



## **SURF LIFE SAVING AUSTRALIA – NATIONAL MEMBER AWARD SYLLABUS TRAINING OFFICER CERTIFICATE**

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### **AWARD SUMMARY**

The aim of this course is to provide participants with the skills and knowledge to deliver training programs.

### **UNIT/S OF COMPETENCY**

- TAED301A Provide work skill instruction
- BSBCMM401A Make a presentation

### **PRE-REQUISITES**

To commence training for the Training Officer Certificate you must:

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

Before you can train any courses on your own, you will need to complete the Training Officer endorsement process as determined by your State Centre.

### **RPL AND CREDIT TRANSFER**

Candidates who believe they already possess some or all of the skills and knowledge of this award, or who have received one or more of the related units of competency, may wish to apply for Recognition of Prior Learning (RPL) or Credit Transfer. These candidates should consult their Facilitator for more information.

### **WHO CAN TRAIN?**

- Facilitator who holds a full Certificate IV in Training and Assessment (currently endorsed as per state requirements)

### **NATIONAL LEARNING RESOURCES**

- Training Officer Certificate Learner Guide
- Training Officer Certificate Assessment Portfolio
- Training Officer Certificate Delivery and Assessment Guide
- Training Officer Certificate powerpoint

### **LEARNING OUTCOMES**

By the end of this course you should be able to:

- Prepare for training sessions taking into account the needs of participants and of the organisation
- Deliver presentations
- Demonstrate and instruct skills
- Review the effectiveness of both the training and your own skills



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### **WHO CAN ASSESS?**

- Facilitator who holds a full Certificate IV in Training and Assessment (currently endorsed as per state requirements)

### **ASSESSMENT**

Assessment is through demonstration of all elements of competency in a simulated workplace. Participants will be required to complete practical demonstrations and written questions.

### **SKILLS MAINTENANCE REQUIREMENTS**

Trainers must hold and remain proficient in the award in which they are delivering training where that award specifies that proficiency is required. You must also be endorsed to train that award as per your state requirements.