

## Training Officer Certificate (TOC)

### Course Details

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.

Participants will be required to complete around 4-5 hours of pre-course learning, details of which will be provided at least four weeks prior to the start of the course. Pre-course learning will include reading through the Learner Guide, watching instructional videos on YouTube and planning for a skill demonstration and training session to deliver on the course and must be submitted prior to the start of the face to face training course.

You will need to bring along to the training course:

- Your completed pre-course work
- A laptop or iPad to access SLSNSW resources online and (if you wish) develop visual aids for your presentations/skill demonstrations\*

\*If you do not have a personal laptop/iPad that you are able to bring to the course, please let us know at the time of booking so that alternative arrangements can be made.

Participants who successfully complete the course requirements will leave the course as a probationary trainer, having achieved the following nationally recognised units of competency:

- TAED301A Provide work skill instruction
- BSBCMM401A Make a presentation

The knowledge and skills learnt on this course are **highly transferable** outside of Surf Life Saving.

### Becoming an endorsed Trainer

Following successful completion of this course, probationary trainers are required to deliver a minimum of two courses under the supervision of a mentor before being endorsed by the Branch. The aim of this process

is to ensure that you are comfortable with the course content, the assessment criteria, and with the administrative processes required.

Before you attend this course (or shortly after it), your Branch Director of Education will ensure that you have been allocated a mentor and that you have two courses in the diary to be mentored at.

### What will I learn?

After completing the pre-course learning and two-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
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### Is this 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/training experience who are keen to develop their skills and utilise them to support training within their Club and/or Branch.

To commence training for the Training Officer Certificate you must meet the following course prerequisites:

- be at least 16 years of age on the date of final assessment;
- be proficient in the award in which you wish to train; and

**Note: To become an endorsed Training Officer, you need to have held the award that you wish to train for a minimum of 12 months (except in exceptional circumstances – speak to your state centre for further guidance).**

### How to book

To register to attend this course, please complete the online expression of interest form (EOI) using this link:

<https://form.jotform.co/SurfLifeSavingNSW/TOCPortMacquarie>

Please ensure that you speak with your Chief Training Officer and/or Branch Director of Education before booking as they will need to ensure that you are allocated a mentor prior to attending and that where possible, you have two dates in the diary to be mentored in the delivery of you chosen course(s).

In the event of the courses being fully booked, priority will be given to Clubs with low Trainer to New Member ratios, with a maximum of 3 places for any one Club.

For any enquiries, please contact Member Training and Education during business hours on 02 9471 8000 or email [education@surflifesaving.com.au](mailto:education@surflifesaving.com.au)

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