



CIRCULAR

7 July 2011

ID: C11011

TO: Club Secretaries, Chief Instructors

FROM: Joy Fisher, Academy Manager

SUBJECT: Training Officer Course

A Training Officer Certificate Course is planned for September 2011.

Training Officer Course:

The Training Officer course will be held at SLSSA, on the following dates:

- Wednesday 7 September, 6.30pm – 10.00pm
- Monday 12 September, 6.30pm – 10.00pm
- Thursday 15 September, 6.30pm – 10.00pm
- Wednesday 21 September, 6.30pm – 10.00pm

**Candidates wishing to take part in this course must attend ALL (4) of the dates listed above.*

Numbers are strictly limited for this course, so if you have any likely trainers in your club, please encourage them to enrol by Wednesday 31 August 2011.

As per SLSA standards, anyone seeking to obtain the Training Officer Certificate is required to have successfully completed the unit of competency: TAED301A 'Provide work skill instruction' **before** they can commence training by themselves for any SLSA award. All assessment requests now require Training Officer's names to be recorded in SurfGuard along with the names of the people they are training.

Prerequisites:

Candidates for this course must fulfil the following requirements:

- Be a registered member of an SLSSA club
- Be at least 16 years old
- Hold the award for the discipline they wish to train. e.g. Bronze Medallion

Course details:

The course will cover the requirements for TAED301A 'Provide work skill instruction', the unit of competency that SLSA and RTO guidelines now require that every SLSA Training Officer holds.

Upon completion of this course and the associated assessment activities, participants will be awarded a nationally recognised statement of attainment from the TAE40110 Certificate IV in Training and Assessment: TAED301A 'Provide work skill instruction'.

Note: Training officers are only required to attend a DEL301C training course once.



Recognition of Prior Learning:

Individuals who have previous training experience, or hold their Training Officer Certificate but do not hold a formal training qualification are encouraged to apply for recognition of prior learning. Training officers wishing to be exempted from the course due to prior learning must apply to SLSSA; the RPL document is available on the website under the SLSSA web site then go to the Academy page then Members Course/Resources.

Registration:

Please fill in the following Expression of Interest form and send back to SLSSA, either by:

✉ **Post:** PO Box 108 Torrensville SA 5031

📠 **Fax:** 8354 6999

💻 **E-mail:** sally.pallet@surfrescue.com.au

Completed registration forms must be returned to State Centre no later than C.O.B (5.00pm) **Wednesday 31 August 2011.**

Further enquiries should be directed to:

Joy Fisher

Academy Manager

Phone: (Direct No:) 08 8354 6909, (General Office No:) 08 8354 6900

E-Mail: joyf@surfrescue.com.au

Fax: 08 8354 6999



Expression of Interest (Registration) Training Officer Course

NAME: _____

CLUB: _____

DATE OF BIRTH: _____

CONTACT NUMBER _____

EMAIL: _____

Awards held	Awards wishing to train

Please tick the appropriate box

I wish to register for the Training Officer Course to be held at SLSSA on Wednesday 7, Monday 12, Thursday 15, Wednesday 21 September, 6.30pm – until 10.00pm
**Candidates wishing to take part in this course must attend ALL (4) of the course dates listed above.*

I am unable to attend at this time, but am interested in attending a Training Officer course

**Completed forms must be returned to State Centre no later than
C.O.B (5.00pm) Friday 31 August 2011**

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