The life of the beach.

SURF LIFE SAVING AUSTRALIA

Assessment and Workplace Training Series

Training Officer's Logbook

This Logbook Belongs to: _____

Award Details

SLSA Award for which you are conducting Training Officer's Certificate for: (please tick only one)

- ❑ Training Officer - Bronze Medallion
- ❑ Training Officer - Advanced Resuscitation Certificate
- ❑ Training Officer - First-aid Certificate
- ❑ Training Officer - Inflatable Rescue Boat Driver
- ❑ Training Officer – Helicopter Crew
- ❑ Training Officer – Offshore Rescue Boat
- ❑ Training Officer – Jet Rescue Boat
- ❑ Training Officer – Rigid Inflatable Boat
- ❑ Training Officer – Surf Rescue Certificate
- ❑ Training Officer – Rescue Water Craft
- ❑ Training Officer - Radio
- ❑ Training Officer – Other (please state) _____

Have you completed the Train Small Groups Seminar?

- ❑ Yes (date completed ___/____/___)
- ❑ No (please ensure you complete the Training Officer's Workbook and Seminar before completing this logbook- contact your state office for more information)

Contact Details

Surname: _____ Given Names: _____

Club: _____ *Date of Birth:* _____

Address: _____

Phone: _____ Email _____

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Training Log

This section is to provide evidence that the Training Officer has been involved in the planning and delivery of training.

Completion of this logbook and the interview with you assessor that is included in it is the final step in gaining the Train Small Groups and Training Officer Certification. You must have already completed the Training Officer Workbook and have attended the Training Officer Seminar before completing this logbook.

Training Experience and Review Questions

Session plans should be completed before the training takes place. After each lesson training Officer's should complete the questions in the review section of each training session and log the completion of the session in the training plan. Candidates whom the trainer has been instructing may be randomly checked against this log by the examiner for authenticity.

Ten blank training session plans are included in this log book. You may need to do many more training sessions than this as the practical component of this course. These training sessions are to provide an example of your planning and evidence that you are planning for training adequately.

What next?

At the completion of this log book you will need to make an appointment with your assessor. This may take place at the conclusion of your candidates training or at another time that is convenient for both you and your assessor. More information about this interview is contained at the end of this log book.

Student Information

Please complete your student details in the following section

Student 1

Surname: _____ Given Names: _____

Club: _____ *Date of Birth:* _____

Address: _____

Phone:_____ Email _____

Student 2

Surname: _____ Given Names: _____

Club: _____ *Date of Birth:* _____

Address: _____

Phone:_____ Email _____

Student 3

Surname: _____ Given Names: _____

Club: _____ *Date of Birth:* _____

Address: _____

Phone:_____ Email _____

Student 4

Surname: _____ Given Names: _____

Club: _____ *Date of Birth:* _____

Address: _____

Phone:_____ Email _____

Student 5

Surname: _____ Given Names: _____

Club: _____ *Date of Birth:* _____

Address: _____

Phone:_____ Email _____

Student 6

Surname: _____ Given Names: _____

Club: _____ *Date of Birth:* _____

Address: _____

Phone:_____ Email _____

Student 7

Surname: _____ Given Names: _____

Club: _____ *Date of Birth:* _____

Address: _____

Phone:_____ Email _____

Self Assessment Questions

1. Element One: Prepare for Training

1.1 How did you identify the need for training? (You can attach additional printed evidence as appropriate eg existing timetables, newspaper advertisements for relevant jobs, letters from/to industry, brochures advertising courses being run etc. if appropriate)

1.2 With whom did you consult to determine this need for training?

1.3 On the following pages create a Training Plan and Training Sessions for the course in which you are going to instruct your students. Ensure that you:

- Develop your training objective/s (Training Outcome/s) for your training session. (Training Outcome Statement and Session Plan)
- List any Materials/Equipment to be used in your training session.
- Explain your Introduction –remember INTROA
- Present your Session Plan in a sequential order
- List the chosen Delivery Method you will use to facilitate each Key Point, and why you chose that particular method
- Please provide details on how you intend to incorporate Adult Learning Principles during your training session. How will these help to facilitate the learning process?
- List the methods that you intend to use to assess whether your participants are competent, and why you chose that particular method(s).

Training Plan

Please complete the following training plan showing the sessions that you conducted to complete the full instruction of the award.

Lesson	Date/Time	Location/Environment	Topics Covered
1.	1/1/04. 10.00	Smiths / Club House	Signals

Lesson	Date/Time	Location/Environment	Topics Covered

Training Session Plan

Session No.____

Date _____ Venue_____

Topic:

Training Outcome:

Resources:

Introduction:

Body:

Reinforcement:

Conclusion:

Assessment:

Resources:

Review Questions

Q. What strategies & techniques did you use to make learning easier for the students?

Q. What opportunities for practice did you provide?

Q. How did you meet the specific needs of your learners?

General Comments:

Training Session Plan

Session No.____

Date _____ Venue_____

Topic:

Training Outcome:

Resources:

Introduction:

Body:

Reinforcement:

Conclusion:

Assessment:

Resources:

Review Questions

Q. How are you matching your training needs to the learners needs?

Q. How are you revising or modifying your training to meet these needs?

Q. What could have you improved on in the delivery of this session?

General Comments:

Training Session Plan

Session No.____

Date _____ Venue_____

Topic:

Training Outcome:

Resources:

Introduction:

Body:

Reinforcement:

Conclusion:

Assessment:

Resources:

Review Questions

Q. Did you have any difficult learners or disciplinary problems? If so how did you deal with them?

Q. What did you do to encourage positive interaction within the group?

Q. How did you encourage students to self evaluate their performance?

General Comments:

Training Session Plan

Session No.____

Date _____ Venue_____

Topic:

Training Outcome:

Resources:

Introduction:

Body:

Reinforcement:

Conclusion:

Assessment:

Resources:

Review Questions

Q. How are you matching your training to the learner's needs?

Q. How are you revising or modifying your training to meet these needs?

Q. Describe your strategy for improving your training in the future.

General Comments:

Training Session Plan

Session No.____

Date _____ Venue_____

Topic:

Training Outcome:

Resources:

Introduction:

Body:

Reinforcement:

Conclusion:

Assessment:

Resources:

Review Questions

Q. What are your strengths as a trainer?

Q. What have you identified as areas for improvement?

Q. What strategies are you going to employ for improving your training in the future?

General Comments:

Training Session Plan

Session No.____

Date _____ Venue_____

Topic:

Training Outcome:

Resources:

Introduction:

Body:

Reinforcement:

Conclusion:

Assessment:

Resources:

Review Questions

Q. What did you do well in this training lesson?

Q. What do you need to improve?

Q. Describe your strategy for improving your training in the future.

General Comments:

Training Session Plan

Session No.____

Date _____ Venue_____

Topic:

Training Outcome:

Resources:

Introduction:

Body:

Reinforcement:

Conclusion:

Assessment:

Resources:

Review Questions

Q. What did you do well in this training lesson?

Q. What do you need to improve?

Q. Describe your strategy for improving your training in the future.

General Comments:

Training Session Plan

Session No.____

Date _____ Venue_____

Topic:

Training Outcome:

Resources:

Introduction:

Body:

Reinforcement:

Conclusion:

Assessment:

Resources:

Review Questions

Q. What did you do well in this training lesson?

Q. What do you need to improve?

Q. Describe your strategy for improving your training in the future.

General Comments:

Training Session Plan

Session No.____

Date _____ Venue_____

Topic:

Training Outcome:

Resources:

Introduction:

Body:

Reinforcement:

Conclusion:

Assessment:

Resources:

Review Questions

Q. What did you do well in this training lesson?

Q. What do you need to improve?

Q. Describe your strategy for improving your training in the future.

General Comments:

Training Session Plan

Session No.____

Date _____ Venue_____

Topic:

Training Outcome:

Resources:

Introduction:

Body:

Reinforcement:

Conclusion:

Assessment:

Resources:

Review Questions

Q. What did you do well in this training session?

Q. What do you need to improve?

Q. Describe your strategy for improving your training in the future.

General Comments:

Student Feedback Form

Select two students you are training and ask them to complete the following feedback sheet on your performance.

Student Feedback Form 1

	Strongly Agree	Agree	Undecided or n/a	Disagree	Strongly disagree
I knew what to expect in the session.					
I achieved the learning outcomes					
I felt involved in the session activities					
I found the activities were relevant to my needs					
I thought the lesson flowed logically					
I understood everything the trainer said					
I felt my questions clearly answered					
The trainer successfully controlled the group					
The session was interesting					
The presentation was relaxed and confident					
The environment supported my learning					
There was not enough time to do the session					

What was the most useful thing you learned in the training?

_____

_____

_____

If I was running the training I would….

_____

_____

_____

Student Feedback Form 2

Select two candidates you are training and ask them to complete the following feedback sheet on your performance.

Before My Training	Strongly Agree	Agree	Undecided or N/A	Disagree	Strongly disagree
I knew what to expect in the session.					
I achieved the learning outcomes					
I felt involved in the session activities					
I found the activities were relevant to my needs					
I thought the lesson flowed logically					
I understood everything the trainer said					
I felt my questions clearly answered					
The trainer successfully controlled the group					
The session was interesting					
The presentation was relaxed and confident					
The environment supported my learning					
There was not enough time to do the session					

What was the most useful thing you learned in the training?

_____

_____

_____

If I was running the training I would….

_____

_____

_____

Observer Feedback Form

Select a qualified senior trainer who has been involved in assisting you and ask them to complete the following feedback sheet on your performance.

Observer Feedback Form

Instructions

- Use this checklist to observe the trainer and provide feedback on their performance.
- Observe and rate their conduct as a trainer according to the items on the checklist.
- If the trainer demonstrates competence in all areas record this in the column marked C.
- If the trainer needs more practice (NMP), identify where by marking the column NMP.
- If the statement does not relate to the particular training session please mark Not Applicable (NA)

	C	N/A	NMP
Organised the training including resources			
Prepared the environment to meet the student and training needs			
Introduced the training session including: • Occupational Health and Safety aspects			
Used relevant communication skills to put the students at ease			
Clarified any problems the students had prior to commencing the training			
Used appropriate interpersonal skills throughout the training			
Allowed time for students to practice the skill being taught			
Used a relevant method to assess the candidate on their new skill or knowledge gained			
Provided relevant feedback to the students about their performance			
Dealt with disruptive students appropriately			
Clarified any problems the students had during the training			
Used training resources effectively			
Asked students questions appropriately and effectively			

Additional constructive comments: _____

_____

_____

_____

_____

Observer Name: _____ Signature: _____

Self Assessment Questions

2. **Element Two: Deliver Training**

After you have delivered your training session, please complete the following questions:

2.1 Where and when did you conduct the training?

2.2 Which training 'environment' conditions you specifically set up to enhance learning opportunities.

2.3 Describe the 'environment' conditions were in existence that were beyond your control or not conducive, at the time of training? How did you manage these?

2.4 How did you identify the Learning Style of individuals? How did you incorporate their learning styles into your training session?

2.5 Please explain the effectiveness of your chosen Delivery Methods

2.6 Reflecting on the training session you conducted, what would you have changed? How and why?

2.7 Describe how you implemented the Adult Learning Principles you included in your training session?

2.8 Regarding the model, 'How to Instruct' (Introduction, Explanation, Demonstration, Activity/Assessment and Conclusion) how did you apply each step in your training?

Element Three: Provide Opportunities for Practice

3.1 Explain how you provided Practice Opportunities for your participants

3.2 Critique these 'opportunities for practice'

Were there enough of them?

Were they of satisfactory duration?

Were the participants able to practice unassisted?

3.3 How and when did you encourage your participants to achieve the required level of competency?

3.4 Would these methods be appropriate for all learners? Please give reasons for your answer.

4. Element Four: Review Training

4.1 How did you encourage your participants to assess their own performance?

4.2 How did you determine your participants' readiness to be assessed?

4.3 What method did you use to assess the overall success of your training?

4.4 What data did you collect as evidence for assessing your trainees' level of competence?

4.5 What method did you use to collect your evidence? (eg observation, demonstration, questioning, etc or a combination of)

4.6 What was your reason for choosing the specific method of assessment?

4.7 How did you record these results

4.8 Based on the outcome of this training session, list what components you would change next time/what enhancements would you include. Explain why you would make these changes

4.9 What was the outcome of your training?

Train Small Groups Interview Questions

A senior assessor will ask these questions at the final interview.

1. How did you prepare for the training sessions?

2. How did you ensure the training environment was as safe as possible?

3. Which strategies, methods and techniques did you employ to meet learner needs and facilitate the learning process

4. How did you monitor the participant's progress and their readiness for assessment?

5. What were the overall findings of your evaluations (participant, supervisor, self assessment)? What areas will you focus on to improve?

On completion of this log book

When you complete this log book you need to make an appointment with your assessor. (This can be organised for the day of your candidates assessment).

To this interview you need to bring:

- This Training Offices Logbook
- Your Training Officer Workbook
- Any questions or queries

The assessor will ask you questions about your training experience.

What you plan to do next and your strategies to improve performance.

Assessors comments

I have found _____ to be competent / not yet competent
(Name of the candidate) (Cross one out)

In the elements that make up the competency BSZ404A Train Small

Groups and the Training Officer's Certificate in the award of _____
Eg IRB, BM

_____ _____
(Signed) (Assessors Name)

Assessor comments (optional)

_____

_____

_____

_____

_____

_____

Follow up action (only complete if candidate is Not Yet Competent)

Follow-up action recommended (to be completed by assessor and discussed with the candidate)

❑ The candidate has agreed to the recommended follow-up action.

Assessor _____ **Date** / /

❑ I have agreed to the recommended follow-up action.

Candidate _____ **Date** / /

Assessor comments (optional)

_____

_____

_____

_____

_____

_____