



# **SURF LIFE SAVING AUSTRALIA**

## **POLICY STATEMENT**

### **Training Officer, Assessor and Facilitator Policy**

<b>POLICY NUMBER</b> <b>1.9</b> <b>September</b> <b>2008</b>
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This policy is intended to be a guide to all training officers, assessors and facilitators who are members/employees of Surf Life Saving Australia.

In 2001, Surf Life Saving moved towards aligning SLSA Awards with Nationally Recognised Training for the benefit of its members and the organisation's recognition with external bodies. The benefit for Surf Life Saving members is centralised around recognising the time, commitment, skills and knowledge members achieve through their training, rewarding members with qualifications that can be recognised by organisations external to Surf Life Saving.

A condition of supplying Nationally Recognised Training to members, and the general community, is compliance with the *AQTF 2007 Essential Standards for Registration (AQTF)* which assures nationally consistent, high-quality training and assessment services to SLSA members and the general community.

This policy has been designed to ensure that the organisations training and education complies with AQTF in addition to meeting Surf Life Saving's organisational requirements to supply highly skilled and knowledgeable members serving the organisation and the community.

Where the terminology 'Train/Assess/Facilitate', or the like are referenced, please read it according to the area which specifically relates to your situation as a Training Officer OR Assessor OR Facilitator.

The standards stated within this policy are set as the minimum standards that apply to all members/employees of Surf Life Saving however the member's/employee's respective state/territory centre have the option of applying additional state based requirements where necessary. Please refer to your state/territory centre to confirm requirements.

Surf Life Saving encourages all Training Officers/Assessors and Facilitators to remain current in the skill, knowledge and other requirements. Pertaining not only to the area they are training and/or assessing, but also to the training and/or assessing principles or methods that they use during this process. A number of State/Territory Centres require you to demonstrate industry currency in the award you train and/or assess, as well as currency in your training and/or assessing skills. This can be through annual accreditation or other valid methods as stipulated by these bodies. Please refer to your respective State/Territory Centre for further details.

## CREDENTIALS REQUIRED FOR TRAINERS, ASSESSORS & FACILITATORS

### SLSA Training Officer

To be deemed an accredited SLSA Training Officer in an award, Unit of Competency and/or Qualification issued by SLSA, the Australian Lifesaving Academy, or State/Territory based Australian Lifesaving Academy; the participant must demonstrate the following pre-requisites:

1. Be a minimum of 16 years old\*, AND
2. Have held the SLSA Award/Unit of Competency/Qualification, (*or demonstrate relevant vocational competencies at least to the level being delivered*), AND
3. Demonstrate industry currency in the SLSA Award/Unit of Competency/Qualification, AND
4. Have successfully completed/obtained either:
  - a. BSZ404A – Train Small Groups, OR
  - b. TAADEL301 – Provide training through instruction and demonstration of work skills, OR
  - c. BSZ40198 – Certificate IV in Assessment and Workplace Training, OR
  - d. TAA40104 – Certificate IV in Training and Assessment
5. Be endorsed by the Training Officers respective state centre after completion of an 'Induction Process' (please refer to section title 'Induction Process' below).

### SLSA Assessor

To be deemed an accredited SLSA Assessor in an award, Unit of Competency and/or Qualification issued by SLSA, the Australian Lifesaving Academy, or State based Australian Lifesaving Academy; the participant must demonstrate the following pre-requisites:

1. Be a minimum of 18 years old\*, AND
2. Have held the SLSA Award/Unit of Competency/Qualification, (*or demonstrate relevant vocational competencies at least to the level being delivered*), AND
3. Demonstrate industry currency in the SLSA Award/Unit of Competency/Qualification, AND
4. Have successfully completed/obtained either:
  - a. BSZ401A – Plan Assessment, BSZ402A – Conduct Assessment, and BSZ403A – Review Assessment, OR
  - b. TAAASS401 – Plan and Organise Assessment, TAAASS402 – Assess Competence, and TAAASS404 – Participate in Assessment Validation OR
  - c. BSZ40198 – Certificate IV in Assessment and Workplace Training, OR
  - d. TAA40104 – Certificate IV in Training and Assessment
5. Be endorsed by the candidates respective state centre after completion of an 'Induction Process' (please refer to section title 'Induction Process' below).

An Assessor cannot assess candidates that they have trained, unless exemption is provided by the State Director of Lifesaving OR they hold the respective Facilitator award. A written application must be submitted to the State Director of Lifesaving for the situation to be sufficiently considered.

### SLSA Facilitator

To be deemed an accredited SLSA Facilitator in an award, Unit of Competency and/or Qualification issued by SLSA, the Australian Lifesaving Academy, or State based Australian Lifesaving Academy; the participant must demonstrate the following pre-requisites:

1. Be a minimum of 18 years old\*, and
2. Have held the SLSA Award/Unit of Competency/Qualification, (*or demonstrate relevant vocational competencies at least to the level being delivered*), and
3. Demonstrate industry currency in the SLSA Award/Unit of Competency/Qualification, and
4. Have successfully completed/obtained:
  - a. Training Officer Units of Competency specifically:
    - i. BSZ404A – Train Small Groups, **OR**
    - ii. TAADEL301 – Provide training through instruction and demonstration of work skills
  - b. Assessor Units of Competency specifically:
    - i. BSZ401A – Plan Assessment, BSZ402A – Conduct Assessment, and BSZ403A – Review Assessment, **OR**

- ii. TAAASS401 – Plan and Organise Assessment, TAAASS402 – Assess Competence, and TAAASS404 – Participate in Assessment Validation
5. Be endorsed by the candidates respective state centre after completion of an '*Induction Process*' (please refer to section title '*Induction Process*' below).

A Facilitator can assess candidates they have been involved in training.

A Training Package may stipulate additional requirements above what this policy states in regards to Training, Assessing, Facilitating qualifications and/or relevant industry qualifications required to be held. SLSA will endeavour to inform State/Territory centres of these additional requirements and communicate to the organisation; however it is also the responsibility of the State/Territory to ensure their RTO complies with Training Package requirements individually.

## **INDUCTION PROCESS**

The induction process is designed to ensure that the Training Officer/Assessor/Facilitator is familiar with resources required to competently train, assess and/or facilitate the content of the award, Unit of Competency and/or Qualification and increase the consistency of content trained and/or assessed throughout Surf Life Saving.

The '*Induction Process*' consists of the following:

1. Be inducted into the resources required to Train/Assess/Facilitate the SLSA Award, Unit of Competency and/or Qualification
2. Meet the following requirements respective for the area of training/assessing/facilitating
  - a. For a Training Officer:
    - i. Train a minimum of 2 candidates, that subsequently are deemed competent in the full award after assessment, as a probationary Training Officer under supervision of:
      1. A 'Mentor' who is currently accredited to Train in the SLSA Award, Unit of Competency and/or Qualification being trained, AND/OR
      2. State Director of Lifesaving, or 'Mentor' appointed by the Director of Lifesaving, where required
  - b. For an Assessor
    - i. Complete a minimum of at least 2 assessments as a probationary assessor under supervision of:
      1. A 'Mentor' who is currently accredited to Assess in the SLSA Award, Unit of Competency and/or Qualification being trained, AND/OR
      2. State Director of Lifesaving, or 'Mentor' appointed by the Director of Lifesaving, where required
  - c. For a Facilitator
    - i. Facilitate a minimum of 1 complete course as a probationary Facilitator under supervision of:
      1. A 'Mentor' who is currently accredited to Facilitate in the SLSA Award, Unit of Competency and/or Qualification being trained and/or assessed, AND/OR
      2. State Director of Lifesaving, or 'Mentor' appointed by the Director of Lifesaving, where required
3. Be endorsed by the 'Mentor', and/or State Director of Lifesaving where required, after participants have completed all assessment activities associated with the course/award
4. An Assessor or Facilitator deems the probationary Training Officer/Assessor/Facilitator as competent and completes the relevant State/Territory documentation i.e. Form 14.
  - a. The 'Mentor' may sign of the probationary candidate if they hold the relevant Assessor and/or Facilitator award.

Where a person can provide evidence of Training, Assessing, and/or Facilitating in the award to be trained/assessed/facilitated, Step 2 of the induction process may not be required. Written application with evidence must be supplied for exemption of this step.

The 'Induction Process' must be completed for each Training Officer/Assessor/Facilitator award the member/employee wishes to be accredited in.

### **DEFINITION AND ROLE OF A 'MENTOR'**

The word 'Mentor' refers to a member who holds the following Qualifications as a minimum associated with the 'Mentor's' role:

- 1) For a Training Officer award – the 'Mentor' must hold either Training Officer OR Facilitator in the award. An Assessor cannot be classed as a 'Mentor' unless they hold the relevant qualifications as stated.
- 2) For an Assessor award – the 'Mentor' must hold either Assessor OR Facilitator in the award.
- 3) For a Facilitator award – the 'Mentor' must hold Facilitator in the award.

The role of a 'Mentor' includes as a minimum:

- 1) Mentoring the Probationary Training Officer/Assessor/Facilitator in:
  - i) training/assessing/facilitation principles including:
    - i) Ability to communicate with candidates
    - ii) Ability to plan, organise and conduct training and/or assessment efficiently and effectively
    - iii) Ability to supervise all training and/or assessing
    - iv) Ability to conduct training and assessing according to SLSA, AQTF and State/Territory policy's, procedures and standards
  - ii) subject matter content specific to the Award they are training
  - iii) the resources associated with the award they are training

### **MINIMUM AGE OF TRAINING OFFICER/ASSESSOR/FACILITATOR \***

The minimum age of the Training Officer/Assessor/Facilitator cannot be below the minimum age required to achieve the pre-requisite award they wish to train/assess/facilitate.

*Example: Minimum age to hold a Silver Medallion (IRB Driver) is 17, and the minimum age of the person achieving Training Officer Accreditation is 16 therefore the minimum age of the participant to obtain there Training Officer – Silver Medallion (IRB Driver) must be 17.*

### **PROFICIENCIES**

A number of SLSA Awards require an annual proficiency to be conducted to ensure that members are maintaining an acceptable skill and knowledge base, and fitness level where required, to be able to perform the duties required associated with their specific role.

Accredited SLSA Facilitators and Assessors can conduct proficiencies only for SLSA Awards that they have been deemed accredited in by their respective State/Territory Centre.

Please refer to each Award's syllabus in regards to specific proficiency requirements.

Trainers/Assessors/Facilitators may be required to meet Training, Assessing and/or Facilitating proficiency requirements as required by their respective State/Territory.

### **SPECIAL NEEDS CONSIDERATIONS**

Due to the nature of the work within the Public Safety Industry, there are typically requirements that require industry employees/volunteers to be able-bodied. However, to encourage participation within the industry by all members of the community, there is scope to make reasonable adjustment, during the assessment of specific units of competency, to accommodate special needs.

For further information refer to the SLSA Limiting and Permanent Disability Policy.

## **INTERNATIONAL RECOGNITION**

Members who hold an international lifesaving training/assessing/facilitating qualification will need to undertake recognition prior learning to be granted the Australian equivalent meeting conditions as stated within this document. Please contact the State/Territory Centre which you wish to Train/Assess/Facilitate in for detailed information on the process.

## **DIRECT SUPERVISION**

SLSA, and relevant State/Territory offices, are Registered Training Organisations with their respective State Training Authority. SLSA awards trained, assessed, and/or facilitated may be delivered in association with Nationally Recognised Training of Units of Competency and/or Qualifications. Where an SLSA award is delivered in combination with a Unit of Competency and/or Qualification, the Training and/or Assessing of the SLSA award must comply with AQTF.

Standard 1, Element 1.4 of AQTF specifies the requirements to be met by RTOs throughout their period of registration with particular reference to criteria Trainers must meet and what qualifications they must hold.

As this SLSA policy stipulates that Training Officer's only need to hold one unit of competency to meet organisation requirements, AQTF requires the Training Officer and Facilitator, who do not hold a Certificate IV, to work under the *direct supervision*\* of a person who holds a full Certificate IV.

AQTF defines Direct Supervision being achieved when:

*"... a person delivering training on behalf of the RTO has regular guidance, support and direction from a person designated by the RTO who has the trainer competencies.... (as listed in the AQTF document).... and who monitors and is accountable for the training delivery. It is not necessary for the supervising person to be present during all training delivery."*

SLSA defines the title of a person who provides the direct supervision as a *Direct Supervisor*.

A State/Territory may designate the duties required of a Direct Supervisor to a Facilitator to ensure the State/Territory RTO is compliant with AQTF. This may result in a Facilitator, who is designated the additional role as a Direct Supervisor by the RTO, to hold additional qualifications and/or units of competency above what is stated within this policy.

Please confirm with your respective State/Territory centre the specific requirements of a direct supervisor for your State/Territory.