

# Circular 036:03:10



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**To:** District Officers  
Assessors  
Regional Officers  
Chief Instructors  
Club Captains

**Cc:** Club Presidents  
Club Secretaries

**From:** Brooke Irvine – General Manager, Education & Training

**Date:** 17 March 2010

**Subject:** Job advertisement – Casual ART & Spinal Management Workshop Facilitators

**Action:** Submit expression of interest by Monday, 29 March 2010

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For additional details on this Circular please contact:  
Brooke Irvine on 03 9676 6941 or email [brooke.irvine@lifesavingvictoria.com.au](mailto:brooke.irvine@lifesavingvictoria.com.au)  
Circulars are available at [www.lifesavingvictoria.com.au/circulars](http://www.lifesavingvictoria.com.au/circulars)

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## **Casual Training Contract for Advanced Resuscitation Techniques and Spinal Management Workshops**

Life Saving Victoria (LSV) are seeking expressions of interest from suitably qualified and experienced persons to carry out:

1. Coordination and delivery of Advanced Resuscitation Techniques (ART) and Spinal Management workshops for Trainers and Assessors in life saving club districts
2. Provision of reports on the conduct of each workshops following their completion
3. Completed assessment paperwork and provide reports to LSV following workshops

All work to must be completed by June 2010.

Persons applying should:

- Be LSV endorsed assessors of Spinal Management and ART
- Have demonstrated experience in coordinating and delivering workshops or training courses
- Have demonstrated ability to complete award administration tasks using the Surfguard Database

The application and selection process for these positions is as follows

1. Written expression of interest accompanied by a Training Resume submitted to Brooke Irvine General Manager – Education and Training, Life Saving Victoria
2. Following receipt of expressions of interest applicants meeting the above criteria will be invited to a group briefing and training workshop where you will be trained in facilitation of Spinal Management and ART awards. The workshop will run for 3 hours and take place on Wednesday, 7 April 2010
3. Following the training workshop all participants will be advised as to whether they need to do any further work to be endorsed as facilitators of Spinal Management and ART. Those who are not immediately endorsed will be provided with a logbook to assist them in documenting their delivery of the award under supervision on future courses prior to endorsement
4. Contracts will be offered to three (3) applicants evaluated as the most competent and appropriate to deliver the required outcomes in selected Districts

## Responsibilities and Outcomes

Each position will coordinate and deliver Trainer/Assessor/Facilitator Spinal Management and ART workshops in a number of Lifesaving Districts. The key outcomes that must be achieved are:

1. **Eight (8) hour workshop with a minimum of ten (10) attendees in each nominated district**
2. **Completion and submission of all award and endorsement paperwork for all attendees at each workshop**
3. **Submission of a summary report as outlined by LSV**

In delivering these outcomes the successful applicants will be responsible for:

1. **Coordinating all aspects of the workshops including time, date, venue, advertising and enrolments and participant eligibility check. District Officers and Club Chief Instructors must be consulted during this stage to maximise participation rates within the district**
2. **Booking equipment and resources for the workshop through LSV Logistics Department or Lifesaving Clubs**
3. **Taking email or phone registrations for the workshop and check candidate pre-requisites prior to workshop registration**
4. **Delivery of workshops to participants including collecting trainer and assessor endorsement evidence forms**
5. **Ensuring timely return to LSV of equipment and leftover resources post each workshop**
6. **Submission of a summary report and assessment evidence / evidence forms**

The successful applicants are expected to work independently to coordinate, deliver and report on workshops in their assigned districts. LSV staff will be available to provide guidance, equipment bookings and course resources.

Workshops are expected to run for eight (8) hours, with the time being split equally between ART and Spinal Management. The focus of the courses will be on giving participants the opportunity to practice training and assessing the award outcomes utilising the course resources and equipment.

All courses are to be completed by Tuesday, 1 June 2010 and reports, invoices, summary reports and award paperwork are to be at LSV by Thursday, 10 June 2010.

## Remuneration

Casual wages for administration and course delivery with bonuses payable upon satisfactory project completion. Expenses including petrol, phone etc. Paid upon receipt of reimbursement forms accompanied by receipts.

## Expressions of interest

All expressions of interest are to be sent to:

Brooke Irvine - Life Saving Victoria, PO Box 353, South Melbourne DC VIC 3205  
or via email at [brooke.irvine@lifesavingvictoria.com.au](mailto:brooke.irvine@lifesavingvictoria.com.au)

The Closing Date for expressions of interest is Monday, 29 March 2010

## **Expressions of interest must include:**

- 1) A short cover letter indicating how you would deliver on this contract and why you believe that you would be suitable
- 2) A copy of your Training Resume which should include:
  - a) your training and assessment experience in these awards
  - b) your previous experience coordinating courses / workshops
  - c) additional qualifications and experience
  - d) training administration experience / skills
  - e) contact details of two referees
- 3) Full current contact details, home address, email, phone, mobile

For any further details, please contact Brooke Irvine  
03 9676 6941 or [brooke.irvine@lifesavingvictoria.com.au](mailto:brooke.irvine@lifesavingvictoria.com.au)

Closing dates

Expressions of interest for these contracts close at  
5 pm on Monday, 29 March 2010