



# Standard Operating Procedure

## SLS SNB New Training Officer Procedure

Date: August 2008

---

<b>Scope</b>	This procedure applies to all members who are training to become Endorsed Training Officers within the Sydney Northern Beaches Branch
--------------	---

---

<b>Purpose</b>	<p>To define the procedures to be followed when Training Officers are in the process of completing the TAADEL301 – Provide training through instruction and demonstration of work skills Certificate course and their supervision during that time. This will also cover the period in which they are in the process of applying to be endorsed as a SLSA Training Officer in any discipline (Probationary Period).</p> <p>Units incorporated in the TAA training course include: TAADEL301C – Provide training through instruction and demonstration of work skills.</p>
----------------	---

---

<b>Introduction:</b>	<p>This procedure will advise other Training Officers involved in mentoring new Training Officers how the new Trainer is to be assessed during their training and probationary period.</p> <p>It will only apply to new Trainers, and the process will be repeated for each new discipline the Trainer wishes to be endorsed to train</p>
----------------------	---

---

<b>Review:</b>	To be reviewed annually by the Director of Education prior to the commencement of the season.
----------------	---

---

<b>Change History:</b>	Created 06/08/08
------------------------	------------------

---

<b>Steps to be followed:</b>	<ol style="list-style-type: none"><li>1. The new Trainer will attend a TAA – Trainers course incorporating the units listed above, or apply for RPL for</li></ol>
------------------------------	---

units already achieved through another course, or provide evidence of a current Certificate IV (TAA or BSZ)

**2.** After the course is complete, they will finish the workbook provided, including the mentored presentation sessions, and have them signed by a mentor.

**3.** The facilitator of the course will check the workbook, and sign the relevant sections before returning it to the Branch Office for checking and dispatch to SLSNSW for processing.

**4.** Once the award is processed and recorded on Surfguard, the new trainer will be assigned a mentor within their Club by the Chief Training Officer.

**5.** Each new Trainer will then be mentored conducting training for the discipline they wish to be endorsed in for a minimum of two (2) candidate groups. (This would be the minimum requirement based on prior experience training). If the new Trainer meets the competency required, the mentor will record the candidate group as a mentored training session in the VET Log Book, and record their competency in the comments section. The Mentor will also complete a mentor observation checklist for each training course viewed. This process would need to be repeated for each different discipline the new trainer would like to be endorsed to train.

**6.** Once the mentor/s involved are satisfied of the new Trainers competence, they will sign the Trainers/Assessors Application form. (See list below for forms required to complete the application process).

**7.** Once the forms are signed by the Mentor, they are returned to the Branch Office for processing on Surfguard.

**8.** Once endorsed by the Education Officer and the award processed, the Trainer becomes an Endorsed Trainer for SNB.

---

**Additional Information:**

Refer to the SLSA TAA Trainers materials and the SLS NSW Trainers guidelines.

---

**Other Forms:**

Trainer / Assessor Application Form  
Induction Checklist  
Mentor Observation Checklist