

Memorandum

Surf Life Saving Queensland

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TO: Chief Training Officers

FROM: Sunshine Coast Education Officer
Sunshine Coast Lifesaving Development Officer

DATE: 12th July 2010

SUBJECT: **SUNSHINE COAST – SKILLS TRAINER COURSE!**

Hi All,

A 'Skills Trainer Course' (the old 'Train Small Groups') will be conducted on the following date / time / venue:

VENUE	DATES	TIME
Sunshine Coast Branch, Parkyn Parade, Mooloolaba	▪ Saturday 7th August 2010	8.00am – 4.30pm

Participants must hold the following pre-requisite awards:

- Be a minimum 16 years on the date of the final assessment
- Hold the SLSA Award that you wish to train in

On successful completion, participants will achieve the following units of competency from Certificate IV – Training and Assessment:

- TAADEL301C – Provide training through instruction and demonstration of work skills.

Additional information outlining the Course Introduction and Outcomes can be found on the next page.

All candidates are required to bring along their own pen and paper. **Morning Tea and Lunch will be supplied by the Sunshine Coast Branch at a cost of \$10.00 per participant.** The Sunshine Coast Branch will invoice Clubs for this cost after the course has been conducted. There are no additional costs associated with this course.

At this stage there are 20 places available in the course, each Club CTO is asked to submit a priority list consisting of a maximum of **three** people. We will guarantee **one** of those members being accepted, the other two will be placed on a waiting list in case some clubs do not respond or people drop out. We anticipate that this course will fill quickly, please do not nominate people that no intention of attending!

Please note that enrolments will not be accepted unless endorsed by the Club CTO. Interested participants must liaise with their Club CTO's to secure a place in the course.

If you have any members interested in attending this course, please have them contact the Sunshine Coast Branch on 5444 1919 or email the Sunshine Coast Branch on ssbranch@lifesaving.com.au. Enrolments for this course will close on **Friday 30th July 2010.**

Also attached is some documentation from the Skills Trainer Learner Guide that candidates can use prior to attending the course. It is recommended that if possible participants deliver some training

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under the guidance of a facilitator or CTO prior to attending the course to ensure accreditation occurs in a timely fashion. The facilitator or CTO must give the participant written feedback, which will then form part of the assessment portfolio. If this does not occur prior to the Skills Trainer Course then further delivery will be arranged to take place afterwards.

If you have any questions regarding the details outlined above please do not hesitate to contact the Sunshine Coast Branch.

Kind Regards

JUDE ALLSOPP
Sunshine Coast Branch
Education Officer

AMANDA HINKLEY
SLSQ Sunshine Coast
Lifesaving Development Officer



Australian Lifesaving Academy
Learner Guide
Training Officer Certificate

Course Introduction



The purpose of this course is to help you gain knowledge and skills to deliver training within your organisation using existing learning resources which have been developed.

You will also develop knowledge and skills to enable you to demonstrate competence in the nationally recognised unit(s) of competency:

- TAADEL301C Provide training through instruction and demonstration of workskills

This unit forms a part of the nationally recognised TAA40104 Certificate IV in Training and Assessment

Pre-requisites

To commence training for the Training Officer Certificate you must have met the follow course pre-requisites.

- Minimum of 16 years of age on the date of final assessment
- Hold an SLSA award in which to train.

Course Outcomes

By the end of this course, you will be able to:

- Organise your instruction and demonstration session using organisational procedures
- Conduct training sessions which apply appropriate adult learning principles and suitable training techniques
- Check participant's readiness for assessment using appropriate interpersonal skills and questioning and observation techniques.
- Record training information as required by your organisation
- Clarify role and responsibilities in assessment process
- Confirm organisational arrangement for evidence gathering
- Collect evidence in accordance with the assessment plan
- Record and report findings