



## SLSA Age Manager

### Step 1: WORKING WITH CHILDREN'S CHECK (WWCC) - COMPULSORY

All Age Managers must have their "Working With Children's Check" cleared by the club prior to any attendance of Minnows activities.

Those who already have a WWCC can simply provide their WWCC Number, full name, and date of birth to the club for online verification. Email to: [cpo@coogeeslsc.com.au](mailto:cpo@coogeeslsc.com.au) and copy in [education@coogeeminnows.com.au](mailto:education@coogeeminnows.com.au)

Those who do not have a WWCC will need to follow the below steps:

1. [Complete the online application form via Service NSW](#) (once the form has been submitted, an Application Number will be received).
2. Take the Application Number and proof of identity to a Service NSW location.
3. Once received, provide their WWCC Number to the club for verification. Email to [cpo@coogeeslsc.com.au](mailto:cpo@coogeeslsc.com.au)

Child-related work cannot be undertaken until such time that the Club has completed the online verification process and the result comes back as 'Cleared'. Once you have provided proof of identity, most people will receive their WWCC number within a few days. However please allow up to four weeks as in some cases waiting times may be longer.

There is no cost involved to obtain your WWCC for volunteers.

### Step 2: SELECT SLS – AGE MANAGERS COURSE

[Click here to login to your Members Portal.](#)

Select eLearning, select 'Login to eLearning'.

Select Training Library, SLS – Age Managers – VIEW COURSES

There are two courses that need to be completed.

1. SLS – Child Safe Awareness
2. SLS – Age Managers

All Age Managers must complete the SLS – Child Safe Awareness course prior to enrolling into the SLS – Age Managers course. Both courses are free.



## **Step 3: THEORY COMPONENT**

You will need to complete the e-learning modules for this course.

1. SLS – Child Safe Awareness
2. SLS – Age Managers
  - a. Age Managers – Part 1
  - b. Age Managers – Part 2
  - c. Age Managers – Part 3

When you finish each module download the Completion Certificate. Email all the Completion Certificates, along with your WWCC details, preferably in one email, to: [education@coogeeminnows.com.au](mailto:education@coogeeminnows.com.au) and copy in [secretary@coogeeminnows.com.au](mailto:secretary@coogeeminnows.com.au)

## **Step 4: PRACTICAL COMPONENT**

When all the completion certificates have been received, arrangements will be made for you to attend two Minnows session for some on-the-job training and your assessment. The practical on-the-job training and a Technical Assessment will be completed by an Age Manager Mentor.

You will need to print out and complete the [Age Manager Assessment Portfolio](#), take it with you to your on-the-job training to be signed off by your Age Manager Mentor. Once complete, email the assessment form to [education@coogeeminnows.com.au](mailto:education@coogeeminnows.com.au) and copy in [secretary@coogeeminnows.com.au](mailto:secretary@coogeeminnows.com.au)

## **Step 5: FINAL STEP**

When all the module Completion Certificates, your WWCC Check number and the Assessment have all been received by the Coogee Minnows Education Officer, they will send all paperwork to SLS Sydney (Branch) for creation of your award.

Please note: All Age Managers are required to complete a proficiency every five years. Age Manager proficiency includes re-completion of the Child Safe Awareness course and the Age Managers course and the NSW Working With Children Check.