

DIRECT SUPERVISION POLICY

PURPOSE

The Direct Supervision Policy ensures Surf Life Saving Western Australia (SLSWA), Registered Training Organisation 51104, maintains compliant, high-quality training and assessment practices. It outlines the conditions under which a person who does not yet meet trainer/assessor competency requirements may deliver training under approved direct supervision arrangements.

This policy ensures:

- Training and assessment meet Training Package requirements and the Standards for RTOs (2025)
- Only SLSWA-approved trainers deliver SLSWA training using SLSWA resources and delivery models
- No training on behalf of SLSWA is delivered using another RTO's materials, scope, systems, or auspice arrangements
- Trainer induction, mentoring, and supervision occur only under SLSWA's governance framework and only by SLSWA-appointed supervisors

SCOPE

This policy applies to:

- All SLSWA trainers, assessors, facilitators, and prospective trainers
- SLSWA Education and Training staff
- Surf Life Saving Clubs operating under Auspice Agreements
- External organisations operating under Third Party Agreements
- Contractors, volunteers, and partner organisations delivering training for SLSWA
- Any individual delivering training on behalf of SLSWA, whether paid or voluntary

Only individuals formally authorised by SLSWA may deliver SLSWA training, represent SLSWA's RTO, or supervise/mentor new trainers.

DEFINITIONS

Direct Supervision

A structured arrangement where a qualified SLSWA trainer/assessor provides active oversight, guidance, support, and quality assurance to a supervised individual delivering elements of training. Supervision includes monitoring delivery, providing feedback, verifying quality, and holding accountability for all outcomes.

Supervised Trainer

A person who is working toward trainer/assessor competency requirements but does not yet hold:

- The Qualifications required under the 2025 Trainer/Assessor Credential Requirements
- Current vocational competence and industry currency required by the Training Package

A supervised trainer:

- Cannot conduct assessment or make assessment decisions
- Must only use SLSWA learning and assessment resources
- Must be formally approved by SLSWA before delivering any component of training

Prohibited Activity

The following actions are not permitted under this policy:

- Delivering SLSWA training using another RTO's resources, TAS, systems, or auspice
- Conducting mentoring, shadowing, or trainer induction outside SLSWA's authorised supervision arrangements
- Using SLSWA's RTO number while delivering training under another RTO
- Allowing individuals to gain "experience hours" by delivering SLSWA courses without formal approval
- Claiming supervised delivery not scheduled or recorded within SLSWA systems

Any such activity is considered a breach of RTO compliance.

POLICY STATEMENT

SLSWA mandates that all training delivered on its behalf:

- Uses SLSWA-endorsed learning resources, assessment tools, and delivery methods
- Is delivered only by trainers formally approved by SLSWA
- Cannot involve or rely on materials or processes belonging to another RTO

A person who does not yet meet trainer/assessor qualifications may deliver training only when:

- A formal supervision arrangement has been approved by SLSWA
- A qualified SLSWA trainer/assessor actively oversees, supports, and validates delivery
- Supervision is documented and retained in SLSWA's RTO system

Only qualified SLSWA assessors may make assessment decisions.

Only SLSWA-appointed supervisors may induct, mentor, coach, or supervise new or prospective trainers.

Supervision and induction may only occur during SLSWA-scheduled training sessions and cannot occur during external RTO delivery, private/commercial training, or using non-SLSWA materials.

SUPERVISION PROCEDURE

Supervisor Eligibility and Approval

- SLSWA will maintain a list of **approved Trainer Supervisors** who are authorised to supervise, mentor, induct, and observe new or prospective trainers.
- Approved Trainer Supervisors are granted **standing approval** to supervise without needing separate approval for each supervision instance.
- Organisations delivering training on behalf of SLSWA may use any Trainer Supervisor listed on the SLSWA-approved register.
- **If an organisation wishes to nominate a new supervising trainer who is not on the approved list**, their credentials must be submitted to SLSWA for approval **before** they undertake any supervision.
- Only individuals on the SLSWA-approved Supervisor List may sign supervision or induction documentation.
- The Supervisor List will be updated regularly, and organisations may request additions at any time.

Supervising Trainer Requirements

A supervising trainer must:

- Hold the required trainer/assessor credentials under the 2025 RTO Standards and Credential Policy
- Maintain current vocational competence and industry currency
- Be formally appointed by SLSWA and recorded on the Supervisor List
- Review and verify all delivery, materials, and practices used by the supervised trainer
- Provide guidance and feedback before, during, and/or after training delivery
- Observe delivery where appropriate and confirm alignment with SLSWA requirements
- Verify and sign all supervision-related records

Supervised Trainer Requirements

Supervised trainers must:

- Deliver training only using SLSWA-approved learning and assessment resources
- Follow SLSWA's Training and Assessment Strategies and assessment instructions
- Participate in SLSWA's trainer induction, development, and quality assurance processes
- Not conduct assessment or make assessment decisions
- Not use or modify resources belonging to another RTO
- Not deliver any training under another RTO's auspice, materials, or governance while representing SLSWA

Supervision and Delivery Conditions

Supervision must occur:

- Only during SLSWA-scheduled training activities or delivery conducted under an active SLSWA agreement using SLSWA resources and systems
- Using SLSWA resources, tools, and delivery models
- Within SLSWA's governance and quality assurance framework
- Under the oversight of an SLSWA-approved Trainer Supervisor

Supervision may occur through:

- Direct observation
- Concurrent delivery
- Structured review and debrief
- Supported delivery with real-time or post-delivery feedback
- Remote or face-to-face oversight (depending on operational requirements)

provided that SLSWA's quality and compliance standards are met.

Evidence Requirements

SLSWA will maintain:

- The SLSWA-approved Supervisor List
- Signed Supervision Agreements (where applicable)
- New Trainer Induction and Observer Checklists
- Records of supervised delivery or observation
- Feedback, coaching, and development documentation
- Annual trainer requalification records

This supports Training Assurance and Governance of Trainer Capability as required under the 2025 Standards.

NON-COMPLIANCE AND BREACHES

Failure to comply with this policy may result in:

- Immediate suspension of training or assessing privileges
- Removal from the SLSWA Trainer/Assessor pool
- Termination of Third Party or Auspice delivery arrangements
- Internal investigation and corrective action
- Reporting to the RTO CEO or regulatory authority if required

Examples of breaches include:

- Delivering SLSWA training with another RTO's resources
- Conducting unauthorised supervision or mentoring
- Misrepresenting SLSWA's RTO authority or scope
- Delivering training without SLSWA approval

REVIEW

This policy will be reviewed annually, or sooner if required due to changes in RTO Standards, Training Package requirements, SLSWA governance, or operational needs.