



Surf Life Saving Sydney Inc.

Established October 1907

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ISSUE DATE: 5th September 2016

CIRCULAR NO: 07/16-17

**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 Courses 16-17 - Registrations Open from Clubs

The Branch Education Manager with Facilitators has finalised course dates for TAE Trainers Courses for the season and these dates have been added to the Branch website calendar. 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/>

Please ensure when you register your members for the course that you select the correct date of course required.

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 : *TAED301A 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.

Learning Outcomes

- Organise your instruction and demonstration
- Conduct instruction and demonstration
- Check training performance
- Review personal training performance and finalise documentation
- Prepare, deliver and evaluate presentations
- Understand the principles of effective communications

Assessment

Assessment is through demonstration, presentation and application of all element of competency in the workplace, Participants will be required to complete activities that may include role plays, oral and written questioning, practical demonstrations and performing scenarios. Participants shall be encouraged to self assess in preparation for their formative and summative assessment.

Affiliated Clubs

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

October 2016 Trainers Course

Monday 17th, Wednesday 19th, Monday 24th October 2016 @ Clovelly SLSC 6.30 pm - 9.30 pm all sessions

Registrations close: Thursday 6th October 2016

Facilitators: Glen Clarke, Doug Hawkins (prob)

November 2016 Trainers Course

Tuesday 8th, Thursday 10th, Tuesday 15th November @ Bondi SBLSC 6.30 pm - 9.30 pm all sessions

Registrations close: Thursday 27th October 2016

Facilitators: Gary Daly, Doug Hawkins

January 2017 Trainers Course

Monday 23rd, Wednesday 25th, Monday 30th January 2017 @ Wanda SLSC 6.30 pm - 9.30 pm all sessions

Registrations close: Thursday 12th January 2017

Facilitators: Peter Carney

February 2017 Trainers Course

Wednesday 1st, Monday 6th, Thursday 9th February 2017 @ SLSS Branch Office Little Bay 6.30 pm - 9.30 pm all sessions

Registrations close: 19th January 2017

Facilitators: Gary Daly, Glen Clarke, Tania Rouse (prob)

Minimum 6 Candidates Maximum 20 Candidates for each course.
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 - NEW ONLINE FORM COURSE REGISTRATION on the Branch website

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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 :

<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.

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North Bondi Bondi Tamarama Bronte

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 (TAED301A 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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