



Surf Life Saving Sydney Inc.

Established October 1907

Telephone: (02)9019 0722

PO Box 6006, Malabar NSW 2036

Email: admin@surflifesavingsydney.com.au

ABN 74 781 063 539

Facsimile: (02) 9019 0720

www.surflifesavingsydney.com.au

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**TO: Clubs, Presidents, Secretaries, Captains
Chief Training Officers**

**FROM: Education Manager
Christopher Thompson**

CC: SLSS Management, BoL Management

SUBJECT: Trainers Course November 2013

Registrations are now called from Clubs for interested and eligible members who are wishing to become Trainers to attend the scheduled Trainers Course to be held November 2013 as scheduled in the Branch Lifesaving & Education 2013-2014 Calendar.

Courses run by SLS Sydney will be either Nationally Recognised Qualification or a SLSA Award. This Trainers course is a Nationally Recognised Qualification Award. The aim of the course is to provide participants with the skills, knowledge and experience to deliver quality training of Surf Life Saving awards. You will also develop knowledge and skills to enable you to demonstrate competence in the nationally recognised unit of competency : *TAEDEL301A provide workskill instruction, BSBCMM401A Make a presentation*

Pre requisites

To commence training for the Training Officer Certificate you must have met the following course pre requisites:

- Minimum of 16 years of age
- Hold an SLSA award and proficient in the award you wish to train candidates for

Course Details for the Candidate

- The course is held over 3 sessions and conducted by an endorsed Facilitator.
- Candidates must attend all sessions of this scheduled course.
- Candidates will be given all course resources at session 1 of the course.
- Candidates need to only bring pen and paper with them to the course.

Course : Trainers Course

Date/Time :

Monday 18 th November 2013	Session 1	6.30 pm to 9.30 pm
Wednesday 20 th November 2013	Session 2	6.30 pm to 9.30 pm
Monday 25 th November 2013	Session 3	6.30 pm to 9.30 pm

Venue : Elouera Surf Club (Washington Lounge, upstairs)

Facilitator : David Kowald

Registrations Close : COB Thursday 7th November 2013

Minimum 6 Candidates Maximum 25 Candidates.

Registrations may close off prior to this date if maximum course numbers are met.

Casual comfortable dress for classroom activities is recommended. Dinner is not provided at the course, therefore we would recommend candidates bring a snack along. Tea/Coffee will be provided.

Affiliated Clubs

Garie Era Burning Palms
Wanda Elouera North Cronulla Cronulla
Clovelly Coogee Maroubra South Maroubra
North Bondi Bondi Tamarama Bronte



Process to Register for Course

1. Those members who are interested in attending this course should advise their club Chief Training Officer or Club Administrator. (Members should not register direct with the Branch Office). The club Chief Training Officer should also be proactive in selecting candidates to attend upcoming courses.
2. Clubs are to send an email to the branch office with the names of the members who are to be registered for this course prior to the closing date.
3. Branch office will confirm back with Club acceptance of registration.
4. Club is **NOT** required to create an Assessment request in Surfguard for this course. This will be actioned by the Branch office at the time of sign off of the Candidate's Assessment Portfolio.

Candidate Course Preparation

Prior to the commencement of the course, please ensure that you make yourself familiar with the following documents as they contain reference to policies that relate to you as a course participant. These documents are available from the Surf Life Saving NSW website <http://www.surflifesaving.com.au/members/resources/training>

- SLSNSW Academy Handbook
- SLSNSW RPL Guide for Applicants
- Participant Code of Conduct policy (TA3.2)

You should also print a copy of the Training Enrolment Form, and bring this completed and signed form with you to the course, or complete this form at the first session of the Course. To access this form select *Training & Education; Member Training; Participant Resources*, then *SLSNSW Training Enrolment Form*.

It is our aim to cater for the special needs of all our participants. If you feel you have additional learning needs or may require extra assistance, please speak with your course Facilitator before the first day of your course or at your induction session.

Should you have any enquiries regarding the course, or have difficulty accessing the documents from the interest, please contact the Branch Office.

After completion of the 3 session course

1. Candidates will be required to complete their Assessment Portfolio and forward this to Branch office for Facilitator to review and mark.
2. Once signed off by Facilitator, the candidate will be allocated the Trainers Units Cluster (*TAEDEL301A provide workskill instruction, BSBCMM401A Make a presentation*) units of competency in Surfguard. This assessment request will be created and processed by the Branch office on behalf of the candidate & Club.
3. Branch office will send letter to participant and participants club confirming the processing of Trainers Units Cluster and providing information and documents required for the completion of the Training Officers Award. (ie. Training Officer Application Form, Mentor Observation, Mentor Induction)
4. Candidates will then be required to complete an on the job assessment activity and will be mentored by an allocated mentor from the Club Chief Training Officer (ie Train a squad and present them for assessment).
5. At the completion of the squad trained and assessed, all required documentation for the new Training Officer Application including the signed off Surfguard generated Form 14 is required to be submitted to Branch office. Once forms received at Branch Office, the Branch Education will review for endorsement and Award processing.

Christopher Thompson
EDUCATION MANAGER

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