

SLS Training Officer Endorsement Requirements



To become an endorsed Surf Life Saving Training Officer in any award, members must first hold the following 2 units of competency:

1. TAEDEL301 Provide work skill instruction and
2. BSBCMM401 Make a presentation

These units can be obtained by completing the Training Officer Certificate (TOC) course offered by Surf Life Saving Sydney Northern Beaches. If the member has obtained these units through a training organisation other than Surf Life Saving, (perhaps they've completed the Certificate IV in Training and Assessment) they should provide the Branch office with a copy of their certificate or statement of attainment and we will check to see if it can be recognised and added to the member's record.

Once the member holds the above 2 units of competency on their member record, the branch will consider them to be a Probationary Training Officer (TO) for a specific award. Probationary TO's must identify which SLS award they wish to train as some awards have additional pre-requisites. These are shown below. All pre-requisite awards must be proficient (HLT units of currency must be current). Endorsement to train some awards automatically endorses the member to train other awards. These are also shown on the table below.

SLS Training Officer Award	Additional Pre-requisite Awards that must be current	Awards that can be Trained with the Endorsement
Training Officer Bronze Medallion	<ul style="list-style-type: none"> • First Aid [AID] and • Bronze Medallion/Certificate II in Public Safety Aquatic Rescue (PSAR) and • HLTAID001 CPR 	<ul style="list-style-type: none"> • Bronze Medallion/Cert II PSAR • Surf Rescue Certificate • Radio Operator's Certificate • Resuscitation [AID]
Training Officer Surf Rescue	<ul style="list-style-type: none"> • First Aid [AID] and • Surf Rescue Certificate or Bronze Medallion/Cert II PSAR and • HLTAID001 CPR 	<ul style="list-style-type: none"> • Surf Rescue Certificate • Radio Operator's Certificate • Resuscitation [AID]
Training Officer ART [AID]	<ul style="list-style-type: none"> • First Aid [AID] and • Advanced Resuscitation Techniques [AID] and • HLTAID001 Provide CPR and • HLTAID007 Provide Adv Resusc 	<ul style="list-style-type: none"> • Advanced Resuscitation Techniques [AID] • Resuscitation [AID]
Training Officer IRB	<ul style="list-style-type: none"> • Bronze Medallion/Cert II PSAR and • IRB Crew and • Silver Medallion IRB Driver 	<ul style="list-style-type: none"> • IRB Crew • Silver Medallion IRB Driver
Training Officer Radio	<ul style="list-style-type: none"> • Bronze Medallion/Cert II PSAR or • Radio Operator's Certificate 	<ul style="list-style-type: none"> • Radio Operator's Certificate • Radio component of Bronze & SRC
Training Officer Resuscitation	<ul style="list-style-type: none"> • First Aid [AID] and • Bronze Medallion/Cert II PSAR or Advanced Resuscitation Techniques [AID] and • HLTAID001 Provide CPR 	<ul style="list-style-type: none"> • Resuscitation [AID] • Resuscitation component of Bronze & SRC
Training Officer RWC	<ul style="list-style-type: none"> • Bronze Medallion/Cert II PSAR • Rescue Water Craft Certificate 	<ul style="list-style-type: none"> • Rescue Water Craft Certificate

Once the Branch has identified the member as being a Probationary Training Officer for a specific award, a suitable Mentor will be allocated to him or her. The member must then work with their club's Chief Training Officer (CTO) to arrange for the opportunity to conduct supervised training in their chosen discipline, alongside their mentor.

Probationary TOs are required to conduct supervised training of at least 2 courses, from start to finish. A record of all training sessions delivered should be kept in a VET logbook where the Mentor can also make short notes. A copy of the logbook can be downloaded from the SLSNSW website.

When 2 courses have been delivered, it is up to the Mentor to determine if the Probationary TO is ready to be endorsed or additional supervised training should be conducted. If the Probationary TO is ready to be endorsed, the following documentation must be submitted to the Branch office:

1. TAF Endorsement Kit
Including a Mentor Observation checklist (signed by the mentor/s)
2. Copy of VET logbook detailing the sessions conducted and signed by the mentor

These will be reviewed and submitted to the Director of Education (DOE) or their delegate for final approval. The applicant will be advised of the result of their application by email. Once endorsed, the Probationary Training Officer will receive the relevant Training Officer award on their SurfGuard record.

Training Officer awards expire after a period of up to 2 years. To be eligible for re-endorsement, Training Officers must meet the following requirements:

- Complete the annual pre-season TAF update each year
- Attend a minimum of one professional development workshop every 2 years (this is usually offered as part of the TAF update)
- Remain active in your role by training at least one course every 2 years
- Remain proficient in the pre-requisite SLS award/s as shown on the previous table

Providing the above requirements have been met, Training Officers must then complete the TAF Re-endorsement form via their Members Area account prior to 31st December of the year their re-endorsement falls due.

I'm already an Endorsed Training Officer...

...and I want to train another award. What do I need to do?

Let's say, for example, you are already an endorsed Training Officer for Bronze Medallion and you want to start training Advanced Resuscitation Techniques. We need to know so that we can connect you with an appropriate Mentor who will supervise your probationary activities and make sure you get endorsed when you're ready.

Really, this process is very similar to your previous probationary period. The only difference is that you've already done the TOC course. You and your CTO should let the Branch know what you want to do so we can allocate you a Mentor and keep track of your progress.

This is what you need to do:

1. Speak to your Chief Training Officer (CTO) and let them know you wish to train the award
2. Make sure you have the most current version of the award and its units of competency
 - ⇒ You can do this by looking at the current Course Syllabus for the award and cross-checking it with your own awards list via the Members Area
 - ⇒ If you don't have the most current version of the award or units, you or your CTO can speak to the Branch about how to upgrade
3. Your CTO should advise the Branch of your intention to gain endorsement to train the award. You will be classified as a Probationary Training Officer for this award
 - ⇒ A simple email will do, there is no form to complete
4. The Branch will connect you with an appropriate Mentor and add you to the tracking list of Probationary Trainers. If you have a specific Mentor in mind, feel free to let us know
5. When your Mentor is confirmed, it is your responsibility to connect with them and put a plan in place to work towards endorsement
 - ⇒ You need to train at least 1 course for the award, rather than 2 as you are already endorsed to train another award, so this time it's all about showing content knowledge as you've already proven you have the training skills. IRB is the exception – you need to train at least 1 x Crew course AND 1 x Driver course
 - ⇒ Despite already being an endorsed Trainer, in this new award you are still probationary. Therefore, you must always have an endorsed Training Officer (preferably your Mentor) supervise every training session you deliver
 - ⇒ Keep a log of all the training sessions you deliver using the VET Log Book available on the SLSNSW and SNB websites
6. After your training course is complete, and assuming your Mentor feels you're ready, you and your Mentor must complete the TAF Endorsement Kit and submit that with a copy of your VET logbook to the Branch office for review and approval by the Branch DOE

And that's it. After Step 6 is completed, you will be advised of the result of your application in writing. When approved, the new award will be processed and will appear on your awards list. Congratulations!