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**TO: Clubs, Club Secretaries,
Club & Group Captains
Club Chief Training Officers**

Subject: **TRAINING OFFICERS COURSE** 31st July and 3rd August 2010

The following SLS SNB Training Officers Course is scheduled for 31st July and 3rd August 2010. Courses run by SLS SNB will be either Nationally Recognised Qualifications, or a SLSA award. This Training Officers Course is a Nationally Recognised Qualification.

The TAADEL301C Provide Training through instruction and demonstration of work skills course is a **prerequisite** to any member obtaining their first SLSA Training Officers Certificate in any subject area.

The next scheduled date for a Trainers Course is:

Dates:	Saturday 31st July 2010	Session 1	9am
	Tuesday 3rd August 2010	Session 2	6.30pm

Venue: Branch Headquarters
9/1 Vuko Place
Warriewood

Registrations Close: Monday 26th July 2010

Facilitator: Louise Lindop and Shannon Job

The Trainers course will involve:-

1. Theory and procedures (2 sessions)
2. Self Assessment (whilst the candidate is delivering training)
3. Supervised Observation (by the Chief Training Officer)
4. Facilitators Observation

Aim:

The aim of this course is to provide Surf Life Savers with the skills, knowledge and experience to deliver training to candidates prior to the trainers obtaining their SLSA Training Officers Certificate and to ensure Trainers meet the minimum competencies required for Registered Training Organisations.

Course Duration:

1. The Course duration is approximately 12 hours. There is also additional work to be done in the candidates own time.
2. Self Assessment and Supervised Observation will be arranged by the candidate whilst they are delivering training at their own Club.
3. Facilitator's Observation – this will be arranged by the candidate and performed at their own Club.

Prerequisites:

Candidates must:

- Be a minimum of 16 years of age on the date of assessment
- Have had the awards that they intend to instruct a minimum of 12 months, and be proficient.

Competency Standards:

TAADEL301C – Provide Training through instruction and demonstration of work skills.

Validity of Award:

Candidates need to complete both the theory course and the Trainers Evidence Portfolio. This award will then be signed off by the Facilitator of the course and forwarded to SLSA to be processed.

Following this, the candidate will need to be mentored through training two groups of candidates for assessment. They will then be eligible for SLSA's Training Officers Certificate in the award that they have been training. A Club Trainers Application Form and Mentor Observation Checklist need to be completed by the mentor, and forwarded to the Branch Office for processing for the SLSA Training Officers Certificate to be issued. The mentoring and application process will then also apply to each additional award they wish to train.

Process:

Those surf life savers who are interested in attending the course need to advise their Club's Chief Training Officer or Club Administration. **Clubs should book candidates in for this course via email to sandy@surflifesaving.net.au before COB 26th July 2010.** The course is limited to 20 candidates.

Preparation:

All learning materials will be provided by the facilitator. All candidates will require a pen and paper. Candidates should also bring the 33rd Edition Bronze Medallion Training Manual.

General:

- Successful participants will be able to participate in the Assessors course at the completion of the Trainers course when all evidence workbooks have been submitted.
- Any questions, please contact the SLS SNB Office during office hours.

Michael Wasley
Director of Education & Assessment
Surf Life Saving Sydney Northern Beaches