

## Circular

<b>Title:</b>	Call for Nominations: Certificate IV in Training and Assessment (TAE40122)
<b>Date:</b>	26 June 2025
<b>Document ID:</b>	<b>12, 2025/2026</b>
<b>Department:</b>	Training and Education
<b>From:</b>	<b>SLSWA Training and Education Team</b>
<b>Audience:</b>	Presidents, Club Directors of Education, Trainers and Assessors.
<b>Summary:</b>	SLSWA is now calling for nominations from SLSC for trainers and assessors to complete the Certificate IV in Training and Assessment (TAE40122) qualification by no later than: <b>Friday 18 July 2025</b>
<b>Action:</b>	Clubs to nominate a member who would contribute to sustainability and autonomy in training needs of the club.
<b>Attachments:</b>	1. Further Information and course dates - Certificate IV in Training and Assessment (TAE40122) 2. Nomination Form

Surf Life Saving WA (SLSWA) is seeking nominations from suitable applicants with a desire to obtain the Certificate IV in Training and Assessment (TAE40122). SLSWA has been granted funding from the Federal Government to assist in the development of VET accredited Training and Assessment in clubs. The key goal in WA is to build the capacity of members obtaining nationally recognised emergency care awards to increase the patrolling capability within surf clubs.

The TAE 40122 qualification will provide volunteer club members the opportunity to further develop their skills in training and assessment, and work towards improving sustainable member training opportunities and patrolling pathways.

When submitting a nomination, the nominee and club must consider the potential benefits to the club in achieving the qualification. The training for this qualification is a considerable personal commitment (Please refer to attachment 1 for course schedule).

Please be aware that there are **limited places** available for this training and a selection process will be undertaken to determine the final list of participants. **There are 10 individual places available on the course, not all clubs will receive a placement.**

*Priority will be given to regional clubs without the means to regularly access centralised courses delivered by SLSWA and/or clubs who do not already have access to qualified VET Cert IV trainers.*

To be considered for this course the nominee **MUST** meet the following criteria;

- Hold a **current SLSWA Training Officer Award** in at least one **(1)** award.
- Have demonstrated ongoing experience in training and/or assessing SLS awards.
- Minimum 18 years of age.
- Show a commitment to future training and assessment within their club.
- Be computer literate and have access to laptop/portable device with Microsoft Office.
- Be willing to learn and have the time to invest to complete the qualification through both face to face and self-paced delivery.
- Be endorsed by their club (provide a short support statement as to how this will benefit the club).
- Be willing to utilise their new skills in the delivery of nationally recognised emergency care awards to SLSWA members and the broader community.

Completing this course is a significant personal commitment. Please see proposed course timeline in Attachment 1 in this Circular.

It is the nominee's responsibility to read the attached course information and ensure that they will be available to attend all sessions if successful.

Please note that clubs in regional areas may be able to access online learning methods, this will need to be discussed prior with both SLSWA and the course provider.

SLSWA will contact nominees and/or club representatives to discuss the course requirements, confirm suitability and ensure each nominee has visibility of all participant requirements.

Please note the following timeline for the Certificate IV in Training and Assessment (TAE40122) course:

- Nominations close **Friday 18 July**. (Late forms will not be accepted)
- Nominees notified of participation status **Friday 25 July**.
- Course scheduled to commence (face to face) on weekend of **16 and 17 August**.

If you have any questions or require further information, please contact Sandy Clarke on 9207 6666 or [sclarke@slnwa.com.au](mailto:sclarke@slnwa.com.au)

A handwritten signature in black ink, appearing to read "J. O'Toole".

**James O'Toole**  
**Chief Executive Officer**

## Attachment 1: Further Information – Certificate IV in Training and Assessment (TAE40122)

### What is the Certificate IV in Training and Assessment (TAE40122) qualification?

The Qualification reflects the roles of individuals delivering training and assessment services in the vocational education and training (VET) sector.

This qualification (or the skill sets derived from units of competency within it) is also suitable preparation for those engaged in the delivery of training and assessment of competence in a workplace context, as a component of a structured VET program.

The course entry requirements for the Certificate IV in Training and Assessment (TAE40122) are as follows:

- An appropriate level of English language skill which is important to the likelihood of participant success.
- Bronze Medallion / PUA20119 Certificate II in Public Safety (Aquatic Rescue)
- Minimum 18 years of age
- Access to a computer (with Adobe Reader, Microsoft Word and a web browser installed)
- Access to the internet
- Access to a video and audio recording device such as a smart phone or web cam
- An understanding of how to use Microsoft Word and Adobe Reader, be able to download, scan and upload documents, and know how to access online materials.
- Able to use Word, open PDF's, save, rename, and move files around, download and upload files in online systems and be comfortable to learn new programs and technology.
- Search and read a range of information from the internet using sites such as training.gov.au
- Have access to a computer or laptop (a phone or tablet is not sufficient) and are comfortable to use this without guidance.
- Write a range of different documents including learning programs, session plans, describing contents and ideas, outlining reasons and opinions, and developing resources such as PowerPoints, handouts, quizzes, and observation checklists.

Those entering this qualification must be able to demonstrate vocational competence in their proposed training and assessing area. Vocational competence is defined as broad industry knowledge and experience, and may include, but is not limited to, holding a relevant unit of competency or qualification.

*Participants must complete a total of 12 Units of Competency comprising of 6 core units plus 6 elective units.*

Successful candidates will be qualified to deliver nationally accredited emergency care training under the VET system to members of their club. These courses include HLTAID011 Provide First Aid\* and HLTAID015 Provide Advanced Resuscitation\*.

*\*NOTE: Candidates must also be qualified and inducted in the course content that they are delivering in addition to gaining the Certificate IV in Training and Assessment (TAE40122). SLSWA clubs must also have an Auspice Agreement with SLSWA to meet the requirements to deliver this training.*

### Certificate IV in Training and Assessment (TAE40122) Training Commitment

The course is a significant personal commitment and is scheduled to be completed over a period of **9 months**. Nominees will be required to commit to attending the sessions as detailed in the attached course timeline.

During this period candidates will be required to:

- Attend compulsory face-to-face and/or online learning workshop sessions
- Complete multiple assessments, which will be undertaken outside of the classroom
- Compile a portfolio of evidence of training that has been conducted to meet the course requirements.

Achievement of this qualification by trainers is a requirement of the Revised Standards for Registered Training Organisations (RTOs), Credential Policy, for the delivery of training and assessment of units of competence.

The training for this qualification will be delivered by Surf Life Saving Queensland (RTO #2804).

## Training Timeline – SLSWA Certificate IV in Training and Assessment (TAE40122)

Administration	Prepare for workshop	Workshop 1	Student Assessment Preparation	Teams Session	Assessments Due	Prepare for workshop	Workshop 2	Student Assessment Preparation	Teams Session	Assessments Due	Prepare for workshop	Workshop 3	Student Assessment Preparation	Teams Session	Assessments Due
WEEK 1-2															
	WKS 2-4														
		WEEK 5													
			WEEKS 5-17												
				WEEK 11											
					WEEK 17										
						WEEK 17									
							WEEK 18								
								WEEK 19-31							
									WEEK 27						
										WEEK 31					
											WEEK 31				
												WEEK 32			
													WEEK 33-41		
														WEEK 36	
															WEEK 41
Enrolment LLN indicator Return of Agreements	Orientation Pre workshop requirements	2 day Workshop	TAE Trainers & HelpDesk available where required Individual support sessions if needed/requested	Support Progression Other as needed	<b>BSBCMM401</b> Make presentation <b>TAEDEL311</b> Provide Work Skill Instruction <b>TAE PDD401</b> - Work effectively in the VET Sector	Pre workshop requirements	3 day Workshop	TAE Trainers & HelpDesk available where required Individual support sessions if needed/requested	Support Progression Other as needed	<b>TAEASS412</b> Assess Competence <b>TAEASS413</b> Participate in Assessment Validation <b>TAEDES411</b> Use Nationally Recognised Training Products to Meet Client Needs	Pre workshop requirements	2 day Workshop	TAE Trainers & HelpDesk available where required Individual support sessions if needed/requested	Support Progression Other as needed	<b>TAELN422</b> Use Foundation Skills, Resources, Strategies and Advice <b>TAEDEL411</b> Facilitate Vocational Training <b>TAEDES412</b> Design and Develop Plans for Vocational Training <b>TAEDEL412</b> Facilitate Workplace-Based Learning <b>TAEDEL414</b> Mentor in the Workplace

**Due Date: Friday 18 July - submit nomination form to [training@slswa.com.au](mailto:training@slswa.com.au)**

SLSC Name:		
Nominee Details		
Title	Given Names	Family Name (Surname)
Date of Birth:	DD / MM / YYYY	
Contact Information	Mobile:	
	Email	

Club Representative Contact		
Title	Given Names	Family Name (Surname)
Contact Information	Mobile:	
	Email	
SLSC Position:		

Please consider the criteria on the previous page and write a short overview on why the above candidate should be considered to obtain the Certificate IV TAE40122 in the table below.

Supporting Information	

Please be aware that there are limited places for this training and not all nominees may be accepted to proceed with training. SLSWA will contact nominees and/or club representatives to discuss the Certificate IV TAE40122 training requirements and confirm suitability for nominees to proceed on the training course.

President's Name: \_\_\_\_\_ President's Signature: \_\_\_\_\_