

Endorsed Training Officer Pathway



Which SLS award do you want to train?

You should have held the award you wish to train for at least 12 months and be proficient. To train some awards, such as the Bronze Medallion, you also need a current First Aid certificate. Check with your Club's Chief Training Officer (CTO) for specific details.

The Training Officer Certificate (TOC) course

SLSNSW is a Registered Training Organisation so all our Training Officers must meet industry requirements to train our members. If you have similar qualifications through work, we may be able to recognise them. You can read more about this in the "Are You Eligible" section below.

The TOC course is a 1½-day course run by endorsed Facilitators. Your Club's CTO can add you to the waiting list for the course and the Branch office will then email you the pre-course work you need to complete. Activities 1 & 2 will take about 3½ hours to complete and Activity 3 about 2½ hours.

This is important: You must complete and return Activities 1 & 2 of the pre-course work before you will be offered a place on the TOC course.

Endorsement

Once you've completed the TOC course, you will need to deliver 2 courses (of your chosen award) under the supervision of your Mentor. Keep a log of all the training you deliver. When your Mentor deems you ready to be endorsed, you will need to submit your log with a TAF Endorsement Kit to the Branch office.

Who Can Train Which SLS Award?

There are many awards and qualifications that members can gain through Surf Life Saving, however the main awards that we train are shown below along with the minimum endorsement required to train the award. Some of these endorsements have some additional requirements but as a generalisation, members wishing to train any of these awards should hold the award themselves and be proficient.

Award	Endorsement Required
Bronze Medallion	Training Officer Bronze Medallion
Surf Rescue Certificate	Training Officer SRC or Training Officer Bronze Medallion
IRB Crew	Training Officer IRB
Silver Medallion IRB Driver	Training Officer IRB
Advanced Resuscitation Techniques [AID]	Training Officer Advanced Resuscitation Techniques [AID]
Radio Operator Certificate	Training Officer Radio or Training Officer Bronze Medallion
Resuscitation [AID]	Training Officer Resuscitation or Training Officer Bronze Medallion or Training Officer Advanced Resuscitation Techniques [AID]

Are you Eligible?

You have decided you'd like to train an SLS award that you hold (and you're proficient!), but are you still eligible to get endorsed? The minimum requirements to become a Training Officer are:

- Be a financial member of a Surf Life Saving Club
- Be at least 16 years of age
- Hold, and be proficient in, the award you wish to train
- And, hold the following two units of competency
 - Make a presentation (BSBCMM401) and
 - Provide work skill instruction (TAEDEL301)

“What are these units of competency?” I hear you asking. Surf Life Saving NSW is a registered training organisation and many of the awards we deliver are nationally recognised qualifications. For instance, the Bronze Medallion is aligned to the Certificate II in Public Safety (Aquatic Rescue) and the Advanced Resuscitation Techniques [AID] award is aligned to HLTAID007 Provide Advanced Resuscitation.

As part of this, our team of Trainers (and our Assessors and Facilitators) must also meet the industry requirements to deliver training. So, to be endorsed as a Training Officer for any awards in NSW you must hold the above-mentioned units of competency (UOC or “units”). These units form a part of the Certificate IV Training and Assessment qualification, which is highly transferable outside Surf Life Saving.

Many of our members are involved in training outside Surf Life Saving and already hold these two units. If you don't already hold them, you will need to complete a Training Officer Certificate (TOC) course.

If you already hold the above two units, let us know as we may be able to recognise them so that you can skip the course and go straight to the next step.

What Will I Learn on the Training Officer Certificate Course?

The aim of this course is to provide participants with the skills and knowledge to confidently deliver Surf Life Saving awards to new and existing members. The course will be highly interactive, providing participants with the opportunity to practice their own skills in session planning, training delivery and course evaluation in a safe learning environment.

After completing the pre-course learning and the 1½ -day course, you will be able to:

- Locate the policies, procedures and resources relating to education in Surf Life Saving NSW
- Identify learning needs of the participants and the organisation
- Design training using a range of appropriate learning activities
- Deliver training using effective communication techniques
- Evaluate training to ensure continuous improvement

Is the Training Officer Certificate course for me?

This course has been designed to maximise the amount of time participants have to practice and receive feedback on their skills in a safe learning environment. As such, this course would be ideal for those starting out as a trainer with little previous presentation or training delivery experience. It would also be ideal for those with some informal presentation or training experience who are keen to develop their skills and utilise them to support training within their Club.

Prior to booking into the TOC course, we recommend that you assist with some training sessions at your Club as this will help you decide if you are interested in becoming a Training Officer.

How to Get on a Training Officer Certificate course

Speak to your Club's Chief Training Officer and they can arrange to have you added to the list for the TOC course. It is run through the Branch office and once you're on the list all future communications about the course will go directly to you by email from the Branch.

Make sure you keep an eye out for these emails and respond to them in a timely manner. If the Branch doesn't hear back from you, they may assume you're not really interested and remove you from the list!

Once you're Booked into a TOC course

Or, if you Already Hold the Required Units

We will do a few things behind the scenes including adding you onto our list of Probationary Training Officers. You will also be allocated a Mentor who will work with you throughout your probationary period, making sure that you have someone to guide you along the way and that

you're learning everything you need to know. The goal being that once you're endorsed as a Training Officer you have the skills and knowledge (and confidence!) to go ahead on your own.

After the TOC Course and If You Already Hold the Units

You are now at the stage where you will need to deliver at least two training courses, under the watchful and guiding eye of your Mentor. This is where you will learn how to deliver the training for the award you've chosen. The TOC course is all about the policies, procedures, delivery and communication techniques. Whereas your probationary training period is all about making sure you can actually put the skills into practice, and you have the required award knowledge.

By the way, if the idea of being the sole Trainer for a course is terrifying you, don't worry – you won't be in that situation as a Probationary Training Officer. We also encourage all our Training Officers to deliver training as part of a team within their Club and to buddy up with another Trainer.

How to Get Endorsed

As you deliver training during the two courses mentioned above, you need to keep a logbook (one will be given to you at the TOC course) listing the training sessions you've delivered. Your Mentor can write any comments or suggestions he/she has for improvement in the logbook along the way.

Once you've delivered the two courses, and your Mentor determines that you're ready to be endorsed, you and your Mentor will need to complete a TAF* Endorsement Kit. You must then submit that Kit, along with a copy of your logbook, to the Branch office. It will then be reviewed by the branch Director of Education (or their representative). Assuming everything is in place, you will be endorsed and will receive an email from the Branch confirming your endorsement.

Re-endorsement in the Future

Much like other SLS awards, your Training Officer certification will need to be re-endorsed but it's every two years rather than annually. You can see when you need to re-endorse by looking at the expiry date of your Training Officer award on your record.

There are certain requirements for re-endorsement:

- You need to be proficient in the awards you are training. I.e. if you're a Bronze Trainer, then your Bronze needs to be proficient
- You need to be actively training at least one course every 2 years
- There will be annual TAF Pre-season Updates that you will need to either attend in person or complete online
- You will need to participate in professional development relevant to your training role. This is usually offered as a part of the TAF Pre-season Updates
- Lastly, you actually need to re-endorse by completing the form that will become available on your Members Area account. *(Unfortunately, it doesn't happen automatically.)*

* **TAF** is an abbreviation that refers to Trainers, Assessors and Facilitators