

Education Policy 1.4: Probationary Training Officers



1. Probationary Training Officers are to adhere to all SLSNSW SOPS and Branch Policies and Procedures in relation to the delivery of training.
2. A Probationary Training Officer must meet the qualification requirements of the Standards for RTOs 2015 (including 2017 amendments).
3. A Probationary Training Officer must complete the requirements outlined in the SLSNSW Academy Volunteer Handbook or its equivalent at the time.
4. Probationary Training Officers are allocated a mentor by the Branch Director of Education (DoE).
5. The Probationary Training Officer and their mentor should meet at least two weeks prior to the delivery of their first course.
6. The Probationary Training Officer should submit a session plan to their mentor at least one week prior to the delivery of their first course. This allows time for the mentor to make suitable adjustments, suggestions, etc.
7. On the day(s) of the course, the Probationary Training Officer will attire themselves in a clean and tidy manner, wearing a plain blue collared shirt or a trainer/assessor shirt.
8. At the end of the course, both the Probationary Training Officer and their mentor are to discuss the sessions and complete the appropriate mentor observations forms.
9. When completed the Training Officer Application form and mentor observations forms are to be submitted to the DoE for verification and endorsement.

Director of Education
Surf Life Saving Mid North Coast Branch