

## CIRCULAR

**Title:** Training Officer Course  
**Document ID:** C17035  
**Department:** Education  
**Audience:** Secretaries, Chief Instructors  
**Date:** 29/06/2017

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### Course Introduction

The Surf Life Saving SA Training Officer Course provides Surf Life Saving Club members the opportunity to obtain knowledge and skills that will assist in providing delivery of group and individual instruction, the demonstration of work skills and how to use existing learning resources in a safe and comfortable learning environment. Successful completion of this course and subsequent assessment tasks, entitles candidates to obtain the award of Training Officer in a chosen award.

### Course 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 communication

### Units of Competency

One successful completion of this course and the assessment tasks, you will achieve the following two (2) units of competency:

- TAEDEL301A Provide work skill instruction
- BSBCMM401A Make a presentation

### Pre-requisites

Candidates must fulfill the following requirements:

- Be a registered member of a SLSSA Club
- Be at least 16 years of age on the date of final assessment

Note: Before you can train in an award, you must be proficient in the award in which you wish to deliver training and be endorsed as a trainer in that award by your state.

There is also approximately 4 hours of pre-course work to complete (preparing presentations and session plans).

### Course Details

**Date:** Sunday 30 July and Sunday 13 August (attendance on BOTH of these dates is compulsory)  
**Times:** 9.00am – 5.00pm  
**Venue:** Surf Life Saving SA, 2 Barcoo Road, West Beach

**Course Cost:** \$150 (to be paid on enrolment)

Numbers are strictly limited for this course, so if interested please to enrol as soon as possible, because there is some pre-reading required.

**To enrol for the Training Officer course please email**  
[ashlee.murphy@surflifesavingsa.com.au](mailto:ashlee.murphy@surflifesavingsa.com.au)

**Role of the Training Officer (once qualified)**

The responsibility of the Training Officer is to facilitate training programs which motivate learners and enable them to achieve identified surf lifesaving awards.

Training Officers teach the skills and knowledge of our courses but do not make assessment decisions.

Please see the attached Training Officer position description for more information.

**Further enquiries**

Should be directed to:

**Ashlee Murphy**

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