



Surf Life Saving Sydney Inc.

Established October 1907

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ISSUE DATE: 11th August 2016

CIRCULAR NO: 06/16-17

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

CC: SLSS BOM, LSEC

**FROM: Director of Lifesaving & Education
Simon Torsellini
Education Manager
Marissa Saunders**

SUBJECT: TAE Trainers Course September 2016

A Trainers course has been scheduled for September 2016 to be conducted in the Cronulla/Sutherland area and open to all Clubs. Registrations are now called from Clubs for interested and eligible members who are wishing to become Trainers. Club CTO's & Captains are asked to be proactive in selecting candidates to attend this course.

Process to Register for Course - NEW ONLINE FORM COURSE REGISTRATION on the Branch website
<http://surflifesavingsydney.com.au/admin/online-form/sls-course-registration-online-form/>

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 be 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 - September 2016**

Dates/Times:

Monday	5 th September 2016	Session 1	6.30 pm to 9.30 pm
Wednesday	7 th September 2016	Session 2	6.30 pm to 9.30 pm
Monday	12 th September 2016	Session 3	6.30 pm to 9.30 pm

Venue: Elouera SLSC, Washington Lounge

Facilitators : David Kowald, Doug Hawkins (Trainee), Kym Pennell (Trainee)

Registrations Close : COB Wednesday 24/08/2016

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

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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 and Captain should be proactive in selecting candidates to attend this course.**
2. Clubs are to compile their list of eligible/interested course participants and then complete the online form at the following link <http://surflifesavingsydney.com.au/admin/online-form/slss-course-registration-online-form/>
3. Branch office will confirm back with Club acceptance of registration after closing date.
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 SLSNSW Academy Volunteer Handbook which can be found on SLSNSW website at the following link : e
<http://www.surflifesaving.com.au/members/member-training>

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, 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 if not completed at Session 3.
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

Marissa Saunders
EDUCATION MANAGER

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