

Title: Training Officer Course
Document ID: C18025
Department: Education
Audience: Secretaries, Chief Instructors
Date: 8th March 2018

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

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

- TAED301 Provide work skill instruction
- BSBCMM401 Make a presentation

Pre-requisites

Candidates must fulfill the following requirements:

- Be a registered member of a SLSSA Club
- Be at least 17 years of age on the date of final assessment
- Endorsed by your club

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: Saturday 14th April and Saturday 21st April (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: No charge as covered by VET Surge Funding.

Numbers are strictly limited for this course, so if interested please to enrol as soon as possible.

To enrol for the Training Officer course please email the attached application form
kate.powell@surflifesavingsa.com.au

To obtain the surf training officers award

To become a surf trainer in the award you wish to train in, once you have gained the two units of competency you will then be required to train a squad under the supervision of a qualified trainer in that award. Once that squad passes their assessment you will gain your Training Officers.

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:

Kate Powell

Member Education Officer

P: 8354 6900

E: kate.powell@surflifesavingsa.com.au

Training officers course



NATIONALLY RECOGNISED
TRAINING
RTO No
40110

Position Description

Training Officer

[Subject]

Reports to:

Club Chief Instructor

Liaises with:

State Officers (Community Programs Manager, and Member Education & RTO Compliance Officer), Club Officers (Chief Instructor, Captain, Lifesaving Officer), Members, Assessors, other Training Officers

Purpose:

To improve the standard of beach safety through quality education and training amongst lifesavers

To transfer vital lifesaving experience, knowledge and skills through quality education

To demonstrate a commitment to Total Quality Management

Responsibilities:

- Conduct Club training as directed by the Club Chief Instructor
- Conduct Club training using SLSA/SLSSA endorsed training package material (resources)
- Competently undertake training activities, ensuring a supportive training environment that meets all SLSSA requirements and is conducive to learning
- Develop a stimulating learning environment by using a variety of styles, techniques and approaches to present subject matter and practical techniques
- Comply with all rules, regulations and requirements as documented in National and State policies, standards, and/or relevant legislation
- Ensure participants are inducted into training activities as per course requirements
- Ensure participants are informed of all course related information, and understand the training method and the expected outcomes as per course requirements
- Ensure participants are registered/financial and meet or complete any pre-requisite requirements
- Maintain a record of course attendance by participants
- Ensure Course Evaluation opportunities are provided to all participants and, where applicable, collated and submitted with course paperwork
- Conduct all activities in conformance with procedures, work instructions and/or specifications and stop any activity if it is determined that the activity is in breach of these requirements
- Ensure all activities are conducted in a manner that prevents and avoids risk to the health and safety of any person (using SLSA risk assessment tools) and is in compliance with WHS policies
- Adopt a continuous improvement approach to carrying out all activities and contribute to continuous improvement activities by making improvement recommendations to SLSSA when they become apparent
- Assist in the completion of participants Incident Reports (if any incidents arise) for training activities
- Ensure all course participants develop and adopt safe practices in the training environment
- Comply with the requirements of all quality systems documentation, and ensure all documents are used in accordance with the relevant procedure
- Evaluate own performance on an on-going basis through continuous improvement and professional development activities to ensure skills and knowledge are current
- Attend State or Club meetings/forums/updates, re-endorsement activities and any other training (as requested)
- Maintain a professional image of Surf Life Saving at all times

Knowledge and skills required:

The Training Officer is someone who:

- Holds awards in:
 - o Current SLSA Training Officer Certificate (in any award), and
 - o TAED301 Provide work skills instruction, and
 - o BSBCMM401 Make a presentation
- Possesses excellent communication skills
- Is able to deliver training programs