

# TRAINING OFFICER'S CERTIFICATE

## EVIDENCE FORM



PLEASE NOTE: This form must be attached to a copy of the Form 14, issued for the course that the candidate delivered under supervision, referenced in the *TOC Candidate Declaration*.

### PERSONAL DETAILS

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ Club: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Membership No. : \_\_\_\_\_

Email: \_\_\_\_\_

### AWARD DETAILS

Training Officer's Award in (Base Award): \_\_\_\_\_

### PRE-REQUISITES

I hold the above Base Award and the Training Unit of Competency (enter details below)

Base Award: (as listed above) Award Number: \_\_\_\_\_ Award Date: \_\_\_\_\_

Unit of Competency\*: TAADEL301C Award Number: \_\_\_\_\_ Award Date: \_\_\_\_\_

Unit of Competency: TAEDEL301A Award Number: \_\_\_\_\_ Award Date: \_\_\_\_\_

(Tick if appropriate) I do not yet hold my training pre-requisite but I have submitted my completed Training Officer – Assessment Portfolio to my course facilitator and I am awaiting confirmation of my completed competency TAADEL301C/TAEDEL301A.

Facilitator's Name: \_\_\_\_\_

\* Please note BSZ404A Train Small Groups is no longer valid as at 31/6/2012. Contact LSV State Centre for more information.

### OFFICE USE ONLY

Candidate

#### Confirmation of Prerequisites

TAADEL301C Provide Instruction Through Demonstration of Work Skills

TAEDEL301A Provide work skill instruction

Relevant Base Award (e.g. Bronze Medallion)

Assessor

Supervisor



Trainer/Assessor Endorsement (of relevant Base Award)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Development Officer – Training, Assessment & Compliance)

## TOC CANDIDATE DECLARATION

I, the above named TOC Candidate conducted training for the base award listed in *Award Details*, for the candidates listed below.

Base Award Candidate Names (must be a minimum of 3)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

TOC Candidate's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

TOC Candidate's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## SUPERVISOR DECLARATION

I supervised the TOC candidate whilst he/she conducted training in the relevant base award for the candidates listed in the *TOC Candidate Declaration*. He/She conducted the training in a safe manner, demonstrated a detailed understanding of the underpinning knowledge and skills required of the award and used current training activities/resources or developed his/her own to ensure participants achieved a complete understanding of the award. I would recommend that he/she be awarded his/her Training Officer's Certificate for the requested base award.

Base Award: \_\_\_\_\_ Venue: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Membership No: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## ASSESSOR DECLARATION

I was the assessor in charge at the final assessment for the candidates listed in the TOC Candidate Declaration. These candidates who were presented as being trained by the TOC Candidate demonstrated a good level of knowledge and skill in the award. I would recommend that he/she be awarded his/her Training Officer's Certificate for the requested base award.

Base Award: \_\_\_\_\_ Venue: \_\_\_\_\_

Assessor's Name: \_\_\_\_\_ Membership No: \_\_\_\_\_

Assessor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_