Circular 028:02:08

To: **Club Presidents**
Chief Instructors
Assessors
Regional Officers
Club Secretaries
Training Officers
District Officers

Cc: **LSV Board of Directors**

From: **Brooke Irvine**
General Manager – Education and Training

Date: **29 February 2008**

Subject: **New Development Officer – Resource and RTO Compliance**

I am pleased to announce the appointment Anita Missiha, Development Officer – Resource and RTO Compliance who commenced employment with Life Saving Victoria on 5 February 2008.

Anita's primary role will be to develop resources in consultation with our National Organisations and organisational members and networks to ensure that our resources and practices meet the requirements of a Registered Training Organisation (RTO).

Anita has experience working with numerous RTOs, both as an employee and consultant. Her knowledge of different systems to meet compliance issues will be of great benefit to Life Saving Victoria.

Anita is very much looking forward to the challenge and is already busy working on training resources and exploring the delivery and assessment of various courses.

You may meet Anita over the coming months so please make her feel welcome.

In the meantime, Anita would be happy to hear your suggestions or feedback and can be contact at anita.missiha@lifesavingvictoria.com.au or on (03) 9676 6928.

For additional detail on this Circular contact: Brooke Irvine – General Manager, Education and Training
Email brooke.irvine@lifesavingvictoria.com.au or by phone (03) 9676 6941
Circulars are also available at **www.lifesavingvictoria.com.au**

Address: PO Box 353 South Melbourne DC 3205