



Surf Life Saving Sydney Inc.

Established October 1907

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ISSUE DATE: 6th January 2016

CIRCULAR NO: 25/15-16

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

CC: SLSS BOM, LSEC

FROM: Director of Lifesaving & Education

Simon Torsellini

Advance Award Coordinator

Michael Hodsdon

SUBJECT: TAE Trainers Courses January & February 2016

Two more Trainers courses have been scheduled for the 2nd half of this season. Registrations are now called from Clubs for interested and eligible members who are wishing to become Trainers to attend one of these scheduled Trainers Course.

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 : *TAEDL301A 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 - January 2016

Dates/Times:

Monday	18 th January 2016	Session 1	6.30 pm to 9.30 pm
Wednesday	20 th January 2016	Session 2	6.30 pm to 9.30 pm
Wednesday	27 th January 2016	Session 3	6.30 pm to 9.30 pm

Venue:

Bate Bay Club (TBC)

Facilitators :

Peter Carney, Glen Clarke (Trainee)

Registrations Close :

COB Thursday 14/01/2016

Minimum 6 Candidates Maximum 20 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

Course :**Trainers Course - February 2016****Dates/Times:**

Monday	22 nd February 2016	Session 1	6.30 pm to 9.30 pm
Thursday	25 th February 2016	Session 2	6.30 pm to 9.30 pm
Monday	29 th February 2016	Session 3	6.30 pm to 9.30 pm

Venue:**Maroubra Surf Club, Marine Parade Maroubra Beach****Facilitators :****Gary Daly, David Kowald, Doug Hawkins & Glen Clarke (Trainees)****Registrations Close :****COB Thursday 11/02/2016**

Minimum 6 Candidates Maximum 20 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.

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 and specify which Trainers course date the member/s are to attend.
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/member-training/training-resources>

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

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, please contact the Branch Office.

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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. TAF Application Kit)
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.

Simon Torsellini
DIRECTOR OF LIFESAVING & EDUCATION

Michael Hodsdon
ADVANCE AWARD COORDINATOR

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