

Appendix 3: Trainer

Position:	Trainer
Responsible To:	Chief Training Officer (CTO) – endorsed by Branch Director of Education (DOE)
Responsible For:	Course Participants
Purpose Statement:	To improve and maintain the competence and confidence of Club members by transferring vital knowledge and skills through quality education, whilst adhering to Academy policies, procedures and best practice principles.
Key Areas of Responsibility:	
<p>Continuous Improvement</p> <ul style="list-style-type: none"> • Demonstrate a commitment to continuous improvement. • Understand and follow all education policies and procedures as outlined in the Academy Volunteer Handbook. • Contribute to continuous improvement by making improvement recommendations to the CTO or DOE when they become apparent. • Access the pre-season update and complete required skills maintenance on an annual basis. • Attend a state-supported professional development workshop once every year or complete the VET Logbook to track your professional development. • Attend Club and Branch meetings (as required). <p>Course Delivery</p> <ul style="list-style-type: none"> • Conduct training as agreed with the CTO. • Competently undertake training activities, ensuring a safe and supportive training environment that meets all SLSNSW 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. • Ensure all course participants understand the expected outcomes as per course requirements, and are informed of the training and assessment methods that will be used. • Ensure that course participants are prepared for any assessments. • Conduct training using only SLSA & SLSNSW endorsed resources. • Complete Assessment Feedback Forms for participants who are assessed as Not Yet Competent (NYC). <p>Course Administration</p> <ul style="list-style-type: none"> • Complete and distribute the Participant Joining Instructions before each course. • Ensure each course participant completes a Training Enrolment Form in its entirety before each course. • Ensure a Training Course Report is completed fully for each course. • Provide each course participant with a Participant Evaluation Form at the end of each course. • Ensure that all required course paperwork is sent to the DOE within 14 days of final assessment (find out from Branch what paperwork is required). • Assist in the completion of Member Incident Reports (if required) for training activities. 	

Other

- Stop any training or assessment activity that is unsafe, or is in breach of any of the Academy policies and processes. Inform the CTO as soon as is practicably possible.
- Ensure risk assessments are completed in line with the Guidelines for Safer Surf Clubs and SLSA's Water Safety Policy.

Skills / Experience / Personal Qualities required:

- Hold Trainer qualifications and prerequisites as outlined in the Surf lifesaving NSW Academy Volunteer Handbook (SLSNSW Education SOPs) (Essential)
- Hold (and be proficient) in the award that you intend to deliver (Essential)
- IT literacy (Essential)
- Excellent communication and interpersonal skills (Essential)
- Ability to work as part of a team (Essential)
- An understanding of the needs of adult volunteers (Desirable)
- An understanding of vocational education and training (VET), specifically as it applies to the not-for-profit context (Desirable)