

Memorandum

To: All Sunshine Coast Clubs, Club Administrators, Chief Training Officers and current Trainers, Assessors and Facilitators
From: Jonathan Donnelly – Education Development Coordinator – Sunshine Coast
Date: 13/02/2015
Pages: 3
Subject: Certificate IV in Training and Assessment (TAE40110) bridging course – Sunshine Coast Clubs

BACKGROUND

For the past 6 years, SLSQ has conducted 'Training Officer' and 'Assessor' courses which has allowed participants to obtain some of the units of competency contained within the Certificate IV in Training and Assessment (TAE40110).

On completion of the SLSQ Training Officer course, members were issued with 2 units of competency and members that had completed the SLSQ Assessor course were issued with 3 units of competency that are contained within the Cert IV Training and Assessment Qualification.

To be an endorsed facilitator within SLSQ, members were previously required to obtain all 5 units of competency from the Training Officer and Assessor courses and not required to hold the full Cert IV in Training and Assessment (TAE40110) to be an endorsed facilitator of SLSQ.

Due to recent changes in standards for Registered Training Organizations (RTO) to deliver nationally recognised training, there is now a requirement for members to hold the full Cert IV in Training and Assessment (TAE40110).

SLSQ are now providing the opportunity for members of the Sunshine Coast to take part in a bridging course for the remaining 5 units which will lead to the full Cert IV in Training and Assessment (TAE40110) to meet changing requirements for RTOs.

If a member wishes to continue training and **does not** hold the full Cert IV in Training and Assessment, the training must be supervised by an SLSQ 'Direct Supervisor' that **does** hold the full Cert IV in Training and Assessment.

The role of a 'Direct Supervisor' was implemented to assist with changing standards and hold the following responsibilities;

- Provide regular and ongoing guidance, direction and leadership to the Training Officer
- Monitors and is accountable for the training delivery, however is not required to be present during all the time that training is being delivered
- Does NOT need to hold the Surf Life Saving award they are supervising
- The 'Direct Supervisor' is supervising how the Training is being delivered (not assessing) i.e. is the training structured, are safety concerns considered, is the training being delivered to meet participants learning style, and does the training meet national standards etc.

Surf Life Saving Queensland

18 Manning Street t. +61 7 3846 8000
 South Brisbane QLD 4101 f. +61 7 3846 8008
 PO Box 3747 w. lifesaving.com.au
 South Brisbane QLD 4101 ABN 27 360 485 381

Certificate IV in Training and Assessment (TAE40110) Bridging Course

To assist clubs on the Sunshine Coast to meet the 'Direct Supervisor' requirements, SLSQ has sourced an external training company to assist in the delivery of a Certificate IV in Training and Assessment (TAE40110) bridging course and provide members of Sunshine Coast clubs with the opportunity to obtain the remaining 5 units and upgrade to the full Cert IV in Training and Assessment (TAE40110).

COURSE DETAILS

Date(s):*

Saturday 14th March 2015
8.00am – 5:00pm

Sunday 15th March 2015
8.00am – 5:00pm

Saturday 28th March 2015
8:00am – 5.00pm

**Times may vary but are at the discretion of the facilitator.*

*Participants must be able to attend all sessions, otherwise they will not be awarded the Cert IV.**

Location:

Sunshine Coast Branch HQ
Lot 695 Parkyn Parade, Mooloolaba QLD 4557

Cost:

There will be no charge to participants or clubs as SLSQ will be covering the cost of training.

Notes:

Successful applicants will be notified and further details/requirements will be emailed directly to the participant.

COURSE PRE-REQUISITIES

The Certificate IV in Training and Assessment (TAE40110) Bridging Course is available to members who have already obtained the TAE units of competency from the SLSQ Training Officer Course **AND** Assessor course and only need to obtain 5 additional TAE units of competency to obtain the full TAE Cert IV qualification. Applicants must also be currently endorsed as a trainer and assessor.

APPLICATION PROCESS

- Each applicant is required to fill out the form attached on the following page
- You must meet the pre-requisites as above
- Your application must be endorsed by your club and signed off by the Chief Training Officer
- Applicants will also be subject to Branch endorsement
- Successful applicants will be emailed directly prior to the course with further instructions and details of the course

CONDITIONS

- Clubs may only nominate one person
- Applicants must be a current financial member of a Sunshine Coast club
- Applicants must be able to attend all sessions, if an applicant attends and misses a day they will not be awarded the full Certificate IV in Training and Assessment (TAE40110)

Surf Life Saving Queensland

18 Manning Street **t.** +61 7 3846 8000
South Brisbane QLD 4101 **f.** +61 7 3846 8008
PO Box 3747 **w.** lifesaving.com.au
South Brisbane QLD 4101 **ABN** 27 360 485 381

Certificate IV TAE Bridging Course Application

Applicant details

First Name:	Last Name:
Mobile:	Club:
Email:	

Applicant declaration

By signing below, I understand and adhere to the conditions/requirements outlined in the memo that this application is attached to.

Print Name: _____ Signature: _____

Date: ____/____/____

Club Endorsement

By signing below I declare that this application has been endorsed by (Club) _____ and that the applicant is a current and financial member as well being able to meet all conditions and requirements.

Chief Training Officer

Name: _____ Signature: _____

Date: ____/____/____

Sunshine Coast Branch Office Use Only

Completed applications are due to jdonnelly@lifesaving.com.au by Sunday the 1st of March

Branch/Region Endorsement

The applicant has the required pre-requisites and has been endorsed by the club and the branch/region.

Name: _____ Position: _____

Signature: _____ Date: ____/____/____