

Education Policy 1.2: Delivery of Club and Branch courses



1. Delivery of awards, qualifications, individual units or skills sets may only be undertaken by Branch endorsed Training Officers or Facilitators who meet the requirements of the Standards for RTOs 2015 (including the 2017 amendments)
2. The delivery of all awards, qualifications, individual units or skills sets must meet the requirements of the Academy Volunteer Handbook (or its equivalent at the time)
3. Delivery of any award delivered by an individual Club must be approved/coordinated by the Club Chief Training Officer (CTO).
4. Director of Education (DoE) must be notified of starting date and approximate completion date.
5. During delivery of training, all training officers and facilitators involved must wear a shirt identifying them as a Branch endorsed trainer or facilitator.
6. If a content expert is delivering a session, an endorsed Training Officer or Facilitator must be present
7. Assessment request must be created as per Education Policy 1.3: Assessment of Courses
8. DoE must be advised of the confirmed assessment date at least one week prior to allow for appointment of the Lead Assessor.
9. Club CTO or Branch Course Facilitator compiles the following documentation and sends to DoE
 - a. Form 14 signed by Lead Assessor
 - b. Participant Joining Instructions Letter (copy) or Poster
 - c. Training Enrolment Forms
 - d. Training Course Report including attendance sheets
 - e. Assessment evidence (workbooks or certificate of online learning)
 - f. Participant evaluation forms
 - g. Student exit forms
10. DoE processes assessment as per Education Policy 1.3: Assessment of Courses

Director of Education
Surf Life Saving Mid North Coast Branch