

Circular

Title:	Call for nominations: Certificate IV in Training and Assessment (TAE40116)
Date:	5 September 2019
Document ID:	28, 2019/20
Department:	Training and Education
From:	Daniel Andrew, RTO Compliance Officer Ph: 08 9207 6666 (SLSWA Office Hours Monday to Friday, 8.30am to 5pm) Email: dandrew@slnwa.com.au
Audience:	Presidents, Club Directors of Education, Trainers and Assessors.
Summary:	SLSWA is now calling for nominations from SLSC for trainers and assessors to complete the Certificate IV in Training and Assessment (TAE40116) qualification by no later than: 12pm on the 23rd September 2019
Action:	Club's to nominate a member who would contribute to sustainability and autonomy in training needs of the club.
Attachments:	1. Further Information and course dates - Certificate IV in Training and Assessment (TAE40116) 2. Nomination Form

Surf Life Saving WA (SLSWA) is seeking nominations from suitable applicants with a desire to obtain the Certificate IV in Training and Assessment (TAE40116). SLSWA has been granted funding from the Federal Government to assist in the development of Training and Assessing in clubs. The key goal in WA is to build the capacity of members obtaining nationally recognised emergency care awards. This qualification will provide volunteer club members the opportunity to further develop their skills in training and assessment; and work towards improving sustainable member training opportunities.

When submitting a nomination the nominee and club must consider the potential benefits to the club in achieving the qualification. The training for this qualification is a considerable commitment (Please refer to attachment 1 for course schedule).

To be considered for this course the nominee **MUST** meet the following criteria;

- Hold a **current SLSWA Training Officer Award** in at least one **(1)** award.
- Have demonstrated ongoing experience in training and/or assessing SLS awards.
- Show a commitment to future training and assessment within their club.
- Be computer literate and have access to laptop/portable device with Microsoft Office.
- Be willing to learn and have the time to invest to complete the qualification through both face to face and self-paced delivery.

Please be aware that there are **limited places** available for this training and a selection process will be undertaken to determine the final list of participants. There are 20 places available on the course and not all clubs will receive a placement.

It is the nominee's responsibility to read the attached session dates and ensure that they will be available to attend all sessions if successful. Please note that clubs in regional areas may be able to access online learning methods, this will need to be discussed prior with both SLSWA and the course provider.

SLSWA will contact nominees and/or club representatives to discuss the course requirements, confirm suitability and ensure each nominee has visibility of all participant requirements.

Please note the following timeline for the Certificate IV in Training and Assessment (TAE40116) course:

- Nominations close **12pm on the 23rd September 2019**. (Late forms will not be accepted)
- Nominees notified of participation status 1st October 2019.
- Course scheduled to commence on 24th October 2019.

If you have any questions or require further information please contact Daniel Andrew on 9207 6666 or dandrew@skswa.com.au



James O'Toole
Chief Executive Officer

Attachment 1: Further Information - Certificate IV in Training and Assessment (TAE40116)

What is the Certificate IV in Training and Assessment (TAE40116) qualification?

The Qualification reflects the roles of individuals delivering training and assessment services in the **vocational education and training (VET) sector**.

This qualification (or the skill sets derived from units of competency within it) is also suitable preparation for those engaged in the **delivery of training and assessment of competence in a workplace context, as a component of a structured VET program**.

Successful candidates will be qualified to deliver nationally accredited training under the VET system. These courses include HLTAID003 Provide First Aid* and HLTAID007 Provide Advanced Resuscitation*.

*NOTE: Candidates must also be qualified and inducted in the course content that they are delivering in addition to gaining the Certificate IV in Training and Assessment (TAE40116).

Certificate IV in Training and Assessment (TAE40116) Training Commitment

The course is a significant personal commitment and is generally completed over a period of **8-12months**. Nominees will be required to commit to attending the following sessions:

Evening Sessions 6 – 9pm

- Thursday 24 October 2019
- Thursday 7 November 2019
- Thursday 21 November 2019
- Thursday 12 December 2019
- Thursday 16 January 2020
- Thursday 6 February 2020
- Thursday 20 February 2020
- Thursday 5 March 2020

Day session 8.30-4pm

- Saturday 21 March 2020
- Sunday 22 March 2020
- Saturday 18 April 2020
- Sunday 19 April 2020
- Saturday, 16 May 2020
- Saturday, 17 May 2020
- Saturday, 20 June 2020
- Sunday, 21 June 2020

During this period candidates will be required to:

- Attend compulsory face-to-face workshop sessions on a monthly basis
- Complete multiple assessments, which will be undertaken outside of the classroom
- Compile a portfolio of evidence of training that has been conducted to meet the course requirements.

Achievement of this qualification by trainers is a requirement of the Standards for Registered Training Organisations (RTOs) 2015 for the delivery of training and assessment of units of competence.



Attachment 2 - Nomination Form - Certificate IV in Training and Assessment (TAE40116) Qualification

Due Date: 12pm on the 23rd September 2019 submitted nomination form to training@slnwa.com.au

SLSC Name:		
Nominee Details		
Title	Given Names	Family Name (Surname)
Date of Birth:	DD / MM / YYYY	
Contact Information	Mobile:	
	Email	

Club Representative Contact		
Title	Given Names	Family Name (Surname)
Contact Information	Mobile:	
	Email	
SLSC Position:		

Please consider the criteria on the previous page and write a short overview on why the above candidates should be considered to obtain the Certificate IV TAE40116 in the table below.

Supporting Information

Please be aware that there are limited places for this training and not all nominees may be accepted to proceed with training. SLSWA will contact nominees and/or club representatives to discuss the Certificate IV TAE40116 training requirements and confirm suitability for nominees to proceed on the training course.

Presidents Name: _____

President's Signature: _____