



## Circular 035:03:08

**To:** Training Officers      Chief Instructors  
LSV Assessors      Club Secretaries

**Cc:** District Officers      Regional Officers  
Club Presidents

**From:** Nicholas Demiris JP Director – Training & Assessment

**Date:** 28 March 2008

**Subject:** Training and Assessment Review – Award Administration Taskforce

**Action:** Members interested in being part of the Training and Assessment Review to express interest by Friday 11 April 2008

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Following ongoing feedback regarding an ever-growing workload for volunteer trainers and assessors, I have conducted a brief review of the administrative and operational processes, procedures and systems in place in the Training and Assessment area. The opinion I have formed is that we over-burden our volunteers and clubs in this area.

Therefore, I have established a Training and Assessment Review to oversee the most radical review of this area ever conducted. This Review will have broad terms of reference and will report back to me in September. The principle aim of this taskforce is to cut through the 'red tape' and advise on how we can achieve a streamlined system that is compliant under our Registered Training Organisation requirements, whilst being more member-friendly, efficient and effective.

I have appointed Mr. Simon Wilson, President of the Portsea Surf Life Saving Club to Chair the Review and to oversee its structure, composition and operation. The first stage of the Review is the creation of the 'Award Administration Taskforce'. Its brief is attached to this circular.

The Lifesaving Operations Executive is committed to reducing the burden on volunteers and to do this, we need your expertise and assistance. Any interested party who would like to be part of the Review is asked to express their interest by either completing the attached form, or by emailing the details required on that form to Nick Bugeja, Manager – Training Services (email address below).

**For additional detail on this Circular contact: Nick Bugeja, Manager – Training Services**

Email [nick.bugeja@lifesavingvictoria.com.au](mailto:nick.bugeja@lifesavingvictoria.com.au) or by phone 9676 6978  
Circulars are also available at [www.lifesavingvictoria.com.au](http://www.lifesavingvictoria.com.au)

Address: PO Box 353 South Melbourne DC 3205

# Training and Assessment Review

## **Award Administration Taskforce**

**Prepared by:**       **Manager – Training**

**Authorised by:**   **Director – Training and Assessment**

### **Background:**

Life Saving Clubs are involved in training and assessment of a variety of courses which prepare their members for patrolling and other duties. The workload on training and assessment personnel is heavy and at times prohibitive to an individual's ongoing involvement. In response to member feedback the Volunteer Award Administration Taskforce has been formed to investigate and make recommendations on reducing these workloads.

### **Award Administration Taskforce Brief:**

The Award Administration Taskforce will be constituted by a panel of members and non-member invitees.

The tasks of the Volunteer Award Administration Taskforce will be to:

1. Complete an audit of other states and like organizations to ensure an understanding of their training and assessment procedures.
2. Investigate and inform the taskforce of any online procedures that may assist in creating greater efficiencies.
3. Ensure input into the process from a cross section of interested parties.
4. Investigate current tasks and workflows within training and assessment to identify inefficiencies.
5. Investigate administrative procedures relating to training and assessment to identify inefficiencies.
6. Identify training and assessment resource inefficiencies.
7. Make recommendations regarding the elimination of inefficiencies found in 1, 2 and 3 above.
8. Ensure that recommendations made allow Life Saving Victoria to meet the Standards set out in the Australian Quality Training Framework 2007.

The findings and recommendations made by the Award Administration Taskforce will be incorporated into the Training and Assessment Review, which will be reporting to the Director – Training & Assessment fortnightly and to the Lifesaving Operations Council Executive monthly.

# Volunteer Award Administration Taskforce



## Expression of Interest Form

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### 1. Personal Details:

Name \_\_\_\_\_ DOB \_\_\_\_\_

Ph no: \_\_\_\_\_ email \_\_\_\_\_

### 2. Background

Involvement in Lifesaving:

Tick all applicable boxes

Assessor

Trainer

Administrator

Club Official

Other (please specify)

### 3. Skills or knowledge you bring to the Taskforce including length of service

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