

Staff On-boarding - Casuals

The purpose of this procedure is to clearly define the process by which Casual trainers are interviewed, inducted and subsequently trained. The intention is to ensure a clear, welcoming and consistent approach to the processing of new members of the team to ensure the best possible introduction to LSV and the best platform to support the delivery of the highest standard of training.

1. **Initial contact:** First contact is made by a potential candidate and the details are passed to the LSV Training Team Leader / Training Coordinator to follow up. A CV and cover letter will be requested.
2. **Interview organised:** Following a review of the CV and cover letter, a formal interview is completed at LSV at a time and date agreeable to the potential candidate and LSV staff.
3. **Interview completed:** A minimum of two LSV staff will make up the interview panel from the Public Training and Pool Safety Team. The interview will be formally documented and filed.
4. **Successful candidates:** Will be invited to attend an induction.
5. **Unsuccessful candidates:** Will be contacted and informed that they were unsuccessful with their application.
6. **Induction paperwork:** LSV (generic / departmental) induction paperwork will be completed during the induction. Training log books will be distributed / explained and copies of all relevant certificates will be obtained.
7. **Log book process:** The log book process (see below) for each new trainer will be completed with the support and guidance of the Training Team Coordinators.
8. **Log book content / delivery:** For each course that the trainer will deliver, they will be required to i) observe the delivery of the course and support (as requested by) the trainer/s, Team Leader on the day *and*
ii) deliver the course in full alongside (and under the overall supervision of) the trainer/s
 - *All new candidates will observe and deliver courses with senior LSV trainers*
 - *When observing courses, the new trainer is not considered in the course delivery trainer ratios*
 - *When delivering courses, the new trainer is considered in the course delivery trainer ratios*
 - *CTC needs to be notified prior to attending a course as a trainee*
9. **Log Book Sign off:** Following the successful completion of each course please complete the following:
 - I. If lead licensee/additional trainer is not signed off as competent and requires additional training they will be rostered on to another course in conjunction with the CTC.
 - II. Once each component of the logbook has been signed off by a Trainer, the logbook will be submitted to the office team for final sign off.
 - III. Once the candidate is signed off they can deliver that course.
 - IV. The appropriate documentation (incl. certificate) is completed, documented and appropriate database/s is updated.
 - V. The new trainer will be sent their endorsement letter by the Training Team Leader.
 - VI. Once signed off the Lead Licensee can sign off additional trainers under the license.