

How to become a Training Officer

Candidate decides to become a Training Officer and completes the "Training Officer Certificate (TOC) Enrolment Form" ensuring he/she holds the appropriate pre-requisites as outlined on the form and submits to LSV Office

LSV office staff review enrolment form to check if candidate needs to participate in the pre-requisite TOC Course (TAADEL301A Provide instruction through demonstration of work skills)

Candidate does need to sit pre-req course

Candidate does not need to sit pre-req course

LSV office staff enrol candidate in TOC Course and send out course resources

Candidate attends TOC Course

Candidate completes "On the Job" training and assessment by conducting a training program under supervision

Candidate submits completed Assessment Portfolio and TOC Evidence Guide

TOC Course Facilitator reviews evidence and makes judgement

Competent

Not yet competent

Candidate given feedback on areas for improvement and further opportunities for development and re-assessment

Candidate is issued with Statement of Attainment for the competency "TAADEL301A Provide instruction through demonstration of work skills"

LSV office staff send TOC Evidence Guide to candidate

Candidate conducts a training program under supervision and fills out the evidence guide

Candidate submits TOC evidence guide to lead assessor on the day of final assessment for program participants

Lead assessor reviews evidence and makes judgement

Not yet competent

Competent

Candidate is issued with the appropriate TOC award



TRAINER OFFICER'S CERTIFICATE *EVIDENCE FORM*

This form must be attached to the Form 14 sent to Life Saving Victoria for the TOC candidate listed on the form below.

Personal Details

Name*: _____

Address*: _____

Suburb*: _____ **P/C*:** _____

Date of Birth*: _____ **Club Membership*:** _____

Phone: (Mob.) _____ **(Other)** _____

Email: (Print Very Clearly) _____

*Compulsory Information.

Award Details

Training Officer's Award: _____

Pre-requisite Information:** _____

Base Award: _____ **Award Number:** _____ **Award Date:** _____

Training Pre-requisite: _____ **Award Number:** _____ **Award Date:** _____

- (Tick if appropriate) I do not yet hold my training pre-requisite, I have submitted my completed Training Officer – Assessment Portfolio to my course facilitator and I am awaiting confirmation of my completed competency TAADEL301A Provide instruction through demonstration of work skills.

Facilitator Name: _____

**Pre-requisite information must include the base award (eg: Bronze Medallion for Bronze Medallion Training Officer's Certificate) and one of the following training qualifications: TAADEL301A Provide instruction through demonstration of work skills, BSZ404A Train Small Groups or another Surf Life Saving Australia Training Officer's Award. Where the training qualification has been completed with an organisation other than Life Saving Victoria, a certified copy must be attached.

TOC Candidate Declaration

I, the above named member conducted the training outlined below for the members listed.

Award Name: _____

Candidate Names (Must be at least 2 candidates):

1 _____

2 _____

3 _____

4 _____

5 _____

6 _____

Signed: _____

Name: _____ **Date:** _____



TRAINER OFFICER'S CERTIFICATE *EVIDENCE FORM*

This form must be attached to the Form 14 sent to Life Saving Victoria for the TOC candidate listed on the form below.

Training Supervisor Declaration

I, _____, was the nominated supervisor for _____, whilst he/she conducted training in the _____ (award) for the members listed above. He/She demonstrated a detailed understanding of the underpinning knowledge and skills required of the award. He/She conducted the training in a safe manner and used current training activities/resources or developed his/her own to ensure participants developed a complete understanding of the award. I would recommend that he/she be awarded his/her Training Officer's Certificate for the _____ (award).

Signed: _____

Name: _____

Date: _____

Final Assessment Details

Award: _____

Date: _____

Venue: _____

Club: _____

Assessor in Charge: _____

Assessor Declaration

I, _____, was the assessor in charge at the final assessment for the candidates for the _____ (award), who are listed above. These candidates who were presented as being trained by _____ (TOC Candidate) demonstrated a good level of knowledge and skill in the award. I would recommended that he/she be awarded his/her Training Officer's Certificate for the _____ (award).

Signed: _____

Name: _____

Date: _____



RPL Guide for:

**TAADEL301A Provide training through
instruction and
demonstration of work
skills**

and

SLSA Training Officer's Certificate

How to use Guide:

This guide has been developed to assist those Trainers who are currently delivering and assessing within the organisational framework. You may not fall into this category but still be eligible for RPL. Refer to the table below to guide you in preparing your RPL application.

TABLE 1

EXPERIENCE / QUALIFICATION	EVIDENCE REQUIRED
Conducting Training But Not Qualified	
Currently training under supervision within a lifesaving club	Complete Section 1 – B Complete Section 1 – C
No Training Qualifications	Complete Section 2
Currently Registered School Teacher	
Registered School Teacher within Victoria Currently training under supervision within a lifesaving club	Complete Section 1 – A Supply a certified copy of your current VIT registration card Complete Section 2
Registered School Teacher within Victoria Wanting to become a trainer within a lifesaving club and gain their Training Officer's Certificate	Complete Section 1 – A (Supply a certified copy of your current VIT registration card) <i>NOTE: After submitting your form with section 1 completed you will need to obtain and complete a complete Training Officer's Evidence Form while conducting training under supervision</i>
Hold BSZ404A Train Small Groups (TSG)	
Current qualified club Training Officer holding a BSZ404A Train Small Groups Unit of competency wishing to upgrade	Complete Section 1 – A Provide a certified copy of your Statement of Attainment for Train Small Groups Submit a letter on club letterhead from your Chief Instructor showing that you are currently involved in training within Life Saving Victoria
Currently training under supervision within a lifesaving club Obtained BSZ404A Train Small Group outside of LSV and do not hold a Training Officer Certificate	Complete Section 1 – A Provide a certified copy of your Statement of Attainment for Train Small Groups Complete Section 2
Do Not Fit In Any Of the Above	
Don't fall into any of the above categories but have other training experience and wish to apply for RPL	Contact Life Saving Victoria for a copy of the General TAA40104 Cert IV in Training and Assessment RPL form

Australian Lifesaving Academy

TRAINING ENROLMENT FORM

The Personal Information collected on this form will only be used or the processing of this nomination/enrolment and will only be disclosed to persons who have appropriate authorisation.

COURSE: Recognition of Prior Learning

LOCATION: N/A

DATES: _____

TRAINING PROVIDER: N/a

1. (compulsory)

Date of Birth: ____/____/____

Female Male Club (if applicable): _____

Surname: _____ Given Names: _____

Telephone Number (home): _____ Work: _____

If you have a LSV membership number insert it here and go to 2: _____

Mobile: _____ Email: _____

Postal Address: _____

Town/Suburb: _____ Post Code: _____

Contact Person (in case of emergency): _____

Telephone: _____ Relationship to you: _____

2. (optional)

Known physical/medical conditions

Do you consider yourself to have a disability, impairment or long term condition?

No Yes

If yes, please indicate the area of disability, impairment or long term condition:

Hearing/Deaf Acquired brain impairment Intellectual
Physical Vision Medical Condition
Learning Mental Illness Other (please specify)

Do you need any special assistance at your classes? No Yes

Do you need wheelchair access?

No Yes

Any special dietary requirements? _____

3. (optional)

Cultural Diversity

Were you born in Australia?

No Yes

If no, in which country were you born?

Are you of Aboriginal or Torres Strait Islander origin?

No Yes, Aboriginal Yes, Torres Strait Islander

(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'yes' boxes)

Is English your first language (if No identify native Language) No Yes

Would you be interested in assistance to speak English? No Yes

(Please contact the course trainer if you answered yes to this question)

4. (compulsory)

Applicant's Declaration (please read carefully)

I have received a copy and have read and understood the LSV VET Code of Practice:

Yes No

I have received information about the prerequisites for this Course (if relevant):

Yes No

I believe I meet the prerequisites for this Course (if relevant):

Yes No

I agree to abide by the SLSA Code of Practice:

Yes No

Applicant Signature: _____ **Date:** _____



Recognition of Prior Learning / Recognition of Current Competency Evidence Form

Section 1

TAADEL301A Provide training through instruction and demonstration of work skills

To be completed by your Chief Instructor/Training Supervisor

Section 1 - A

Tick as appropriate (for information about the evidence requirements please refer to Table 1 on page 2 of this application pack)

- I am a currently qualified teacher and have attached a certified copy of my current VIT Registration Card
- I hold the unit of competency BSZ401A Train Small Groups and have attached a certified copy of my Statement of Attainment for Train Small Groups.
- I hold the unit of competency BSZ401A Train Small Groups. This is listed on my Surfguard record therefore I have not attached a copy of my Statement of Attainment.
- I am currently training within my lifesaving club and have attached a letter from my club chief instructor confirming this.

I declare that the attached evidence as listed above is true and correct, being entirely my own work.

Signed: _____

Name: _____

Date: _____

Office Use Only

- Sufficient Evidence for TAADEL301A has been supplied
- Insufficient Evidence for TAADEL301A supplied, letter explaining further evidence requirements sent (copy attached)
- Sufficient Evidence for the SLSA TOC _____ has been supplied
- Insufficient Evidence for the SLSA TOC _____ supplied, letter explaining further evidence requirements sent (copy attached)

Name: _____ Signature: _____ Date: _____

Form 14 Generated if appropriate Initials: _____

Section 1 B

The candidate (named above) is wishing to gain recognition of his/her skills as a trainer and be issued with the nationally recognised unit of competency TAADEL301A Provide instruction through demonstration of work skills. To assist them in gathering evidence to prove their competence please fill out and sign the form below.

The elements listed below make up the unit of competency TAADEL301A. Information about what is required to be assessed as competent in each element is explained in italics. Please confirm that the candidate is competent in each area by giving a brief explanation of when you have witnessed them completing the required tasks/skills.

✓	Element	Provide details
	Organise Instruction and Demonstration <i>Prepared for a session by ensuring an appropriate venue/resources/equipment were available</i>	
	Conduct Instruction and Demonstration <i>Delivered sessions according to a prepared lesson plan. Ensured that safety was maintained. Participants were communicated with effectively and opportunities for feedback and practise were included</i>	
	Check Training Performance <i>Ensured the candidates understood what they learned and reviewed their own performance to improve his/her own performance in the future</i>	
	The above three elements need to be completed competently during three or more training sessions under supervision List dates, times and course titles	

Signed: _____

Name: _____ **Date:** _____

Position: _____

Contact Number: _____

Section 1 C

To be completed the Candidate.

Answers to the following questions should be word processed and attached to this document. (Further explanation of the terms below can be found in the Training Officer's Certificate Learner Guide).

1. Explain how you have used the following to enhance learning amongst your candidates:
 - a. Knowledge of learning styles (visual, auditory, activist)
 - b. Knowledge of learning principles (eg. learner self-evaluation, adults need to know why they are learning)
 - c. Different types of questions (eg open, direct, attitude)
2. Explain how you provide effective feedback to candidates during and after practice opportunities
3. List the resources you need for a session you have delivered and explain where you would source them.
4. Explain the responsibilities to ensure safety in the learning environment of the
 - a. Key training personnel (Training Officer, Chief Instructor etc.)
 - b. Learners

I declare that the attached answers to the above questions true and correct, being entirely my own work.

Signed: _____

Name: _____

Date: _____

Section 2

SLSA TRAINER OFFICER'S CERTIFICATE

Award Details

Training Officer's Award: _____

Pre-requisite Information: _____

Base Award (eg BM): _____

Award Number: _____

Award Date: _____

Training Pre-requisite: *Evidence of this must be supplied in Section 1 of this application*

TOC Candidate Declaration

I, the above named member conducted the training outlined below for the members listed.
(List the most recent course you ran)

Award Name: _____

Location: _____

1 _____

2 _____

3 _____

4 _____

5 _____

6 _____

Signed: _____

Name: _____

Date: _____

Training Supervisor Declaration

I, _____, trained courses with or supervised _____, whilst he/she conducted training in the _____ (award). He/She demonstrated a detailed understanding of the underpinning knowledge and skills required of the award. He/She conducted the training in a safe manner and used current training activities/resources or developed his/her own to ensure participants developed a complete understanding of the award. I would recommend that he/she be awarded his/her Training Officer's Certificate for the _____ (award).

Signed: _____

Name: _____

Date: _____