



Quick Reference Guide

TAF Endorsement & Re-endorsement

TAF Endorsement

This section of the quick reference guide acts as a reminder of the key steps in the Trainer, Assessor and Facilitator (TAF) Endorsement process.

It should be read in conjunction with pages 23-26 of the Academy Volunteer Handbook.

Remember that this process must be followed for each new award that you wish to train or assess.

Start by having a conversation with your Chief Training Officer (CTO) or Branch Director of Education (DOE).

1.

Gain the **TAF qualification**.

Trainer	Training Officer Certificate
Assessor	Assessor Certificate
Facilitator	Certificate IV Training & Assessment

Refer to the Awards & Qualifications Chart for the specific units of competency required.

2.

Make sure you **hold the award you wish to train or assess** and that you are proficient in it where required.

3.

Complete a **Working with Children Check** if required.

4.

Contact your mentor (allocated by your Branch Director of Education).

They will **mentor you through a minimum of two courses** to help you get to grips with the content of the course and with Academy policies and procedures.

Once all steps have been completed, fill out the TAF Endorsement Kit with your mentor and submit it to the DOE.

TAF Re-endorsement

This section acts as a reminder of the key steps in the Trainer, Assessor and Facilitator (TAF) Re-endorsement process.

It should be read in conjunction with pages 27-28 of the Academy Volunteer Handbook.

Trainers and Assessors are re-endorsed by the Branch every two years. Facilitators are re-endorsed by SLSNSW every year.

Remember that you can only be re-endorsed for TAF awards you already hold.

1.

Complete the **annual pre-season update** each year to ensure you are up to speed with any changes to policies, procedures or courses.

You can access this via webinar or face-to-face at your pre-season workshop.

2.

Attend a minimum of one Branch-run **professional development workshop** every two years.

This is often held at the same time as your pre-season workshop, but check with your Chief Training Officer or Branch Director of Education if you're unsure.

If you can't attend, you will need to use the **VET Logbook** to provide evidence of the professional development activities that you have completed.

3.

Remain **active in your TAF role(s)** by training, assessing and/or facilitating at least one nationally recognised course every two years.

4.

Complete **annual skills maintenance** for the awards you are training/assessing as required.

Each year, you will be sent an e-mail prompting you to re-endorse by completing the TAF Re-endorsement Form.