ISSUE DATE: 11 March 2015	**CIRCULAR NO: 30/14-15**

TO: Clubs, Presidents, Secretaries, Captains, Chief Training Officers	**FROM:** Education Manager **Christopher Thompson**
CC: SLSS Management, BoL Management	**Advance Award Coordinator** **Michael Hodsdon**

SUBJECT: Pilot TAE Trainers Course – partly delivered electronically

Surf Life Saving Sydney will be conducting a pilot TAE Trainers Course, partly delivered electronically and with one night face to face.

We are now calling for **Expressions of Interest from Clubs to submit members to be part of this trial**. This trial course will involve members attending **one face to face session which will be held on Wednesday 29th April 2015** 6.30 pm to 10.00 pm venue TBA.

The theory part of the course will be undertaken by candidates prior to the Face to Face at home using an electronic workbook and other information provided by the facilitator.

Expressions of interest from Clubs close at the Branch Office BY COB Friday 20th March 2015. EOI's are to be emailed to lifesaving@surflifesavingsydney.com.au

Clubs are asked to provide as part of the registration:
- Candidates name
- Candidates email address
- Proposed Training Officer award

Members must have access to Adobe PDF or similar, email and a printer as well as the SLSA member's portal to be considered for inclusion in this trial.

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.*

These units are prerequisites to a candidate obtaining their SLSA Training Officer Certificate.

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

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

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Course Details for the Candidate
- The course will be conducted using electronic methods and one only face to face session.
- Branch Office will advise Club of the successful candidates to be included in this Trial course and confirmed venue for the face to face.

Proposed conduct of the course
1. Confirmed Trial candidates will be emailed a PDF of the Learner Guide, powerpoint presentation and other helpful links to enable the candidate to complete the Learner Guide.
2. Candidates will then be emailed the Assessment Portfolio and other materials that need to be completed prior to the Face to Face night that will need to be brought along completed (Assessment Task 1). Candidate will print out the Assessment Portfolio and bring it with them.
3. Candidate will prepare a 10 minute presentation on a suitable lifesaving related subject using the templates provided.
4. At the face to face night, candidates will participate in demonstrating acquired knowledge of the theory, make their presentation and be provided with feedback
5. At the conclusion of the face to face night, candidates will be provided with information and SLSNSW Forms to enable them to fulfil Assessment Tasks 3 and 4 back at your club via your Mentor.

Please note that Surf Life Saving Sydney will be conducting the regular 3 night face to face Trainers course during the course of the off season. Please only register for this pilot course if you are prepared to undertake self-paced / at home learning within the timeframes of the course.

Expressions of Interest for this pilot course close at Branch Office COB Friday 20th March 2015

Christopher Thomson   **Michael Hodsdon**
EDUCATION MANAGER   **ADVANCE AWARD COORDINATOR**

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