



Memorandum

To:	Trainers, Assessors and Facilitators
From:	Marissa Saunders, Education Manager
CC:	SLSNSW Steve Allan & Louise Cooke, Club Secretaries, Club Presidents, Club CTOs
Date:	05 September 2017
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Subject:	Professional Development for TAFs 2017

Dear All,

Professional Development workshop/s 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 31/12/2017 MUST complete this professional development otherwise you will not be re-endorsed this season.

If you attended one of the 4 Professional Development days conducted by Branch last season, you are not required to attend this year.

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 was part of the Pre-Season Lifesaving and Education meeting held on 26/8/2017. If you were not present at this meeting you need to complete the webinar available on SLSNSW website.

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. First Aid upgrade where your First Aid is expiring 2017.

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:	Tuesday 31 st October 2017 @ Maroubra SLSC OR Tuesday 21 st November 2017 @ Elouera SLSC
Time:	6.00 pm to 9.00 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 13/10/2017, advising of which date you will be attending.

We look forward to seeing you at the workshop.

Marissa Saunders
Education Manager

