

Circular 026:07:20

To: Area Training & Assessment Officers Active Members
Chief Instructors

Cc: Club Presidents

From: Micah Spedding – Manager, Volunteer Training

Date: 5 August 2020

Subject: **Training Officer Certificate (TOC) - State Run Courses**

Action: Submit by EOIs prior to closing date for each session

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

The opportunity exists for members to contribute to training at their club, by taking the first step and completing a Training Officers Certificate (TOC) course. Expressions of interest are currently being accepted for the courses listed below. All EOIs will be considered on individual merits as well as the needs of the host club to assist in building a robust and sustainable cohort of trainers. These courses will be delivered by LSV State Centre.

When are the courses scheduled?

There are four (State run) courses planned for this calendar year.

- 5 & 6 September 2020 - Closing Date: 14th August 2020
- 10 & 11 October 2020 - Closing Date: 28th August 2020
- 14 & 15 November 2020 - Closing Date 25th September 2020
- 5 & 6 December 2020 - Closing Date: 30th October 2020

These sessions are being delivered in webinar format and participants will need to commit from 8:30am to 3:00pm each day. There is also some pre-course workbook and making and submitting video content for assessment.

Is there a cost?

The cost of the TOC is \$40.00 this is payable at time of enrolment, there is no charge to lodge an EOI.

How do I register my interest?

1. Discuss your interest with your club Chief Instructor and gain their support for your application.
2. To register, click [HERE](#) or and complete in the e-form.
3. Once submitted, all EOIs will be evaluated and successful members will be notified and provided with instructions on how to enrol.

