

Circular

Title: [TAE Qualifications for Teachers](#)
Document ID: C22031
Department: Education
Audience: Secretaries, Chief Instructors
Date: 17th June 2022

Background

Surf Life Saving SA recognises that within clubs there are qualified teachers that at this time cannot support training in an official capacity because they do not hold Training and Education (TAE) qualifications required by the RTO Standards 2015 to deliver VET qualifications which are aligned to the SLS awards.

Surf Life Saving SA have listened to your feedback and have now engaged the services of a local RTO that have mapped the Degree in Teaching against the TAE Qualifications and has provided two opportunities for Teachers to obtain the TAE qualification in a condensed course.

[Option 1 – Trainer Skillset](#)

[Option 2 – TAE40116 Certificate IV in Training and Assessment](#)

Pre-requisites for both options

Candidates must fulfill the following requirements:

- Hold a Bachelor of Education
- Current Registered Teacher – ideally teaching in High School or Adult Education
- Endorsed by your club

Option 1 – Trainer Skillset

What can you do in clubs with the Trainer Skillset?

You can only obtain the SLS Training Officer award and train members under supervision.

Role of the Training Officer (once qualified)

See Annex 1 below

Units of Competency

On successful completion of this course and the assessment tasks, you will achieve the following two (2) units of competency:

- TAED301 Provide work skill instruction
- BSBCMM411 Make a presentation

Course Details

Date: Sunday 21 August 2022
Times: 9.00am – 5.00pm
Venue: Surf Life Saving SA, 2 Barcoo Road, West Beach
Course Cost: No charge to candidate
Provider: ASC Training & Development (RTO No. 2353)

Pre-course work

- Prepare a 15-minute combined presentation / training session for an individual or small group. Topic MUST be SLS related (signals, radios, First Aid, CPR, Asthma, carries, etc).
- Presentation must include a minimum of 5 x PPT Slides.
- Each Trainer must supply their own training aids.
- A session plan must be used.
- A copy of the session plan and PPT slides must be given to ASC on the day.

Numbers are strictly limited for this course, so if you are interested, please complete the application as per the process mentioned within.

Program

Time	Content
0900-1030	Why we are here? Why do Teachers need a VET qual to teach lifesaving at their club? VET overview
1030-1200	3 x learning domains, 3 x learning styles, 6 x adult learning principles
1200-1300	Lunch (Bring your own)
1230-1600	15-minute presentation / training sessions

Application

To enrol for the Training Officer course please complete the following form by **15th July 2022**.

[Application Form](#)

To obtain the Surf Training Officers Award

To become a Surf Trainer in the award you wish to train in, once you have gained the two units of competency you will be required to train a squad under the supervision of a qualified trainer in that award. When that squad successfully completes their assessment, you will gain your Training Officers in that award.

Option 2 – TAE40116 Certificate IV in Training & Assessment

What can you do in clubs with the TAE40116 Certificate IV in Training & Assessment?

You can become a trainer, assessor, supervise other trainers that hold the trainer skillset and assess some awards in-house.

Role of the Training Officer and Assessor (once qualified)

See Annex 1 below for the position descriptions and process.

Qualification breakdown

Please review ASC Training and Development [course guide](#)

Course Details

Date: 16th – 20th Jan 2023 (5days)
Times: 9.00am – 5.00pm
Venue: Surf Life Saving SA, 2 Barcoo Road, West Beach
Course Cost: No charge to candidate
Provider: ASC Training & Development (RTO No. 2353)

Pre-course work

Nil

Program

Day	Content
Day 1-3	Introduction Understand Australia's VET sector Unpacking a Unit of Competency VET Training Packages, Qualifications and Units of Competency
Day 4	Address Adult Language, Literacy and Numeracy skills
Day 5	Design and develop assessment tools
Outside of work	3 assignments (VET, LLN, Design 3x assessment tools)

Application

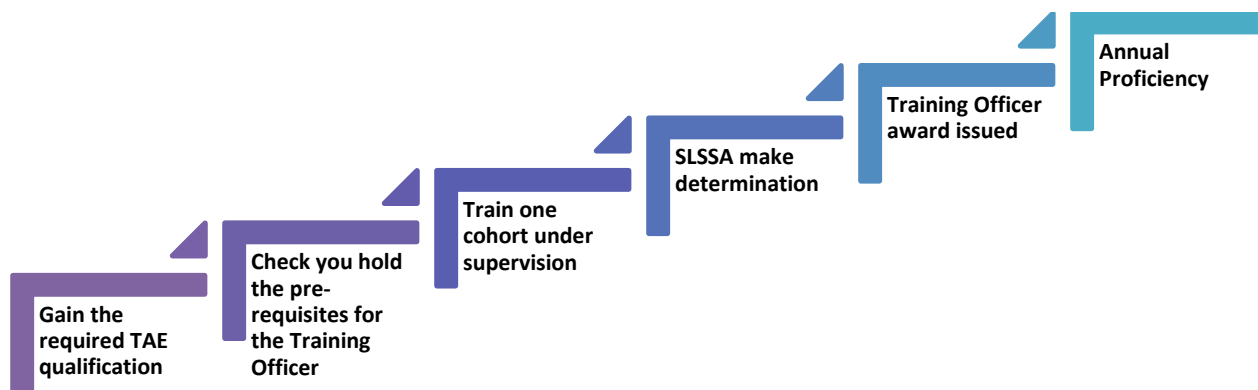
To enrol for the TAE40116 Certificate IV in Training & Assessment course please complete the following form by **15th July 2022**.

[Application Form](#)

Annex 1

Trainer Position Description and process to achieve the SLS Training Officer award

Position:	Training Officer
Reports To:	Chief Instructor
Liases with:	State Officers (Education and Training Manager and Member Education Officer), Club Captain, Assessors, other training officers and members
Purpose Statement:	To improve the standard of beach safety through quality education and training amongst lifesavers, to transfer vital lifesaving experience, knowledge and skills through quality education and demonstrate a commitment to Total Quality Management
Responsibility:	<ul style="list-style-type: none"> • Conduct club training as directed by the club Chief Instructor • Conduct club training using SLSA/SLSSA endorsed training package material (resources) • Competently undertake training activities, ensuring a supportive training environment that meets all SLSSA requirements and is conducive to learning • Develop a stimulating learning environment by using a variety of styles, techniques and approaches to present subject matter and practical techniques • Comply with all rules, regulations and requirements as documented in National and State policies, standards, and/or relevant legislation • Ensure participants are inducted into training activities as per course requirements • Ensure participants are informed of all course related information, and understand the training method and the expected outcomes as per course requirements • Ensure participants are registered/financial and meet or complete any pre-requisite requirements • Ensure all participants are enrolled into the course via the aXcelerate system • Maintain a record of course attendance by participants • Ensure Course Evaluation opportunities are provided to all participants and, where applicable, collated and submitted to SLSSA with course paperwork • Conduct all activities in conformance with procedures, work instructions and/or specifications and stop any activity if it is determined that the activity is in breach of these requirements • Ensure all activities are conducted in a manner that prevents and avoids risk to the health and safety of any person (using SLSA risk assessment tools) and is in compliance with WHS policies • Adopt a continuous improvement approach to carrying out all activities and contribute to continuous improvement activities by making improvement recommendations to SLSSA when they become apparent • Assist in the completion of participants Incident Reports (if any incidents arise) for training activities • Ensure all course participants develop and adopt safe practices in the training environment • Comply with the requirements of all quality systems documentation, and ensure all documents are used in accordance with the relevant procedure • Evaluate own performance on an on-going basis through continuous improvement and professional development activities to ensure skills and knowledge are current • Attend State or Club meetings/forums/updates, re-endorsement activities and any other training (as requested) • Maintain a professional image of Surf Life Saving at all times
Skills / Experience / Personal Qualities required:	<ul style="list-style-type: none"> • Holds awards in (at minimum): • TAED301 Provide work skills instruction, and • BSBCMM401 – Make a Presentation OR BSBCMM411 Make Presentations • Current SLSA Training Officer Certificate (in any award) • Possesses excellent communication skills, and • Is able to deliver training programs



Assessor Position Description and process to achieve the SLS Assessor award

Position:	Assessor
Reports To:	State Officers (Education and Training Manager and Member Education Officer) and Chief Instructors
Liaises with:	Club Captains, Training Officers, other Assessors and members
Purpose Statement:	To improve the standard of beach safety through quality education and training amongst lifesavers and to transfer vital lifesaving experience, knowledge and skills through quality education. To demonstrate a commitment to Total Quality Management.
Responsibility:	<ul style="list-style-type: none"> • Competently attend and undertake assessment activities to determine participant competence • Conduct assessment as per Training Package requirements • Ensure assessment complies with SLSSA policies, standards, and/or relevant legislation, making certain assessment is fair, authentic, valid and sufficient to enable an accurate judgement of competence • Conduct assessment using SLSA/SLSSA endorsed training package material (resources) • Comply with all rules, regulations and requirements as documented in National and State policies, standards, and/or relevant legislation • Ensure participants understand assessment activity requirements and expected outcomes as per course requirements • Ensure the assessment environment used meets all SLSSA requirements and is conducive to outcomes • Ensure participant assessment records and portfolios are checked thoroughly for evidence of training prior to commencement of assessment • Maintain a record of attendance by participants • Accurately mark all assessments and record all outcomes using all required documentation, returning them to the appropriate person within the required time frame as requested by SLSSA, to ensure compliance to RTO standards • Conduct all activities in accordance with procedures, work instructions and/or specifications and stop any activity if it is determined that the activity is in breach of these requirements • Ensure all activities are conducted in a manner that prevents and avoids risk to the health and safety of any person (using SLSA risk assessment tools) and is in compliance with WHS policies • Assist with SLSSA continuous improvement processes by making recommendations where change is necessary • Provide feedback to participants • Assist in the completion of participant Incident Reports (if any incidents arise) for assessment activities • Provide support to the assessor-in-charge/lead assessor and carry out duties as requested

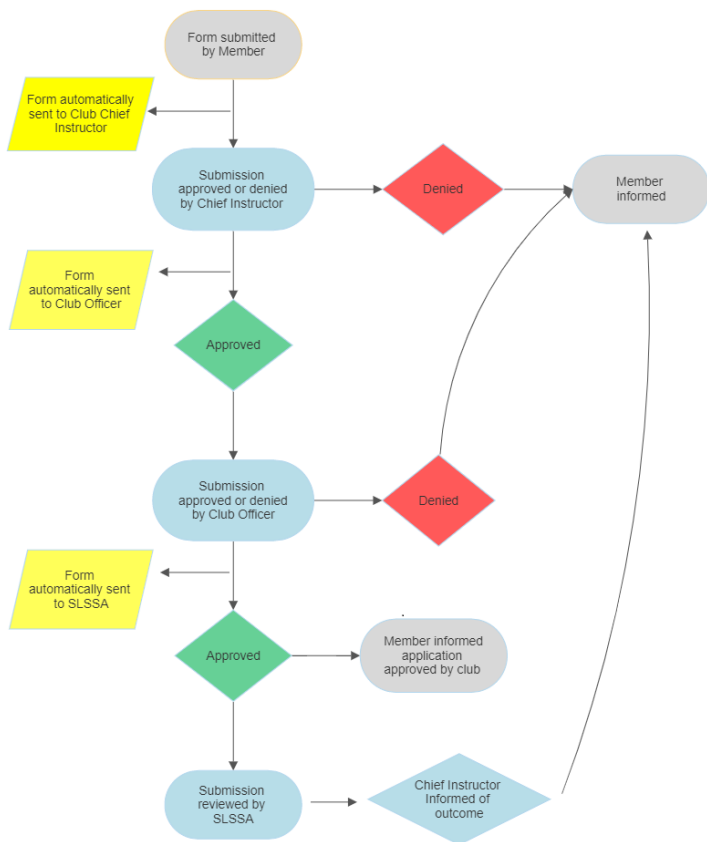
- Ensure all course participants develop and adopt safe practices in the assessment environment
- Evaluate own performance on an on-going basis through continuous improvement and professional development activities to ensure skills and knowledge are current
- Attend State or Club meetings/forums/updates, re-endorsement activities and any other training (as requested)
- Maintain a professional image of Surf Life Saving at all times

Skills / Experience / Personal Qualities required:

- Current SLSA Assessor Certificate (in any award), and at minimum:
 - o TAEASS401 Plan assessment activities and processes, and
 - o TAEASS402 Assess competence, and
 - o TAEASS403 Participate in assessment validation
 - o TAEASS502 Design and development assessment tools
- Possesses excellent communication skills
- Ability to work as a team
- High level of professionalism



Application Approval Process



Further enquiries

Should be directed to Member Education

P: 8354 6900

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