

## Full Time Trainer TOIL

The purpose of this procedure is to clearly define the process by which TOIL is requested, authorised / declined, recorded and managed. The intention is to ensure that all full time trainers have an appropriate work / life balance and that workloads and performance are being managed as a part of a single system.

1. **TOIL request:** The role of the LSV training officers is unique in its nature. It is a long way away from a normal 9-5pm job and as such the TOIL management policy needs to reflect this.
2. **General Manager availability:** The General Manager is available via phone or email during most periods of operation. If any staff have questions or concerns regarding TOIL they should contact the Appropriate Coordinator or General Manager at their earliest convenience.
3. **TOIL database:** The TOIL database will be managed by the Training Coordinator team. The updated content will be provided to each member of the team weekly. The TOIL database for both the office team and the training staff will be emailed out each Monday. On some occasions (A/L / bank holidays etc) this will be provided within the following few days.
4. **TOIL allowances:** The TOIL database will give consideration to the travel, training, office and cleaning time requirements that are put onto the LSV full time trainers. This is based on the following assumptions:
  - Staff must arrive at a course a minimum of 30 mins before the course is due to begin
  - Travel times are based on 'google' from the LSV State Centre
  - Travel times cannot consider traffic issues / emergencies
  - Cleaning time (30 mins) will be allocated for all courses incorporating CPR
5. **Example:** Course details 9-5pm PLG at Sunshine Leisure Centre.
  - Travel time to course:** 0.5hrs
  - Course preparation:** 0.5hrs
  - Course delivery:** 8.0hrs - 0.5hrs (lunch)
    - Travel time from course:** 0.5hr
    - Cleaning time:** 0.5hs
  - Total hours:** 9.5hrs