



Circular 114:09:07

To: Chief Instructors
Club Captains
Assessors
District Officers

Cc: Secretary
Presidents

From: Nick Bugeja – Trainer and Assessor Support Officer

Date: 14 September 2007

Subject: Training and Assessment Conference 2007

Action: Fill in and return registration form by 28 September 2007

To aid in the preparation of trainers and assessors for the coming season, the State Committee of Training and Assessment will be holding its annual conference at the new State Centre.

The purpose of the conference is:

1. To disseminate training and assessment information to club trainers and assessors for the 2007/08 season;
2. To give trainers and assessors an opportunity to discuss, collaborate and network.

DETAILS

2007 Training and Assessment Conference

Date: Sunday 7 October 2006
Location: Life Saving Victoria, 200 The Boulevard (cnr Todd Rd) Port Melbourne
Starting: Registration from 8.00 am on Sunday
Concluding: 5.00 pm Sunday
Cost: \$45

CONFERENCE AGENDA

A Conference Agenda is included below. This conference consists of two streams:

1. Trainer / Chief Instructor Stream

Designed for those who are primarily involved in the organisation and delivery of training.

2. Assessor Stream

Designed for those who are primarily involved in running assessments

You will be able to nominate which stream you will spend the day participating in.

TRAINER AND ASSESSORS NETWORK DINNER

We will not be holding a dinner on Saturday night this year. As an alternative socialising/networking opportunity, the Bar within our function centre will be open after the conference on Sunday night.

ACCOMMODATION

Accommodation will be available on request for regional members. Contact Nick Bugeja, Trainer and Assessor Support Officer for further details.

For additional detail on this Circular contact: Nick Bugeja

Email nick.bugeja@lifesavingvictoria.com.au or by phone (03) 9676 6978

Circulars are also available at www.lifesavingvictoria.com.au

Address: PO Box 353 South Melbourne DC 3205



Training & Assessment Conference
Sunday 7 October 2007
Conference Timetable

Time	Trainer / Chief Instructor stream	Assessor stream	
8-8.30am	Registration		
8.45am	Welcome & introduction LSV's structure and where Trainers and Assessors fit in <i>Nicholas Demiris, Director – Training & Assessment</i>		
9.20am	AMSAR – a new facet of LSV <i>Mark Scott, Director – Lifesaving Services</i>		
9.40am	Australian Lifesaving Academy & launch of the LSV Trainer & Assessor Guide <i>Steve Mansbridge, Group Manager – Community Lifesaving (Academy Manager)</i>		
10.00am	National Conference Report Qualifications & appointment of Trainers, Assessors & Facilitators <i>Nick Bugeja, Support Officer – Trainers and Assessors</i>		
10.20am	Morning Tea		
Session 1 11.10am	Training resources & the process for conducting training & booking assessments <i>Scott Yeomans</i> <i>State Training Development Officer</i>	Assessment resources & admin processes <i>Stuart Wall</i> <i>State Assessment Development Officer</i>	
Session 2 11:50pm	Developments in the area of Management of Underage Members <i>Scott Yeomans</i> <i>State Training Development Officer</i> New First Aid resources <i>Danielle Smith</i> <i>District Officer – Bayside</i>	Developments in assessment methods <i>Stuart Wall</i> <i>State Assessment Development Officer</i>	
12.15pm	Beach Management & the Certificate III in Public Safety (Aquatic Search & Rescue) <i>Greg Scott, Support Officer – Lifesaving Services</i>		
12.35pm	Coast Watch <i>Brett Ellis, General Manager – Lifesaving Operations</i>		
12.45pm	Lunch <i>AV Presentation – Life Saving Operations Council 2006</i>		
1.45pm	Online learning – Elluminate <i>Chris Sutton, Manager – Training & Development, SLSQ</i>		
Session 3 2.30pm	Trainers' forum <i>Scott Yeomans</i> <i>State Training Development Officer</i>	Assessors' forum <i>Stuart Wall</i> <i>State Assessment Development Officer</i>	Assessor Induction program
3pm	Afternoon tea		
3.45pm	Education & other training programs <i>Education & Training Services</i>		
4pm	Outcomes from the Trainer & Assessor survey 2006 Communicating with Trainers & Assessors <i>Nicholas Demiris, Director – Training & Assessment</i>		
4.20pm	Close – A word from the President <i>Mike Martin, President, Life Saving Victoria</i>		
4:30pm	District meetings (planning, discussion, etc) <i>Tea & coffee available</i> <i>Bar open</i>		

2007 TRAINER AND ASSESSOR CONFERENCE
7 October 2007

Name:	Date: / /			
Address:				
	Post Code:			
Club:				
Position(s) Held: i.e. Trainer, Assessor, Chief Instructor etc.				
State	Region	District	Club	(please circle relevant level)
Home Phone:		Work Phone:		
Mobile Phone:				
Email address:				

				Cost
Attendance at 2007 Trainer and Assessor Conference: Yes No				\$45.00
If attending the 2007 Trainer and Assessor Conference please indicate which stream you will be participating in.				
	Session 1	Session 2	Session 3	
Trainer / Chief Instructor Stream	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Assessor Stream	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Assessor induction program			<input type="checkbox"/>	
Note: the Assessor Induction Program is for any assessors who have not yet completed and returned their 'Trainer/Assessor Profile' and their 'Induction Checklist'				
Please detail any dietary requirements:				

PAYMENT OPTIONS AND DETAILS:

- Pay by credit card
- Cheque (*Make Cheques payable to Life Saving Victoria*)
- Invoice Club (*Must be accompanied by club purchase order or approval on club letter head by Club President, Treasurer or Secretary*)

Credit Card Visa Mastercard Bankcard
 Account Name: _____ Amount \$ _____

Card Number _____ Expiry date: ____/____

Signature: _____

Return this form to Life Saving Victoria by Friday 28 September.

Nick Bugeja – Trainer and Assessor Support Officer
 PO Box 353
 South Melbourne DC Vic 3205