

Circular 067:05:10



To: Chief Instructors
Cc: District Officers
From: Richard George & Jenelle Ryan – Development Officers, Training, Assessment & Compliance
Date: 27 May 2010
Subject: **Outstanding training officer candidates**
Action: Complete steps 1 – 4 as listed below

For additional details on this Circular please contact:
Jenelle Ryan on 03 9676 6928 or email jenelle.ryan@lifesavingvictoria.com.au
Circulars are available at www.lifesavingvictoria.com.au/circulars

There are a large number of Training Officer Course candidates who after attending a Course, are still yet to submit a completed Assessment Portfolio.

Each Club will be contacted by their District Officer with a list of any outstanding Training Officer Candidates. (The lists are based on the enrolments for courses delivered between Jan 2008 – Jan 2010.)

With the assistance of all Club Chief Instructors, LSV would like to complete the award process for as many of these candidates as possible. In order for this to happen, each candidate must complete the steps outlined below.

Every attempt has been made to ensure that these lists are as up to date as possible, however there may be some candidates listed that have subsequently been issued with their award. If a listed candidate's award can be confirmed via SurfGuard then no further action is required.

STEPS 1 – 4

STEP 1

Complete Assessment Task 1 – Written Test (TOC Learner Guide)

STEP 2

Deliver the Course you wish to be endorsed in, under Supervision of a qualified trainer.

Evidence you are required to collect:

- **Observation Checklist** to be filled in by your Supervisor (TOC Learner Guide)
- **Training Evaluation Forms** to be completed by 5 candidates from the course (TOC Learner Guide)
- **Self Evaluation Form** to be completed by you after delivering the course (TOC Learner Guide)
- **TO Evidence Form** to be completed by your Supervisor and the Assessor of the Course (LSV Website)

STEP 3

- Prepare your documents
- Remove the Assessment Portfolio from the back of the Learner Guide and staple it to the TO Evidence Form
- Double check you have completed all the requirements of Steps 1-3
- Ensure that your current email address is listed on the front page of the Assessment Portfolio in case the LSV Assessor needs to contact you for more information
- Make a copy of both the Assessment Portfolio and the TO Evidence Form documents for your own records. (Keep the remaining pages of the Learner Guide)
- Submit the copy to your Club (as per your particular Club's procedure)



STEP 4

Club submits documents to LSV

Clubs, if they wish, may raise individual Form 14s for each candidate. However, no group Form 14s are to be raised. (After the post course assessment of Task 1 is completed by LSV, some candidates may be required to provide additional information. This process holds up the processing of other candidates on the same Form 14.)

OR

If clubs do not wish to raise individual Form 14s, LSV will raise a F14 upon receipt of all the required documents (listed above) and the successful completion of the post course assessment of Task 1.

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