

**LEADING IN INNOVATION**

BONDI BURNING PALMS BRONTE CLOVELLY COOGEE CRONULLA ELOUERA ERA GARIE  
MAROUBRA NORTH BONDI NORTH CRONULLA SOUTH MAROUBRA TAMARAMA WANDA

**CIRCULAR**

<b>ISSUE DATE</b>	<b>NUMBER</b>
<b>Tuesday 24 December 2019</b>	<b>33/19-20</b>

<b>To</b>	Clubs, Presidents, Secretaries, Captains, Chief Training Officers
<b>From</b>	Director of Lifesaving and Education Manager of Education
<b>CC</b>	BOM, LSEC, JDC, SSC, MSC
<b>Subject</b>	TAE Trainers Course January / February 2020

SLS Sydney is pleased to advise that we have scheduled a further TAE Trainers course to be conducted January/February 2020 hopefully aimed to suit and capture members across all our Clubs.

Registrations are now called from Clubs for interested and eligible members who are wishing to become Trainers and would like to attend. It is essential that participants are able to commit to all 4 sessions of the course training. ***Clubs are asked to please ensure the members who you consider for this course are provided this circular to read what is involved so they are fully committed to attending the course and understand what is involved.***

**COURSE DATES**

Tuesday	28 January 2020	Session 1	6.30 pm – 9.30 pm
Thursday	30 January 2020	Session 2	6.30 pm – 9.30 pm
Tuesday	4 February 2020	Session 3	6.30 pm – 9.30 pm
Thursday	6 February 2020	Session 4	6.30 pm – 9.30 pm

**LOCATION**

Elouera Surf Life Saving Club

**REGISTRATIONS CLOSE** Friday 10 January 2020 Maximum 20 candidates

*(note registrations may close off earlier if maximum numbers received – Club CTO's will be advised)*

**How to book – Clubs to action**

**Clubs are to complete the registration via the online form link**

<http://surflifesavingsydney.com.au/admin/online-form/slss-course-registration-online-form/>

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Individual members are not to register direct.

1. Please ensure that members speak with your Chief Training Officer and/or Education Manager before booking as participants will need to be allocated a mentor prior to attending and that where possible you have two dates in the diary for the member to be mentored in the delivery of their chosen course(s), to be Endorsed.
2. The Club Chief Training Officer and Captain should be proactive in selecting candidates to attend this course.
3. Branch Office will confirm back with Club the acceptance of registration once the course is full.
4. In the event of the course being fully booked (maximum numbers is 20 per course), priority will be given to Clubs with low trainers to new member ratios, with a maximum of 3 places for any one club.
5. Branch Office will contact the eligible participants directly and provide all course joining instructions and resources for the required pre-course work.
6. Club is **NOT** required to create an Assessment request in SurfGuard for this course. This will be actioned by the Branch Office at the completion of the course or once the Candidate is assessed as competent.

### Is this course for me?

This course has been designed to maximise the amount of time participants have to practice and receive feedback on their skills in a safe learning environment. As such, this course would be ideal for those starting out as a trainer with little previous presentation or training delivery experience. It would also be ideal for those with some informal presentation/training experience who are keen to develop their skills and utilise them to support training within their Club and/or Branch.

To commence training for the Training Officer Certificate you must meet the following course prerequisites:

- be at least 16 years of age on the date of final assessment;
- be proficient in the award in which you wish to train; and

**Note: To become an endorsed Training Officer, you need to have held the award that you wish to train for a minimum of 12 months (except in exceptional circumstances – speak to Branch Education Manager for further guidance).**

### What will I learn?

After completing the pre-course learning and 4 session course, you will be able to:

- Locate the policies, procedures and resources relating to Education in Surf Life Saving NSW
- Identify learning needs of the participants and the organisation
- Design training using a range of appropriate learning activities
- Deliver training using effective communication techniques
- Evaluate training to ensure continuous improvement



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### Course Details

The aim of this course is to provide participants with the skills and knowledge to confidently deliver Surf Life Saving awards to new and existing members. The course will be highly interactive, providing participants with the opportunity to practice their own skills in session planning, training delivery and course evaluation in a safe learning environment.

Participants will be required to complete around 4-6 hours of pre-course learning, details of which will be provided in the coming days and prior to the start of the course. Pre-course learning will include reading through the Learner Guide, watching instructional videos on YouTube, completing some written questions and planning for a skill demonstration and two training sessions to be delivered on the course.

You will need to bring along to the training course:

- Your completed Pre-course Workbook
- A laptop or iPad to access SLSNSW resources online and (if you wish) tweak session plans/visual aids for your presentations/skill demonstrations
- Presentations may be recorded, enabling participants to review their own presentation style following the course through the eyes of a learner.

Participants who successfully complete the course requirements will leave the course as a probationary trainer, having achieved the following nationally recognised units of competency:

- TAED301 Provide work skill instruction
- BSBCMM401 Make a presentation

The knowledge and skills learnt on this course are **highly transferable** outside of Surf Life Saving.

### Becoming an endorsed Trainer

Following successful completion of this course, probationary trainers are required to deliver a minimum of two courses under the supervision of a mentor before being endorsed by the Branch as a Training Officer. The aim of this process is to ensure that you are comfortable with the course content, the assessment criteria, and with the administrative processes required.

Before you attend this course (or shortly after it), the Branch Education Manager will ensure that you have been allocated a mentor and that you have two courses in the diary to be mentored at.

**Simon Torsellini**  
DIRECTOR OF LIFESAVING & EDUCATION

**David Kowald**  
EDUCATION MANAGER