



## Circular 141:10:07

**To:** District Officers  
Chief Instructors

Club Presidents

**Cc:**

**From:** Nick Bugeja  
Support Officer – Trainers and Assessors

**Date:** 18 October 2007

**Subject:** Training Officer Course

**Action:** Encourage suitable members to enrol and attend this course

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In response to demand, a further Training Officer Course has been scheduled before the end of the calendar year. This course will run over three evenings at Mordialloc Life Saving Club as detailed below.

Clubs should encourage suitable candidates to enrol via Life Saving Victoria on 9676 6900. Please note that candidates must be enrolled prior to course commencement or they will not be able to participate. The cost of this course is \$25 per head. This payment must be organised at the time of enrolment.

This course has post course requirements, including completion of supervised delivery of training and submission of an assessment book.

Once post course requirements are successfully completed and candidates are approved by the relevant state office bearers, a qualification will be awarded.

### Training Officers Course

#### Pre-requisites:

- Minimum 16 years of age on the date of assessment;
- Have attained the prerequisite award in the discipline they wish to train (eg. ARC)

**For additional detail on this Circular contact: Nick Bugeja**  
Email [nick.bugeja@lifesavingvictoria.com.au](mailto:nick.bugeja@lifesavingvictoria.com.au) or by phone 9676 6978  
Circulars are also available at [www.lifesavingvictoria.com.au](http://www.lifesavingvictoria.com.au)  
Address: PO Box 353 South Melbourne DC 3205



# Training and Assessment Career Path

The diagram below shows the “career path” and the Vocational Education and Training units of competency that will be achieved by candidates after successfully completing the relevant course.

TAA04 Competencies	LSV Trainer Status		
(E) TAADEL301A – Provide training through instruction and demonstration of work skills	<b>Training Officer</b>	<b>Assessor</b>	<b>Full Certificate IV in Training and Assessment</b>
TAAASS401A – Plan and organize assessment			
TAAASS403A – Assess competence			
TAAASS404A – Participate in assessment validation			
TAAENV401A – Work effectively in vocational education and training			
TAAENV403A – Ensure a healthy and safe learning environment			
(E) TAADEL402A – Facilitate group-based learning			
TAAENV402A – Foster and promote an inclusive learning culture			
TAADEL403A – Facilitate individual learning			
TAADEL401A – Plan and organise group based delivery			
TAADES402A – Design and develop learning programs			
TAAASS403A – Develop assessment tools			
TAADES401A – Use Training Package to meet client needs			
TAADEL404A – Facilitate work-based learning			

**Training Officer –** Entry level training. Used for Club Trainers

**Assessor -** This level is for all Trainers and Assessors who are signing off on qualifications

<b>TRAINING OFFICER AND ASSESSOR COURSE DATES</b>					
<b>COURSE TITLE</b>	<b>DAY</b>	<b>DATE</b>	<b>TIME</b>	<b>VENUE</b>	<b>PRESENTER</b>
Training Officer Course	Day 1	Thursday 22 <sup>nd</sup> November	6pm-10pm	Mordialloc Life Saving Club	Nick Bugeja
	Day 2	Thursday 29 <sup>th</sup> November	6pm-10pm	Mordialloc Life Saving Club	Nick Bugeja
	Day 3	Thursday 6 <sup>th</sup> December	6pm-10pm	Mordialloc Life Saving Club	Nick Bugeja