

# Circular 305:04:11

**To:** Chief Instructors  
All Members  
Area Training and Assessment Officers

**Cc:** Club Presidents  
Club Secretaries  
Area Lifesaving Operations Officers

**From:** Andy Dennis - General Manager, Training and Pool Safety

**Date:** 8 April 2020

**Subject:** **Training Officer Certificate (TOC) Courses**

**Action:** Consider enrolling on an upcoming TOC course or referring a fellow member

For additional details on this Circular please contact:  
Volunteer Training on 03 9676 6980 or email [volunteertraining@lsv.com.au](mailto:volunteertraining@lsv.com.au)  
**Circulars are available at** [www.lsv.com.au/circulars](http://www.lsv.com.au/circulars)

The Volunteer Training team have undertaken some work to adjust the delivery and compliance components of the Training Officer Certificate course. The purpose of the work is to enable the course to be delivered via a live webinar (Microsoft Teams) rather than in a traditional classroom setting. This work has now been completed and four courses will be available to book into from Friday **using the Member-Training-Portal.**

The new version of the course will be delivered in four shorter sessions, rather than two full day and will cover all of the necessary training and assessment components, enabling the issuance of the award / units of competency. Members will need a good internet connection and a device (laptop recommended) with a camera to complete the course. They will also need to attend all four sessions in full as well as the pre-course work - which will be sent on enrolment.

This course is the first step in enabling Members to contribute to lifesaving training activities. For further information on becoming a Trainer please refer to the Volunteer Training Handbook <https://lsv.com.au/clubs-members/volunteer-training/important-handbooks/>

## Course Dates and times

	Session 1	Session 2	Session 3	Session 4
<i>Course 1</i>	2 May 0900 - 1230	3 May 0900 - 1230	9 May 0900 - 1230	10 May 0900 - 1230
<i>Course 2</i>	6 June 0900 - 1230	7 June 0900 - 1230	13 June 0900 - 1230	14 June 0900 - 1230
<i>Course 3</i>	4 July 0900 - 1230	5 July 0900 - 1230	11 July 0900 - 1230	12 July 0900 - 1230
<i>Course 4</i>	1 Aug 0900 - 1230	2 Aug 0900 - 1230	8 Aug 0900 - 1230	9 Aug 0900 - 1230

