



Circular 170:12:07

To: District Officers
Chief Instructors

Club Presidents

Cc:

From: Nick Bugeja
Support Officer – Trainers and Assessors

Date: 5 December 2007

Subject: Training Officer Course

Action: Encourage suitable members to enrol and attend this course

A Training Officer Course has been scheduled early in the new year, to be held at Torquay Surf Life Saving Club.

Clubs should encourage suitable candidates to enrol via Life Saving Victoria on **9676 6901**. Please note that candidates must be enrolled 48 hours prior to course commencement.

The cost of this course is \$25 per head. This payment must be organised at the time of enrolment with a credit card or a club purchase order.

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 submitted, a qualification will be awarded.

Training Officers Course Prerequisites:

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 or by phone 9676 6978
Circulars are also available at 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 | Training Officer | Assessor | Full Certificate IV in Training and Assessment |
| 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

| TRAINING OFFICER COURSE DATES | | | | | |
|--------------------------------------|------------|---------------------------------|-------------|-------------------------------|--------------------|
| COURSE TITLE | DAY | DATE | TIME | VENUE | FACILITATOR |
| Training Officer Course | Day 1 | Monday 7 th January | 1pm-5pm | Torquay Surf Life Saving Club | Nick Bugeja |
| | Day 2 | Tuesday 8 th January | 9am-3pm | Torquay Surf Life Saving Club | Nick Bugeja |