



Memorandum

To:	Trainers, Assessors and Facilitators (including probationary Trainers, Assessors and Facilitators) who did not attend August TAF Professional Development
From:	Marissa Saunders, Education Manager
CC:	SLSNSW Steve Allan, SLSNSW Louise Cooke, Club Secretaries, Club Presidents, Chief Training Officers, BOM
Date:	19 th September 2016
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Subject:	Additional Dates - Professional Development TAF's

Dear All,

We refer to the Professional Development day held in August which you advised you were unable to attend and confirm that the Branch has scheduled two (2) more opportunities for you to attend your compulsory component of endorsement and re-endorsement for your convenience.

Professional Development workshop as detailed below is part of the four (4) step process for endorsement and re-endorsement of Trainers, Assessors and Facilitators (TAFs).

All TAFs who have their endorsement expiring on 31/12/2016 MUST complete this professional development otherwise you will not be re-endorsed this season.

Step 1 Professional Development Workshop

You are required to access this workshop once every two (2) years to network with other TAFs and take part in professional development activities.

Step 2 Annual pre-season update

You are required to access the pre-season update each year. This year, the annual pre-season update will form part of the Pre-Season Lifesaving and Education meeting to be held on Saturday 27 August 2016 at Maroubra SLSC.

The annual pre-season provides TAFs information about any changes to courses, resources, policies and procedures that each TAF needs to be aware of for the upcoming season.

Step 3 Be active

You need to train or assess or train and assess at least one nationally recognized training course every two (2) years. If you are unable to complete Step 3, please contact the Branch Office.

Step 4: Skills maintenance

Your proficiency! You must ensure you are completing the skills maintenance for the awards that you train.

Professional Development Workshop details:

The Professional Development workshop session will include:

1. Consistency in training and assessment: Bronze/ SRC focus.
2. Consistency in training and assessment: ART focus.

To meet your requirements for Step 1 above, you are required to attend on **one of the evenings listed below**. Please note that number of members will be limited for each day.

If you are unable to attend either session, please advise the Branch Office and provide a reason for non attendance.

Dates:	Thursday 13 th October 2016 @ Maroubra SLSC OR Thursday 24 th November 2016 @ Elouera SLSC
Time:	6.00 pm to 9.30 pm (approx)
Attire:	Please dress in comfortable loose clothing appropriate for practical training and assessment. Please bring with you a towel for floor activities. Please bring a snack as this workshop will not be catered, tea/coffee will be provided.

Please register your attendance by email to Linda Perrin at lifesaving@surflifesavingsydney.com.au no later than 30th September 2016, advising of which date you will be attending.

We look forward to seeing you at the workshop.

Marissa Saunders
Education Manager