



Memorandum

To:	Trainers, Assessors and Facilitators (including probationary Trainers, Assessors and Facilitators)
From:	Marissa Saunders, Education Manager
CC:	Glen Clarke, Gary Daly, Peter Carney, Craig Howie, Beck Mister, Steve Urquhart, Paul Hotton, Director of Lifesaving, SOM, Lifesaving Manager, SLSNSW Steve Allan, SLSNSW Louise Cooke, Club Secretaries, Club Presidents, Chief Training Officers, BOM
Date:	1 August 2016
Pages:	2
Subject:	Compulsory Professional Development TAF's

Dear All,

SLSS will be holding the first compulsory Professional Development workshop as detailed below as part of the four (4) step process for endorsement and re-endorsement of Trainers, Assessors and Facilitators (TAFs).

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.
3. Making theory engaging.
4. Ensuring quality on patrol: a model for skills maintenance delegation.

To meet your requirements for Step 1 above, you are required to attend on **one of the days 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:	Saturday 20 August 2016 and/or Sunday 21 August 2016
Time:	10am to 3pm (lunch will be provided)
Venue:	Maroubra SLSC
Attire:	Please dress in comfortable loose clothing appropriate for practical training and assessment. Please bring with you a towel for floor activities.

When completing the workshop you will also gain your proficiency for the awards you train as part of Step 4 (subject to any water skills maintenance)

Please register your attendance by email to Linda Perrin at lifesaving@surflifesavingsydney.com.au no later than 12 August 2016. Please ensure to include any dietary requirements.

We look forward to seeing you at the workshop.

Marissa Saunders
Education Manager