

SOP 10.03 – Pre-Course Requirements

Section 10 – Training and Assessment

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Effective Date – 1 September 2018

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Electronically Controlled Document

Purpose

To outline all processes that requires completion prior to the commencement of a Training course at a Life Saving Victoria affiliated organisation.

Scope

All Trainers, Assessors, Chief Instructors and Club Administrators who actively take part in coordinating or scheduling Training qualifications at a club.

Procedures

It is the responsibility of each club to ensure the following procedures are abided by prior to the commencement of a Training Course or Program. The following provides guidance when scheduling a course for members at your club.

- Schedule a Course Date;
- Trainers and Assessors must be qualified in the award being conducted. (If additional trainers and/or assessors are required, contact your Training & Assessment Officer or Life Saving Victoria);
- Advise your Training & Assessment Officer for your area that a training program is scheduled. If a Training & Assessment Officer is available, inform Life Saving Victoria;
- Register your clubs course via the Training and Assessment Officer in your area, courses will be located at <http://mt.lsv-from-anywhere.com.au/login>
- Equipment - review [SOP 10.4 – Training Gear and Equipment Recommendations](#) outlining all equipment requirements. Ensure sufficient equipment is available for Training and Assessment. Ensure all Audio Visual equipment etc is operational, if required for Training
- Resources - Once a course has been registered, resources are distributed in accordance with the course registration. This does not include course manuals (ordered via SLSA National). Ensure that all training resources i.e. power points, learner guides and assessment portfolios are current and relevant to that season.

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