

To:	Members Chief Training Officers	Area Training & Assessment Officers Club captains
From:	Volunteer Training	
Date:	3 July 2024	
Action:	Identify members suitable to undertake this course and become trainers at your club.	

Training Officer Certificate (TOC) Rollout

Volunteer Training has developed a new TOC to meet the requirements of the training package TAESS000028—Work Skill Instructor Skill Set. This is now ready for release and will be rolled out on the dates listed below.

To make the course more accessible to members, Volunteer Training has removed the course fee and introduced eLearning components to reduce face-to-face hours on the course.

The new course has significant content changes to the previously delivered course, and members should ensure they are mindful of the commitment ahead of enrolling in this course, including enrolment at least one month prior to each course to ensure eLearning content is completed before the course commencement date

Program Overview

- Pre-course eLearning including theory assessment – approximately 20 hours to complete
- Day 1 - Face-to-face workbook activities – 08:30 am to 5:30 pm
- Day 2 - Face-to-face practical activities (3 x 30-minute course deliveries per candidate – 08:30 am to 5:30 pm)

Rollout Plan

- August 17 & 18 – Pilot Course – Life Saving Victoria Office, Port Melbourne
- September 21 & 22 – Life Saving Victoria Office, Port Melbourne
- October 5 & 6 – Life Saving Victoria Office, Port Melbourne
- October 26 & 27 – Life Saving Victoria Office, Port Melbourne
- November 23 & 24 – Life Saving Victoria Office, Port Melbourne

Following these initial courses, a rolling calendar of course dates will recommence and will be delivered at locations across the state. Please continue to monitor the Member Training Portal for upcoming courses

*For additional details on this circular, please contact:
Volunteer Training on 03 9676 6980 or email volunteertraining@lsv.com.au*