

Assessor/Facilitator Training Support Strategy 2019/20



SURF LIFE SAVING
NEW SOUTH WALES

Overview

Surf Life Saving NSW's volunteers put their lives on the line to patrol our beaches, saving the lives of locals, visitors and tourists. In addition to their hours spent on patrolling our beaches, our volunteer trainers and assessors spend an estimated 50,000 hours each year training new and existing volunteers to ensure their Clubs' sustainability into the future.

We rely on the skill and passion of our volunteer trainers and assessors to motivate and engage new and existing members.

In July 2018, Surf Life Saving NSW promoted a local funding opportunity for Surf Life Saving clubs and branches to deliver initiatives with Vocational Education and Training (VET) outcomes, specifically for strategies targeted to improve the experience for Trainers and Assessors within our clubs.

As a result of a number of similar applications from multiple clubs and branches, SLSNSW has committed to fund a number of initiatives state-wide.

This information pack outlines the application process for branches to establish short-term partnerships with their local RTOs to deliver Assessor courses and Certificate IV TAE training whilst SLSNSW focuses on delivering Cert IV TAE Upgrades and developing a longer-term approach to delivering this training to its Trainers, Assessors and Facilitators (TAFs).

What do we fund as part of this initiative?

Qualification/Skill Sets	Units of Competency (UoCs)	Target Group	Pathway Information
TAESS00015 Enterprise Trainer and Assessor Skill Set	<ol style="list-style-type: none"> 1. TAEASS401 Plan assessment activities and processes 2. TAEASS402 Assess competence 3. TAEASS403 Participate in assessment validation 4. TAEDEL301 Provide work skill instruction 	<p>Current Trainers who hold:</p> <ul style="list-style-type: none"> • TAEDEL301 or TAEDEL301A Provide work skill instruction • BSBCMM401 or BSBCMM401A Make a presentation 	<p>These UoCs provide credit towards TAE40116 Certificate IV in Training and Assessment.</p> <p>3 x Core Units and 1 x Elective</p>
TAESS00011 Assessor Skill Set	<ol style="list-style-type: none"> 1. TAEASS401 Plan assessment activities and processes 2. TAEASS402 Assess competence 3. TAEASS403 Participate in assessment validation 4. TAEASS502 Design and develop assessment tool 	<p>Current Trainers who hold:</p> <ul style="list-style-type: none"> • TAEDEL301 or TAEDEL301A Provide work skill instruction • BSBCMM401 or BSBCMM401A Make a presentation 	<p>These UoCs provide credit towards TAE40116 Certificate IV in Training and Assessment.</p> <p>4 x Core Units</p>
TAE40116 Certificate IV in Training and Assessment	<p>10 UoCs including:</p> <ol style="list-style-type: none"> 1. TAEASS401 Plan assessment activities and processes 2. TAEASS402 Assess competence 3. TAEASS403 Participate in assessment validation 4. TAEASS502 Design and develop assessment tool 5. TAEDEL301 Provide work skill instruction 	<p>Current Trainers/Assessors who hold:</p> <ul style="list-style-type: none"> • TAEDEL301 or TAEDEL301A Provide work skill instruction • BSBCMM401 or BSBCMM401A Make a presentation • TAESS00015 Enterprise Trainer & Assessor Skill Set or TAESS00011 Assessor Skill Set 	<p>Some of the UoCs provide credit towards the following two qualifications</p> <ul style="list-style-type: none"> • TAE50116 Diploma of Vocational Education and Training • TAE50216 Diploma of Training Design and Development

Note: Training Officer Certificate (TOC) will continue to be offered through Branches/SLSNSW and therefore will not be funded through this initiative.

Eligibility

To be eligible for funded training, applicants must:

- Be at least 18 years of age on the expected date of completion.
- Have been an active SLS member for at least two years.
- Be endorsed by their club.
- Be endorsed by their branch.
- Agree to complete the training prior to or by June 2020.

Applications can be submitted by an individual, or by a club or branch on behalf of one or more individuals. Prior to submitting an application, individuals or clubs/branches must be able to provide details of the intended course of study.

Prior to engaging a local RTO, please speak with your Branch Director of Education to ensure that you are selecting the correct Assessor Skill Set for your branch.

Choosing a quality training provider

SLNSW does not maintain a list of recommended training providers; this provides members the flexibility to engage local training providers that meet their needs. We do, however encourage applicants to consider the following key points when selecting/interacting with their prospective training providers.

- Is the training or education provider registered to deliver the qualification or skill set you are interested in?
- Which units of competency will you attain from the training?
- What is the total cost of the training, including any additional fees on top of course fees? Remind the provider of our NFP status when you negotiate for discounts.
- What is the refund policy?
- What are the technological requirements (i.e. what computer or software will be needed; what level of computer literacy is required; is there helpdesk support for technical issues)?
- Is there trainer support for the course? When is this available?
- How will the assessment be conducted?

Factsheet – Choosing a Training Provider (Department of Education and Training)

<https://www.myskills.gov.au/media/1501/choosing-a-training-provider.pdf>

Training.gov.au

<https://training.gov.au/>

A complete list of training providers is maintained at training.gov.au, the authoritative national register of the VET sector in Australia.

Your commitment counts

We rely on volunteer trainers and assessors to support/sustain our training and education framework, ensuring we have the right capacity and capability to keep our fellow lifesavers qualified.

Successful applicants will be invited to demonstrate their commitment by agreeing to become accredited with us and conduct training and/or assessing activities. Details of the financial support provided and applicants' agreed commitment will be recorded in SurfGuard and may become a point of consideration for future applications of funding/professional development opportunities.

Application and approval process

Applications will be processed as soon as possible once they are received, and always within 21 working days (if all information is complete and correct). Please refrain from enquiring about your application progress during the processing period.

You will be notified of the outcome through email. In the case of a successful application, a letter of offer will be issued to you in which you will be required to accept, sign and return to us.

When assessing an application, SLSNSW may make independent enquiries to verify information provided and take into consideration information provided by other parties including the respective clubs, branches and third party training providers.

If after considering an application SLSNSW proposes to decline the application, SLSNSW will notify the applicant and offer them the opportunity to provide further information.

Following receipt of further information or the expiration of the period within which the applicant was invited to provide further information, SLSNSW will make a final decision on the application. There is no appeal process provided for in relation to an unsuccessful application. An internal (second) review is however available.

There are three steps in the application process.

Step 1 Research, contact, compare, select and obtain a quote from your prospective training provider.

Step 2 Complete the application form and submit it with the quote to vetgrants@surflifesaving.com.au.

Step 3 You will be notified of the outcome within 21 working days.

Contact us, we're here to help

If you have any questions regarding this document, please do not hesitate to contact:

Samantha Jeffries
Training & Education Administrator

P 9471 8040

E sjeffries@surflifesaving.com.au

Terms and Conditions

Notification

Applicants will receive an e-mail response confirming receipt of their application. If you do not receive a confirmation email within two business days check your junk mail. If not received please call Samantha Jeffries (02) 9471 8040 to verify.

Unsubmitted applications will not be assessed. Once the recommendations have been made all applicants will be notified in writing of the outcome.

Conflict of interest

You will not be eligible to apply for funding through this initiative if you or a relative are:

- the selected training provider;
- employed by the selected training provider; or
- have any legal interest in the supplier of the training service.

Payment

After accepting the terms and conditions, successful applicants will be required to provide an invoice for the total approved amount of tuition fee. SLSNSW will make payment to the training provider directly.

Disclaimer

Submission of an application does not guarantee funding. The costs of preparing an application are borne by the applicant.

Refund

- At any time SLSNSW may ask for information about your progress and experience of learning.
- SLSNSW may require an applicant to repay the funding if SLSNSW holds any concerns that the learning is not being undertaken.
- Applicants may be required to repay the tuition fee if any of these terms and conditions have been breached.

Privacy policy

Surf Life Saving NSW will collect and store the information you voluntarily provide to enable processing of this application.

Any information provided by you will be stored on a database that will only be accessed by authorised personnel and is subject to privacy restrictions. The information will only be used for the purpose for which it was collected.

Surf Life Saving NSW is required to comply with the Privacy and Personal Information Protection Act 1998. Surf Life Saving NSW collects the minimum personal information to enable it to contact an organisation and to assess the merits of an application.

Applicants must ensure that people whose personal details are supplied with applications are aware that Surf Life Saving NSW is being supplied with this information and how this information will be used.

Disclosure of project information

Should your application be successful, Surf Life Saving NSW may provide certain information to the Federal Government and Members of Parliament for promotional purposes.



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