

Casual Trainer Application Process

The number of trainers appointed each year will depend upon the anticipated number of courses which are to be undertaken. Vacancies for Trainer positions will be available each year, however the number of vacancies will vary from year to year.

Existing trainers who re-apply will, if their application is successful, be automatically appointed as a “Trainer”. All other successful applicants will be appointed as “Trainee Trainers”.

To Apply

Please read this document and the “Position Description – Casual Trainer”. Then complete the attached “Trainer Appointment Application Form” and forward the completed application form, together with a resume and copy of your required qualifications, to **H₂O Pro Pty Ltd PO Box 831, Mulgrave Vic 3170** or by e.mail to employment@h2opro.com.au

Review

All applications received will be reviewed against the Position Description requirements and short listed applicants will be offered an interview. Following the interview an offer of employment as a “Trainee Trainer” will be made to successful applicants.

Minimum Qualifications

In order to apply for a Trainer position, we require applicants to hold the minimum qualifications:

Trainee Pool Lifeguard Trainer:

- * Current Pool Lifeguard Award
- * Current First Aid Certificate – *Provide First Aid*
- * Working With Children Check

Trainee First Aid Trainer:

- * Current First Aid Certificate – *Provide First Aid*
- * Working With Children Check

We are prepared to start the training for suitable applicants with these qualifications on the proviso that they will have the required **Trainer** qualifications within 3 months of commencement of training. These “required qualifications” (as listed in the training packages) are:

Pool Lifeguard Trainer:

- * Current Pool Lifeguard Award
- * Current HLTAID003 Provide first aid
- * Certificate IV in Workplace Training & Assessment
- * Working With Children Check

First Aid Trainer:

- * Current HLTAID003 Provide first aid
- * Certificate IV in Workplace Training & Assessment
- * Working With Children Check

We will assist Trainee Trainers to gain the Certificate IV in Workplace Training & Assessment qualifications where we can.

Trainee Trainer

Once appointed as a Trainee Trainer you will be required to sit in and observe two Full courses and one Update course. During the second full course you will be required to teach a module of the course. Trainees will not be paid for these courses.

After completing these “Sit ins” all Trainee trainers will be required to attend an Induction session prior to delivering any courses.

Trainer Bond

The Company will deduct a \$200.00 bond from a Trainers first pay. This bond is to partly offset the costs of employing a new trainer should the trainer not continue or meet their minimum requirements.

The bond will be refunded to the trainer in full when they cease to work for H₂O Pro Pty Ltd provided:

- They have worked for a minimum of 12 months and during that time undertaken the required minimum number of courses.
- Returned all Company property including uniforms and trainers kits within 7 days of ceasing to be employed.



Issued 05/2017

Trainer Appointment Application Form

Name: _____

Address: _____

Postcode: _____

Date of Birth: _____

Telephone: Home _____ Work _____

Mobile _____ e.mail: _____

Drivers Licence Number: _____ Expiry: _____

T- Shirt Size: S M L XL XXL Other _____

Person to contact in case of emergency:

Name: _____

Address: _____

Telephone: _____ Mobile: _____

Relationship: _____

Do you have the following Qualifications?

(Copies to be provided with this application. If your application is successful, you will need to bring the originals of these documents to the Staff Induction Session)

Pool Lifeguard Qualification – H ₂ O Pro	Yes / No	Pool Lifeguard Qualification – Other	Yes / No
Provide First Aid	Yes / No	Cert IV in Training & Assessment	Yes / No

Trainer Status Applied For:	Pool Lifeguard Trainer	Yes / No
	First Aid Trainer	Yes / No

Declaration

I understand that Trainers are appointed for a period of up to twelve months. Appointment is purely at the discretion of H₂O Pro Pty Ltd (the Company) and the Trainer status can be withdrawn at any time by the Company. I acknowledge that Trainers are appointed based on the Position Description – Casual Trainer and that I have received and read a copy of this document.

“Trainee Trainers” are appointed for a period of up to four months. During this period the Trainee will be expected to obtain the relevant minimum qualifications to be appointed as a “Trainer”, and also to gain some practical teaching experience by delivering modules of the Pool Lifeguard or Level II First Aid course.

I acknowledge that if this application is successful it is my responsibility to maintain / gain the pre-requisite qualifications and to undertake a minimum of 4 “Full” and 4 “Update” courses within the first 12 months of my appointment as a “Trainer”. I understand that if I fail to meet these requirements I may be ineligible to be re-appointed as a “Trainer”.

I understand that the Company will conduct Trainer Workshops from time to time and it is my responsibility to attend these workshops to ensure that my knowledge and experience is up to date and consistent with other trainers.

I confirm that at all times whilst delivering the Company’s courses I will act in a professional manner and ensure that the material being taught is in line with the Company’s manuals and policies. I also confirm that I will ensure that any paperwork is completed in accordance with instructions provided from time to time by the Company.

I confirm that I will not undertake any training or assessing of similar qualifications (or competencies) for any other RTO without the prior written approval of the General Manager of H₂O Pro Pty Ltd.

Pre-requisite Qualifications

To be appointed as a “Trainee Trainer” you must hold the minimum current qualifications as detailed in the Position Description and confirm that you will undertake to have the following minimum qualifications to be appointed as a “Trainer” within 3 months:

Pool Lifeguard Trainer:

- * Certificate IV in Workplace Training & Assessment
- * Current Pool Lifeguard Award
- * Current First Aid Certificate – *Provide First Aid*
- * Working With Children Check

First Aid Trainer:

- * Certificate IV in Workplace Training & Assessment
- * Current First Aid Certificate – *Provide First Aid*
- * Working With Children Check

Signed: _____

Date: _____