



SSAA NSW

Limited

SSAA (NSW) Ltd RANGE OFFICER TRAINER POLICY

POLICY OBJECTIVE

Whilst the SSAA NSW Range Officer trainer course is administered by SSAA NSW, it is the role of the Branch to nominate a suitably qualified Range Officer to be trained.

As part of the selection process by Branch or Affiliate Club, the nominated person must satisfy the approval criteria below.

SSAA NSW Range Officer Trainers have the responsibility in training new Range Officers in accordance with the SSAA NSW Range Officer curriculum that meets all mandatory course requirements (Theory and Practical Components).

APPROVAL PROCESS

To become a SSAA NSW Branch Range Officer Trainer, the candidate must meet the following criteria:

- hold a current NSW Firearms Licence for longarms and/or handgun with a genuine reason of sports target;
- be an active SSAA NSW Range Officer for not less than 12 months;
- be endorsed by their SSAA NSW Branch or Affiliate Club;
- have successfully complete an approved SSAA NSW Range Officer Trainer Instructors Workshop; and
- must be reaccredited every 3 years by undertaking a SSAA NSW Reaccreditation process.

The process of authorising a Branch Range Officer Trainer is as follows:

1. Branch or Affiliate Club is to nominate a candidate/s, using the approved nomination form, and forward to SSAA NSW allowing for prerequisite licence, membership and Range Officer qualification confirmation.
2. Upon receipt of the nomination, SSAA NSW will make arrangements with the candidate to facilitate the Range Officer Trainer Workshop.
3. Upon the successful completion of course competencies, the candidate will be accredited as a SSAA NSW Range Officer Trainer and forwarded the relevant SSAA NSW Range Officer Training Course material including instructions and session plan.

AUTHORISATION OF BRANCH RANGE OFFICER TRAINERS

It is the responsibility of individual Branches and Affiliate Clubs to select suitably qualified candidates to undergo the SSAA NSW Branch Range Officer Trainer Workshop. As part of this selection process, Branches are requested to consider that the nominated person has the desired level of firearms safety experience, knowledge and the ability to communicate the required SSAA NSW Range Officer Course material allowing for the assessment of those wishing to become a Range Officer.



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RESPONSIBILITIES OF A RANGE OFFICER TRAINER

A Range Officer Trainer (ROT) is responsible for conducting the approved SSAA NSW Range Officer Course in accordance with all course requirements inclusive of theory and practical components of assessment. Further the ROT is responsible for selecting suitably qualified Range Officers (minimum of 12 months active experience) to undertake practical assessments of those members wishing to become Range Officers.

PRIOR LEARNING CONSIDERATIONS

When considering RPL an applicant will be required to evidence skills, knowledge or experience gained through such things as training or experience. To apply for RPL the member will need to provide current proof to an assessor that demonstrates they have the skills and knowledge to meet the requirements of the RO Trainer qualification. The RPL does not replace any requirement to undergo the RO Trainer course but rather better determines how many practical assessments need to be undertaken by the member. On all occasions the applicant will need to complete the theory and a minimum of one practical component to be assessed as competent.

RECOGNITION

If required and at the invitation of another Branch or Affiliate Club, a Range Officer Trainer may deliver the approved SSAA NSW Range Officer Course.

RESIGNATION OF SERVICE

If a Branch Range Officer Trainer chooses to withdraw from the position any such resignation will be respectfully acknowledged and accepted. All resignations should be made in writing to the Branch or Affiliate Club that originally provided the Trainers authorisation and then forwarded to SSAA NSW.

TERMINATION OF SERVICE

The endorsing Branch or Affiliate Club and SSAA NSW reserves the right to terminate a Trainer's service if that Trainer proves to be unsuitable, or if for any reason, the Trainer no longer has the confidence or support of the Branch committee.

Any Branch Range Officer Trainer whose service is terminated by a Branch, Affiliate Club or SSAA NSW, shall be given the right of reply. Should the Range Officer Trainer wish to appeal this decision, they would be required to write to the Branch or Affiliate Club and SSAA NSW, within 28 days, seeking a review of the original decision.

In the event that the Range Officer Trainer's accreditation is no longer valid, the Trainer and the endorsing Branch or Affiliate Club will be informed in writing. The Trainer will be required to return their Range Officer ID card to the Branch or Affiliate Club immediately.