***Malcolm Frame***

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27 January 2013

**Manager**

**Australia Wide First Aid**

Dear Sir/Madam,

**Re: First Aid Trainer**

I am applying for the position of First Aid Trainer in Melbourne.

I am looking for a full-time role, however, I am willing to consider other options.

I have over 4 years experience delivering and assessing accredited training within Correctional, Immigration Detention facilities and for accredited First Aid Training Providers (Swinburne TAFE and TTS-100).

My qualifications include:

Certificate IV in Training and Assessment (TAE)

Occupational First Aid (Level 3)

Certificate IV in Work Health and Safety

I feel confident communicating and dealing with staff and other persons at all levels. I have worked as a trainer and a funeral director, which included the requirement to adapt my methods and styles of communication to ensure that meaning of any message was received as intended. I have strong verbal and written communication skills having developed both simple and complex documents for varying levels of management, as well as presenting information to the same groups.

As a trainer, I was required to coordinate all training materials, presenters (if required) and ensure that the assessment materials and student documentation is completed and up to date. I am also currently studying a Diploma of Business to complement my experience, as I have worked in roles requiring strong administrative skills in the past including being an Administrative Manager for Victoria Police and a funeral director.

As a funeral director, trainer and prison officer, I have been required to develop a relationship with a broad range of people that I work with as well as clients. These people often come from differing socio-economic, educational, cultural and religious backgrounds and in order to establish appropriate dialogue I have developed a wide range of communication techniques to ensure that these persons feel that they have been listened to and the concerns have been addressed.

As I have previously worked in roles requiring shift work, I understand the demands on the family and myself with absences from home.

I am willing to undergo a Police Check and I also have a current *Working with Children Check* (Expires 07/12/2015). My Driver’s Licence is current and I have a Motor Vehicle with Comprehensive Insurance.

My experience and training makes me uniquely placed to be a valuable and productive member of the training team.

I look forward to discussing my application further.

Yours faithfully,

**Malcolm Frame**