

## Circular

<b>Title:</b>	<b>Call for nominations: Certificate IV TAE40116 Training and Assessment Qualification</b>
<b>Date:</b>	30 January 2019
<b>Document ID:</b>	<b>35, 2018/19</b>
<b>Department:</b>	Training and Education
<b>From:</b>	Holly Casey – SLSWA Compliance Officer
<b>Audience:</b>	Presidents, Club Directors of Education, Trainers and Assessors,
<b>Summary:</b>	SLSWA is now calling for nominations from clubs for trainers and assessors to complete the Certificate IV TAE40116 Training and Assessment qualification <b>Due Date: 12 noon on the 01<sup>st</sup> March 2019</b>
<b>Action:</b>	Clubs to nominate up to two members from their club whom would benefit from obtaining the Certificate IV TAE40116.
<b>Attachments:</b>	1. Further Information - Certificate IV TAE40116 Training and Assessment 2. Nomination Form

As you may be aware, Surf Life Saving Australia has been granted funds through the federal government over a three-year period to assist in the development of training and assessment in surf clubs with key goals to build the capacity of surf clubs in WA with the focus on VET emergency care awards and to assist clubs in the delivery of VET training.

As a part of this program, and to provide ongoing opportunities for volunteer trainers and clubs, Surf Life Saving WA is offering the Certificate IV TAE40116 Training and Assessment Qualification to nominated club trainers and assessors.

Surf Life Saving WA is inviting all WA Surf Clubs to nominate up to two **(2)** members from their club whom would benefit from obtaining the Certificate IV TAE40116.

Please consider the following factors when nominating members as the Certificate IV TAE40116 is a considerable commitment and the nominated members should be dedicated to the future development of training and education within the club;

- Currently a club trainer and assessor.
- Years they have been training and or assessing.
- Commitment to future training & assessment within the club.
- Benefits to the club for having a Certificate IV TAE40116 holder in the club.
- Computer literate and have a sound understanding of the principles of training.
- Willing to learn and have the time to invest to complete the qualification.

Please be aware that there are limited places for this 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.

Please note the following timeline for the Certificate IV TAE40116 training course process

- Nominations close **12 noon on the 01<sup>st</sup> March 2019**. (Late forms will not be accepted)
- Nominees will be contacted following the close date to confirm suitability of nomination
- Course scheduled to commence in May 2019

If you have any questions or require further information please contact Holly Casey on 9207 6666 or [hcasey@slswa.com.au](mailto:hcasey@slswa.com.au)



**James O'Toole**  
Chief Executive Officer

## Attachment 1: Further Information - Certificate IV TAE40116 Training and Assessment

### What is the Certificate IV TAE40116 Training and Assessment qualification?

The Certificate IV TAE40116 Training and Assessment 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 TAE40116.

### Certificate IV TAE40116 Training and Assessment Training Commitment

The Certificate IV TAE40116 Training and Assessment is a significant personal commitment and is generally completed over a period of **8-12 months**.

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 Certificate IV TAE40116 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 TAE40116 Training and Assessment Qualification**

To be approved and signed by Club President

**Due Date: 12 noon on the 01<sup>st</sup> March 2018.** (Late forms will not be accepted).

Club Name		
Candidate One	Name	
	Email	Phone
Candidate Two	Name	
	Email	Phone

Club Representative Contact	Name and club role	
	Email	Phone

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.

Candidate One	
Candidate Two	

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: \_\_\_\_\_