the change to the Lifesaving Society.

A reassessment of the result will be made at that time.