



## Go Ride A Wave - Employment Information Sheet (July. 2026)

Welcome to Go Ride A Wave!

Established in 1987, Go Ride A Wave (GRAW) is an industry leader in outdoor adventure, education and recreation. Our company operates over multiple locations in both Victoria and Queensland. We offer a variety of activities including surfing, body boarding, Sit-On-Top kayaking and Stand-Up Paddle boarding and pride ourselves on providing outstanding personalised service and instruction to our clients.

The majority of GRAW's business is based in Victoria and centred around surfing instruction and, for this reason, all new staff begin their employment as an **assistant surfing instructor**.

The following pages will cover:

- Surf class observation and paid classes
- Assistant Surfing Instructor Qualification Requirements
- How much work can I expect?
- What's the pay rate?
- Staff training
- Becoming a Senior Instructor/ Instructor In Charge

### Surf class observation and paid classes

Before becoming a permanent member of our team, you are required to observe at least 2 surf classes. These observation classes will give you an idea of what the job involves and, as you will be interacting with our clients, we are also able to gauge what you will be like as an instructor.

Before the first observation class we will make a time to meet up with you to go through some important information regarding employment. This includes, amongst other things, the Induction Manual, Lesson Plans for both school groups and general public, our on-line staffing system etc.

For the 1<sup>st</sup> Observation Class, you must be at least 18 yrs old, but are not required to hold any qualifications.

For subsequent observations you must either already hold the appropriate qualifications (refer to page 2) or at least provide us with proof that you are enrolled and/or in the process of obtaining these qualifications.

Each lesson will be with one of our senior instructors who will guide you through from start to finish. A surf class involves theory sessions on the beach and practical sessions in the water (where instructors help push/pull clients onto waves and offer feedback and encouragement). We require you to be involved in both.

- 1<sup>st</sup> Observation Class – Unpaid: You will shadow a senior instructor to observe the role (including the preparation for, and delivery of a class). You will also be hands-on with clients in the water, pushing and encouraging clients into waves.
- 2<sup>nd</sup> Observation Class – Paid: Again, you will shadow a senior instructor to observe the role. This time you will take on a 'speaking' role for part, or all of, the theory delivery of a class. And of course, you will again be hands-on with clients in the water.
- Further observation classes may be required and will be decided on by the senior instructor.

When will be able to offer you paid work?:

- once you have completed all the required observation classes
- you can present the theory portions of the lesson
- you show proficiency interacting with clients
- we have on file a copy of your required qualifications / awards
- we feel you are suitable to this role and the Go Ride A Wave company.

When you first become employed with us, you will still be guided through your early classes under the supervision of a Senior Instructor. During this period your focus will be on perfecting the beach theory component. You will be assessed by a senior staff member to make sure you have fully grasped the requirements of teaching surfing to our clients.

### Assistant Surfing Instructor Qualification Requirements

Awards requirements – minimum:

1. Employee Working With Children Check (WWCC)
2. Provide First Aid Certificate (HLTAID011)
3. Surf Bronze Medallion (or equivalent)
4. GRAW In-House Ocean Skills Proficiency Training

#### **1. Employee Working with Children Check (WWCC)**

All active staff must have an **EMPLOYEE** Working with Children Check (WWCC). Code 28.

<http://www.workingwithchildren.vic.gov.au>

If you already have a WWCC, please ensure it's the EMPLOYEE type (not Volunteer)  
You will need to update your information by adding Go Ride A Wave as your employer.  
This can be done online or by calling them. Our occupational field is 28

#### **2. Provide First Certificate (HLTAID011) or equivalent.**

The Provide First Aid certificate (formerly Apply First Aid) is the minimum level we require for staff to work for Go Ride A Wave. The course needs to be completed through a recognized learning facilitator.

Go Ride A Wave does not run these courses in house.

There are several FA providers, go on-line and look for a course near you. Please ensure that the course you choose has the code **HLTAID011**.

#### **3. Surf Bronze or Community SLS Certificate Award or APOLA Ocean Safety Surf Coach Award (OSSCA)**

Every staff member needs to have a current Community SLS Cert, Surf Bronze or equivalent award. The award needs to be completed through a recognized learning facilitator. Go Ride A Wave does not run these courses in house. Course information can be found at:

- Life Saving Victoria  
<http://www.lifesavingvictoria.com.au/>
- Local Surf Life Saving Clubs.  
E.g. Point Lonsdale, Ocean Grove, 13<sup>th</sup> Beach, Bancoora, Torquay, Jan Juc, Anglesea, Fairhaven and Lorne.  
Depending on the time of year these clubs may be offering courses not advertised on the Life Saving Victoria website.
- Train Up Now (based in Torquay, VIC)  
Kel Benson  
0458 701 482  
kelvin@trainupnow.com.au

#### **4. GRAW In-House Ocean Skills Proficiency**

As a paid employee it is compulsory that you complete the in-house training each year.

The training covers a range of components where you will be awarded either competent or not yet competent.

The training will cover the following areas:

Beach Hazard Identification. First Aid and Rescues. Fitness Test. Equipment Skills.

## 5. Surfing Australia Foundation Surf Coach award

After 50 classes, it is required that staff members complete a Foundation Surf Coach award as per Surfing Australia guidelines. This course can be bought at discounted rate through Go Ride a Wave and is the first step to becoming an in-charge instructor.

**\*\* NOTE:** It is the employee's responsibility to ensure all their relevant awards are kept up to date. Go Ride A Wave also needs to receive a copy of these awards.

### How much work can I expect?

We offer classes every day and all year round, but the majority of our business is during the warmer months. Most of our clients are school groups on the surf coast, so most work occurs mid-week in Term 4 (Oct – Dec) and in Term 1 & 2 (Feb – Apr). We are busy during the Christmas and Easter school holidays, however classes are dependent on public interest and often weather.

The amount of work an instructor can expect will depend on:

- the time of the year (the amount of client bookings we have received),
- how available you are (if you are available all day, 7 days a week, you are likely to get a lot more classes than someone only available Monday's and Tuesday's after 12pm)
- your reliability,
- how good you are at communicating with our logistics coordinator (we use a combination of remote desktop, email, phone, text and Facebook to communicate with our staff) prompt replies usually result in more work
- how good an instructor you are (energetic and enthusiastic staff, who work as part of our team and are committed to ensuring our clients get the best service, will get more work),
- your living location and/or if you are prepared to travel (Note: the majority of classes are run in the Anglesea / Torquay area)
- how long you have been with the company and,
- what level of instructor you are (see becoming a Senior Instructor below)

During busy periods an assistant instructor could potentially work 8-14 classes per week.

### What's the pay rate?

As part of the induction process you will need to complete the following forms which will be emailed to:

- Tax Declaration Form;
- Bank Details Form;
- Standard Choice Superannuation Form;
- Letter of Engagement (Casual Employee Contract) Form.

Instructors are employed on a casual basis and are paid per class.

Most classes run for 2 hours, and Assistant Instructors are required to be at the class location 10 minutes before and after the lesson and are therefore paid for 2.33 hours work.

Go Ride A Wave works under the 'Fitness Industry Award'. Go Ride A Wave has chosen to pay above the award rate on Saturdays, Sundays and Public Holidays to reward weekend workers.

| Role                 | Weekday | Saturday | Sunday/ Public Holiday |
|----------------------|---------|----------|------------------------|
| Assistant Instructor | \$33.05 | \$34.37  | \$34.37                |

|                                            |         |         |         |
|--------------------------------------------|---------|---------|---------|
| Senior Instructor/ IC (without assistants) | \$38.33 | \$39.86 | \$39.86 |
| Instructor IC (with assistants)            | \$39.17 | \$40.70 | \$40.70 |
| Shop Assistant                             | \$32.18 | \$33.46 | \$33.46 |
| Shop Senior                                | \$33.05 | \$34.37 | \$36.36 |
| Factory / Training                         | \$33.05 | \$34.37 | \$34.37 |

\*Wages outlined above are for ages 18 and above. And for fully qualified instructors.

Pay is processed electronically each Wednesday.

### Staff Training Days

Although we take on new staff all year round, we allocate a specific block of time, each year at the beginning of October, for staff training. The training will mainly focus on surf instruction and risk management, but will also cover other activities which GRAW offers, such as:

- Surf Safety and Surf Carnival programs
- River and Ocean Sit-On-Top Kayaking
- SUP (Stand Up Paddle Boarding)
- Team Building

This training will be available to all new and existing staff. Existing staff are encouraged to attend training for all activities they have not yet been teaching or any activity they need to refresh on.

\* New staff ARE expected to attend all training.

Keep in mind that if you are trained in multiple activities you:

- Increase your chances of work,
- Will have more variety in your work

The training will cover all aspects of running a particular activity and the expectations we have of our staff. It's a great way to meet other staff and learn from others.

Of course certain aspects of training will continue throughout the season.

### Becoming a Senior Instructor/ Instructor In Charge

All of the activities that Go Ride A Wave offer, operate under strict instructor to client ratios and every class is allocated an instructor in-charge. Only senior instructors can be allocated to be the instructor in-charge.

Surf classes, for example, are run with a ratio of 1 instructor per 8 clients. For a class of 1-8 clients only 1 instructor is required - this instructor must be an instructor in-charge. For a class of 9-16, a second instructor is required (senior or assistant), for 17-24 clients a third is required, and so on.

Group class sizes average around 15-25 students, with some reaching 50.

#### ○ **Senior Instructor**

In time we will look into training you to become a Senior Instructor.

In addition to the Assistant Instructor requirements, Senior Instructors need to complete:

- Level 1 Surf Coach Certificate or equivalent
- GRAW In-House training
- Show initiative, responsibility, maturity and excellent group control.

#### ○ **Instructor In Charge**

The instructor in charge is the person who is ultimately responsible for the smooth and effective conduct of the lesson. Pre-class they gather client information (class numbers, age, medical requirements) and pack and transport equipment as required. They are the liaison person between Go Ride A Wave and the client for the particular class as well as being overall responsible for the safety of the group. Post-class they are required to pack up and transport gear as required (including washing wetsuits). As well as receiving the senior instructor

pay rate, the instructor in charge is also required to be available 30 min before and after the lesson, and are therefore is paid 3 hrs for a 2hr class.

If you have any questions, please don't hesitate to contact us.  
We look forward to having you as part of our energetic and enthusiastic team!