

Assessor and Facilitator Training 2022/23

What training is available?

Subsidised Assessor and Facilitator training supports members to gain the units of competency, skill sets or qualifications required to assess or facilitate SLS courses as per step 2 of the SLSNSW TAF Endorsement process (Click [here](#) to see the endorsement process).

The table on the following page provides a summary of the SLSNSW subsidised Assessor and Facilitator training in NSW available for the 2022/23 season. This training is thanks to funding provided by the Federal Government.

Following the application process, SLSNSW will review the specific units of competency held by and required for each member to inform their individual training pathway.

Role	Minimum qualification requirements
Endorsed Assessor	<u>TAESS00015 Enterprise Trainer and Assessor Skill Set</u> TAEASS401 Plan assessment activities and processes TAEASS402 Assess competence TAEASS403 Participate in assessment validation
Assessor	<u>TAESS00011 - Assessor Skill Set</u> TAEASS401 Plan assessment activities and processes TAEASS402 Assess competence TAEASS403 Participate in assessment validation TAEASS502 Design and develop assessment tools
Facilitator	TAE40116 - Certificate IV in Training and Assessment or equivalent

Please note before applying:

- Speak with your local Branch Director of Education about the training.
- This is an external course requiring 4-6 hours per week to complete homework.
- All delivery options require some independent learning/homework to be completed, i.e., completing some online theory learning and/or practical assessment (with support as needed).
- External training providers have contextualised course content to Surf Life Saving where possible, so some tasks will relate to assessing units of competency in general and others will relate to UoCs issued by SLS.
- SLSNSW cannot guarantee your preferred training delivery option indicated on your application for subsidised training.
- External training providers will confirm the exact start date for each course following confirmation of minimum class sizes.
- Training includes a dedicated support person from your SLS Branch and the external training provider.
- Assessor and Facilitator live online classroom training sessions take place on weekends.
- Most members applying for Assessor training will currently be endorsed Trainers, but this is not a prerequisite.
- RPL and Credit Transfer pathway options are available.
- If you only require *TAELN411 Address adult language, literacy and numeracy skills* to upgrade your TAE40110 Certificate IV in Training and Assessment, please contact the SLSNSW Training and Education team (education@surflifesaving.com.au).

Training Options

Training Option	Who is it for?	Course Duration	Potential Delivery Options:	Dates for Diary
Transition from an Endorsed Assessor to an <u>Assessor</u> <i>Valued up to \$700</i>	Current Endorsed Assessors needing to obtain the TAEASS502 unit of competency to no longer assess under the <i>SLSNSW Supervisory Framework</i> .	3 Full Days + Homework <i>(4-6 hrs/wk)</i>	a. 3 x Live Online Classroom Sessions 9am-4pm + 1:1 Support (Saturday 6 th May + 20 th May + 3 rd June – No make up classes) b. 3 x Fortnightly Goal Setting Videos Released Online + 1:1 Support by Phone/Zoom (Commencing first Saturday of May or June 2023)	Training commencing May Apply by 16 th April 2023 + Attend Induction Webinar on Wed 19 th April at 6-7pm
Become an <u>Assessor</u> <i>Valued at up to \$1,500</i>	Members wanting to become an Assessor to conduct assessments and collect assessment evidence independently.	6-8 Full Days + Homework <i>(4-6 hrs/wk)</i>	a. 8 x Live Online Classroom Sessions 9am-4pm + 1:1 Support (Saturday June 3 rd + 10 th + 17 th + July 8 th + 22 nd + Aug 5 th + 19 th + Sept 2 nd – No make up classes) b. 6 x Fortnightly Goal Setting Videos Released Online + 1:1 Support by Phone/Zoom (Commencing first Saturday of May or June 2023)	Training commencing June Apply by 14 th May 2023 + Attend Induction Webinar on Wed 17 th May at 6-7pm
Transition to a <u>Facilitator</u> (aka Gain <u>Cert IV</u>) <i>Valued up to \$2,400</i> <i>Some branches require Cert IV to be an Assessor in Charge, Lead Assessor or TAF Mentor</i>	Members who are already both current Trainers and Assessors and looking to either: <ul style="list-style-type: none"> • deliver facilitated awards (e.g., FA, SMPC, SMAR, RWC) • support other Trainers and Assessors operating under the supervisory framework 	6 Full Days + Homework <i>(4-6 hrs/wk)</i>	a. 6 x Fortnightly Goal Setting Videos Released Online + 1:1 Support by Phone/Zoom (Commencing first Saturday of May or June 2023)	
Certificate IV <u>TAE40110 Upgrade</u> <i>Valued at up to \$1,400</i>	TAFs holding TAE40110 and needing TAEASS502 + TAELLN411. Memo: Contact SLSNSW if you only require the TAELLN411	4 Full Days + Homework <i>(4-6 hrs/wk)</i>	a. 4 x Fortnightly Goal Setting Videos Released Online + 1:1 Support by Phone/Zoom (Commencing first Saturday of May or June 2023)	

Training Eligibility Requirements

If you answer 'Yes' to each question below, we encourage you to apply to join the next course intake:

- ☐ Are you a current financial member of SLSNSW?
- ☐ Will you be at least 18 years of age on the expected date of course completion?
- ☐ Do you intend to actively facilitate or assess SLS courses following the completion of this training?
- ☐ Can you dedicate 4-6 hours a week to independent learning/assessment between training sessions for the duration of your course?
- ☐ Are you able to perform all the digital tasks outlined in the digital literacy requirements below?
- ☐ Do you have support from your club and branch who may, in exceptional circumstances, share financial accountability for the training?

Additional questions for members transitioning to become a Facilitator:

- ☐ Have you been re-endorsed as both a trainer and assessor?
- ☐ Have been actively training and assessing SLS awards for at the last two seasons?

Digital literacy requirements

Because all assessments need to be lodged electronically, members participating in this training need to be able to:

- ☐ Access and use a computer, a keyboard, and a mouse or touch pad
- ☐ Access and navigate the internet, e.g., open webpages
- ☐ Use email, including attaching and downloading files
- ☐ Save and retrieve files located on your computer or online, e.g., PDF, doc and docx format
- ☐ Download and extract zip folders
- ☐ Run and operate a variety of software programs, including a word processor (e.g., Microsoft Word, Zoom)
- ☐ Upload, create, organise, open, edit, copy, paste, name, and rename files
- ☐ Cut, copy and paste information from one document/program to another

Ideally, all participants will have access to a personal computer, with Microsoft Word installed and a reliable internet connection.

If you intend to participate in online sessions, your computer will also need a video camera, microphone and reliable broadband Internet access.

Some training providers may recommend the use of a second screen, TV or device in lieu of split screens, and access to headphones or earphones.

Advanced notice will be required if this is not possible so that alternative arrangements can be made.

What happens after completing the application?

After you complete your application to commence Assessor and/or Facilitator UoC training, SLSNSW will discuss and confirm details with your Branch Director of Education.

SLSNSW will then invite you to a live webinar Induction session to confirm your eligibility and re-confirm availability for proposed course dates.

They will also ensure that you understand what the training entails and are happy to proceed in line with the terms and conditions outlined in this document.

If you are happy to proceed, SLSNSW will arrange for you to be enrolled into a course with one of three external Registered Training Organisations (RTOs):

- Forsythes Training – forsythestraining.com.au
- Fortress Learning – fortresslearning.edu.au
- HBA Learning Centres – www.hba.edu.au

Further information

If you have any questions about the external training on offer or your eligibility to participate in it, please contact either your Branch Director or Education or the SLSNSW Training and Education Team (education@surflifesaving.com.au).

Terms and Conditions

Members, clubs, and branches agree to the following terms and conditions to access SLSNSW subsidised Assessor and Facilitator training.

Payment

- SLSNSW will only subsidise training for SLS members who are accepted by SLSNSW prior to enrolment to take part in subsidised Assessor or Facilitator training.
- Payment will be made by SLSNSW direct to the external training provider as per their payment terms and conditions.
- Only SLSNSW can request a refund from external training providers for subsidised training payments as per their refund terms and conditions.

Entry Requirements and Eligibility

- SLSNSW and each external training provider have entry requirements and eligibility criteria that need to be met to participate in training. Only SLS members who meet the course entry requirements and eligibility criteria will be invited by SLSNSW to proceed to enrolment.
- Proof of eligibility is captured via an expression of interest process, pre-enrolment discussions conducted by SLSNSW and eligibility assessments and/or enrolment procedures conducted by external training providers.

Enrolment

- Members who are accepted to participate in subsidised training will need to complete the relevant Enrolment Form provided to them by the external training provider.
- Enrolment steps will vary for each training provider and may be coordinated by SLSNSW on behalf of the training provider.

Rights and Responsibilities

As a student of an external training provider, members have rights and responsibilities which they need to be aware of. When you begin a course of study with an external training provider, you will be advised of these and provided with a student guide that provides further information.

Training and Assessment Progress and Completion

- To maintain their enrolment, members are required to participate and engage in their assessments and studies on a regular basis.
- Members who cannot demonstrate participation and/or attendance in their study on a regular basis will be contacted to discuss their options, including deferring, or withdrawing from their studies.
- If no response is received from a member after at least three attempts to contact them over a four-week period, action will be taken to withdraw them from their enrolment.
- At any time SLSNSW may ask for information about a SLS member's progress from the external training provider.

Notification to cancel an accepted course of study

Some Assessor and Facilitator courses require a minimum number of participants to proceed, and there is often a waitlist of members wishing to access this subsidised training to help their SLS clubs and branches continue to offer SLS courses. To avoid inconveniencing other course participants and exposing SLSNSW to unnecessary course cancellation fees:

- Members agree to notify the SLSNSW Training and Education Team (education@surflifesaving.com.au) in writing of their intention to cancel their enrolment in a course of study **at least 21 days before course commencement**. Where relevant, SLSNSW or the Branch DoE will notify the Club President/Chief Training Officer.
- Members who fail to do this may be subject to the Reimbursement Terms and Conditions.

Requests for extensions, deferment, or withdrawal

SLSNSW understands that individual circumstances may change which may require a member to request an extension or deferment to their training and assessment period, or to withdraw from the course completely.

- **Extension** – Members wishing to request an extension must notify the SLSNSW Training and Education Team (education@surflifesaving.com.au) and their Branch Director of Education in writing immediately or **at least 7 days prior** to the date of an assessment or the end of a course period.

- **Deferment or withdrawal** – Members wishing to request deferment or needing to withdraw from a course must notify the SLSNSW Member Education and Training Team (education@surflifesaving.com.au) and their Branch Director of Education in writing in writing **immediately**.
- Requests will be considered on an individual case-by-case basis by the relevant external training provider in consultation with the SLSNSW Training and Education Manager and where appropriate, the Chair of the SLSNSW Education Standing Committee.
- The outcome of this review will determine if the member, their club and/or their branch may be subject to the Reimbursement Terms and Conditions.
- Any extension or deferment granted may include the agreement to additional terms and conditions set by the external training provider and/or SLSNSW.

Non-completion

- If a member does not complete a course as agreed and did not notify the SLSNSW Member Education and Training Team as per the above terms and conditions, the SLSNSW Training and Education Manager and the Chair of the SLSNSW Education Standing Committee will determine if the member, their club and/or their branch may be subject to the Reimbursement Terms and Conditions.
- Non-completion of agreed training may impact on a member's, club's and/or branch's ability to access funding of a similar nature through SLSNSW in future.

SLSNSW Right to Cancel

Surf Life Saving New South Wales (SLSNSW) reserves the right to cancel, and revoke, any courses, and subsidies with (notice period/without notice).

While SLSNSW will attempt to ensure that the courses and subsidies are delivered as intended, external factors may restrict us from doing so, and affect our ability to administer the delivery of the courses.

As a participant, you agree to hold SLSNSW harmless should this occur.

Reimbursement Terms and Conditions

To ensure that government subsidised funding contributes towards its intended purpose of increasing the number of SLS Assessors and Facilitators in NSW, SLSNSW may require reimbursement of course fees from individual members, clubs and/or branches in the case of members who:

- withdraw from training, and/or
- do not complete the training as per the signed terms and conditions, and/or
- do not notify SLSNSW as per the signed terms and conditions.

Each case for reimbursement will be reviewed on an individual case-by-case basis by the SLSNSW Training and Education Manager and Chair of the SLSNSW Education Standing Committee.

Personal information

- SLSNSW will collect and store the information voluntarily provided through registration of interest to facilitate applications and course enrolments.
- SLSNSW will disclose members' names and email addresses to the external training provider to initiate their enrolment procedures.
- Any information provided by members 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.
- SLSNSW may disclose certain information about successful applicants to the Federal Government and Members of Parliament as required or for promotional purposes.