



TAE Certificate IV Fee Reimbursement Policy

Policy Number		Version	1
Date Issued	February 2024	Review/Expiry Date	31 June 2025
Approved By	MSLSC Executive Management Committee		

PURPOSE

The purpose of this policy is to provide clear guidelines around reimbursement to Mooloolaba SLSC trainers who wish to complete the TAE Certificate IV qualification externally to the SLSQ training academy.

APPLICATION

The reimbursement outlined in the policy is available to MSLSC Active Training Officers who wish to complete the full TAE Certificate IV course in Adult Education external to the SLSQ Academy.

RESPONSIBILITY

The policy is administered by the club CTO.

ELIGIBILITY

- Must be a financial and proficient member of Mooloolaba SLSC.
- They must be a qualified trainer in the appropriate award and have completed the Trainer Skill Set which forms a part of the TAE Certificate IV course. (The trainer skill set is offered by the SLSQ Academy). Candidates for this skill set require approval by the CTO and are required to have a mentor appointed by the CTO.
Following successful completion of the trainer skill set, the member is classified as a probationary trainer. They are then required to complete two courses as a probationary trainer.
Following this they are awarded the qualification of trainer in the appropriate award.)
- IN order to apply for reimbursement, the candidate must be an active trainer and participate in running at least one training course as a qualified (not probationary) trainer in the season prior to requesting reimbursement.
- Reimbursement will be offered once only.

PROCESS

- Candidates are to seek approval from the CTO prior to making any financial commitment at an external training provider. The CTO may approve or suggest alternate providers or suggest delaying enrolment if this is considered of benefit to the club given the cost of the course.
- The CTO will advise the candidate that the enrolment will be taken to the Management Committee for endorsement.
- Should the proposed reimbursement be endorsed by the Committee, the CTO will advise the candidate of this. They will then be able to be reimbursed for fees paid after providing the CTO with a legitimate copy of the tax invoice and verification of payment by the candidate from the registered training organisation.
- In special circumstances of hardship, the Club may pay fees to the Registered Training Organisation on behalf of the candidate.