

# **SSA**

# **Education &**

# **Training**

# **Handbook**

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## **1. EDUCATION AND TRAINING**

- 1.1. All SSA courses and workshops are coordinated by the E&T Provincial Coordinators on behalf of their respective Provinces
- 1.2. Affiliates must not register instructors/coaches without a valid SSA certificate. All documents must go through the PE&TC before registration.
- 1.3. First aid level 1 and police clearances are pre-requisite to sit on any SSA courses and for all the quality assurance applications. A valid first aid certificate is required (if more than a year it must be accompanied by a valid CPR certificate) and a police clearance that can still run for six months. (Affiliates must please take note if the police clearance expires in the next 3/2 months they must advise the candidates)
- 1.4. Some affiliates have introduced a card system which is given after registration to show instructors/coaches who hold a valid SSA certificate and are registered with the Affiliate. The card is also used as an accreditation ticket to the Affiliates' galas, provincial and National competitions.
- 1.5. Candidates can take advantage of workshops with CPD point allocation as soon as they have been declared competent on their theory assessment. The evidence must be kept and used for their next registration.
- 1.6. Affiliates must keep a track record of all instructors/coaches CPD points and redeem all the points that have been used.
- 1.7. Affiliates are advised to always update their database when they receive new certificates from SSA.
- 1.8. instructors/coaches must ensure that they are insured as no insurance company will make a pay out if the teacher/coach does not hold a valid certificate.
- 1.9. Teaching and coaching must not be mixed up, teaching includes Tod swim and LTS and coaching includes coach assistant (level 1), coach (level 2), senior coach (level 3) and master coach (level 4).
- 1.10. Renewals of certificates must be submitted 2 months before the certificate expires and must be accompanied by all pre-requisites and evidence of the required number of CPD points failing which the candidate must apply for RPL.
- 1.11. All RPL applications must be accompanied by a practical assessment
- 1.12. E&TC must ensure that all the documents have been completed and signed before forwarded to SSA
- 1.13. All SSA courses must be approved by the E&T unit two weeks before the course and an order number will be allocated.
- 1.14. SSA recommends that a course must have a minimum of 10-12 candidates if there are challenge the E&TPC must speak to the E&T unit.

1.14.1. Instructors and coaches can only apply for RPL – quality assurance ONCE

**1.15. For all quality assurance applications there will be a practical assessment element.**

1.16. Double check the accuracy of the enrolment form and it must be fully completed and signed by the PE&TC.

1.17. All facilitators/assessors must complete the waterman ship section of the practical assessment otherwise POE will not be signed off. Some provinces prefer to conduct waterman ship before the course.

1.18. If a certificate lapses that will affect the competency date of the new certificate.

1.19. All instructors/coaches must have their own insurance.

1.20. All facilitators, assessors and moderators must hold a valid SSA qualification and be registered annually.

**1.21. Candidates can apply for an extension if they are running out of time and they might not complete within the required time frame-they must complete an extension form and give valid reasons for their application. PE&TC must submit the application to SSA and wait for feedback.**

1.22. To attend all SSA courses, annual registration and quality assurance applications candidates must provide a valid first aid level 1 (unit standard 119567) certificate done with a company that is registered with the Department of Labour and the certificate must also have a CI number.

1.23. Instructors/Coaches that don't register for 1-2 years due to valid reasons e.g. working abroad, not teaching/coaching, illness MUST communicate with their affiliates and provide valid evidence. If they took a break from aquatics they will not be expected to provide CPD when they come back. If it's due to illness again CPD will not be expected. If they were working in another country teaching/coaching they will be expected to provide at least 8 points across all levels.

1.24. If an instructor/coach chooses not to register their certificate will lapse- if it's between 1-2 years they will have to provide CPD points (including the years that they were not registered) and they will be a charged a penalty fee by their affiliate.

## **2. COURSE REQUIREMENTS**

- 2.1. All SSA courses are conducted in English and all the accompanying documents must be in English that includes references, CV, academic transcripts, lesson plans etc.
- 2.2. Coaches/instructors with foreign academic qualifications must contact SAQA for evaluation and verification of their academic qualifications. They must also have clearance from their country.
- 2.3. Candidates must submit the required documents to the E&TC a week before the actual course date.
- 2.4. The course enrolment form must be properly and fully completed and the E&TC must check and verify that all the required information has been provided.
- 2.5. All the training must be coordinated by the Education & Training Coordinator per Province/District

### **2.6. ALL COURSES**

- 2.6.1. The course costs paid to SSA covers the learning material, moderation, verification & certification.
- 2.6.2. Affiliates cover the following: facilitation fees, venue (note affiliates must at the very least provide tea & coffee), theory exam, practical assessment, marking of exams & exam invigilation.
- 2.6.3. Re-writes will be communicated by the E&T Coordinator and the invigilation thereof.
- 2.6.4. Theory exams will be moderated by SSA or a provincial moderator will be delegated by SSA.
- 2.6.5. SSA as the governing body has the authority to moderate any exams and if there are any huge discrepancies SSA would communicate directly with the marker.
- 2.6.6. Candidates must be advised not to do things last minute and all affiliates are expected to adhere to the 6 months' time frame.
- 2.6.7. Affiliate must provide candidates with a list of accredited and registered instructors/coaches within their affiliate to log their hours.
- 2.6.8. Candidates are advised to log with a minimum of two accredited and registered instructors/coaches (E&TC must double check information provided & sign after they verify the accuracy of the information).

- 2.6.9. Affiliates must schedule two alternative dates for the group practical assessment after candidates have logged their hours.
- 2.6.10. If candidates fail the theory exam and the practical assessment they must cover the costs to re-do both.
- 2.6.11. Ideally group assessments are cheaper. Candidates must be given two possible dates if they can't attend one of these sessions then they will have to pay for their own practical assessment.
- 2.6.12. Practical assessment, just like the theory exams, cannot be done more than twice.
- 2.6.13. If candidates sit on a course again they can use the same learning material they used the first time and the cost of the course will exclude the learning material.
- 2.6.14. The turnaround period for all certificates is 8 weeks and only then can the coordinator contact the office to check on progress
- 2.6.15. PE&TC must advise candidates not to contact SSA directly if they have challenges but to first speak to their PE&TC.
- 2.6.16. Facilitators that hold a valid SSA certificate can facilitate courses e.g. an instructor that holds a valid LTS and Tod swim certificate and also holds a facilitators certificate and has sat on all the SSA update workshops can facilitate both LTS and Tod swim. A coach holding a valid SSA level 1, 2, 3 & 4 coaching certificate with an updated facilitator's certificate can facilitate a level 1 coaching course. Facilitators can mark exams as well. BUT THEY CANNOT RUN PRACTICAL ASSESSMENTS.
- 2.6.17. Only qualified assessors that have also done the code specific assessments with SSA can conduct practical assessments and centre accreditations.
- 2.6.18. Level 1-2 practical assessments will be conducted by coaches who hold the same or a higher coaching qualification.
- 2.6.19. Candidates must write their names at the back of their ID photos.

### **3. EXAMS AND PRATICAL ASSESSMENTS**

- 3.1. Affiliate must set two possible exam dates for all candidates; if candidates can't make both dates they are required to pay for invigilation per arrangement with the E&TC.

- 3.2. LTS candidates can write the exams immediately at the end of the course alternatively the facilitator must communicate with the PE&TC to schedule 2 exam dates two weeks after the course.
- 3.3. Group practical assessments at a central pool at the affiliates cost (included in the course fee) assessors travel costs covered by affiliate at AA rate.
- 3.4. If a candidate is not available to do the above then the practical assessment will be at their own cost plus AA travel costs covered by themselves.
- 3.5. The costs of the second practical assessment if they fail will be same as above.
- 3.6. Logging guidelines document must be issued to candidates during the course and candidates must give a copy to whoever they are logging hours with to complete.

#### **4. RISK ASSESSMENT**

- 4.1. An updated police clearance is required by the federation.
- 4.2. SSA will screen all applications and provide feedback.
- 4.3. **All candidates must sign an indemnity form and declare if they have any criminal charges.**
- 4.4. PE&TC must keep all records to compare with office records for accuracy.
- 4.5. Information on risk assessment is strictly confidential and SSA will not divulge the content and PE&TC must keep all information confidential.
- 4.6. Withdrawn cases cannot be used to prevent candidates from sitting on any of the SSA courses.
- 4.7. Candidates found guilty on charges that involved abuse of children of any nature, rape or assault will not be allowed to sit on any of the SSA courses for this reason it is important to get the information before candidates sit on the course.
- 4.8. Candidate who have minor charges that include theft, traffic fines and those that were committed 10 years ago are encouraged to apply for expungement.
- 4.9. All candidates that would like to do any SSA courses or apply for RPL will have to undergo risk assessment.
- 4.10. Name clearance that is still valid for the next six months must be submitted with all the annual registration documents.
- 6.11. Each case is different and sometimes candidates can be asked to under-go a full PC.

## **5. RENEWAL**

- 5.1. Renewal of any certificate must be done 2 months before the certificate expires.
- 5.2. A renewal application form must be completed with all the necessary pre-requisites.
- 5.3. Candidates whose certificates lapsed cannot retain their competency date.
- 5.4. All accompanying documents must be submitted at once to the Provincial E&TC and the coordinator must verify the validity thereof.
- 5.5. SSA recommends that the date of receipt of the POE must be recorded for verification purposes.
- 5.6. Renewals can only be considered if a complete POE with all the required docs is submitted 2 months before the certificate expires and there must be evidence of the required number of CPD points. (The date of submission will be the date when all the documents were submitted-NO COMPROMISE).
- 5.7. Affiliates must control the allocation and redeeming of the points annually and renewals must definitely have the required number of CPD points. If there is no system in place teachers/coaches will submit the same points every other year.

## **6. SWIM CENTRE ACCREDITATION**

- 6.1. This Centre accreditation applies to centres that teach Learn to Swim.
- 6.2. Accreditation of the teachers is a pre-requisite.
- 6.3. The swim school owner must pay the assessment costs as prescribed by SSA and travelling (at AA rates).
- 6.4. Swim Centre receives a plaque indicating the accreditation of the centre.
- 6.5. Assessor at affiliate level must go out to check if the centre meets the criteria and send report to SSA with all the other relevant documents.
- 6.6. The following guidelines are important:
  - a. A swim school must have a minimum of 2 accredited and registered LTS instructors depending on the size of the school.
  - b. Half an hour lessons.
  - c. Ratio of instructor per learner is 1:4 and lessons are half an hour long
  - d. An instructor that works half day would attend to 32 learners at the most 40 learners.
  - e. The number of classes per session will determine the total number of LTS instructors per centre.



- f. The allocated shifts are also important and this must be aligned with the basic conditions of employment.
- g. Swim schools that have more than two branches or satellites must apply for accreditation per centre and a discount can be negotiated.

## **7. COORDINATION OF WORKSHOPS BY THE PE&TC**

- 7.1. All workshops must be coordinated by the PE&TC with support from the affiliate.
- 7.2. All workshops and courses must be approved by SSA and the allocation of CPD points.**
- 7.3. It is recommended particularly to smaller Provinces that E&TC be paid a daily rate and cover all expenses that include: printing, telephone & internet usage.
- 7.4. Senior coaches must be used to present some of the workshops that can either be theoretical or practical and that will also enable them to accumulate CPD points.
- 7.5. Two hour workshops are ideal but affiliates can use their own discretion depending on the needs of the teachers/coaches.
- 7.6. The payment of any other specialists asked to run a workshop will be based on the agreement between the facilitator and the affiliate.
- 7.7. An order number request must be sent to SSA 2 weeks before the date of the workshop.
- 7.8. A full programme with time allocation must be submitted with the workshop order number request.
- 7.9. CV's of the presenter/s must accompany the above information.
- 7.10. SSA will forward an order number, copies of registers with the allocated order number for tracking and the facilitators report.
- 7.11. Facilitators report must be accurately completed with all the required stats, race, gender, brief feedback and signed at the bottom.
- 7.12. Affiliates are given a week to submit completed registers and facilitators report to SSA.
- 7.13. E&T coordinator must keep records of all attendees and redeem points on annual registration.
- 7.14. Affiliates must also provide attendees with certificates as evidence of their attendance (other affiliates use log sheets that must be signed by the PE&TC).

## **8. CONFERENCE**

8.1. The National Education and Training Committee jointly runs an annual conference with one of the affiliates.

8.2. The annual conference is the responsibility of the province/district and as such the affiliate must take full responsibility.

8.3. The annual conference rotates and every affiliate is given the opportunity to host a conference.

8.4. Smaller affiliates might come together and coordinate a conference.

8.5. Districts might also coordinate mini conference per agreement with their province annual planning is essential.

8.6. An invite for the National conference goes out to all Provinces.

8.7. As the need arises Provinces are also allowed to coordinate mini-conferences which cannot be advertised nationally as the aim is to get their instructors/coaches updated and compliant with the CPD point requirements.

8.8. Mini-conferences can only run for a maximum of 1 and half days.

8.9. The Provincial Education & Training Coordinator will work with a team for the coordination of the conference.

8.10. There is a separate document which provides guidelines for running a good conference.

8.11. At the end of every mini conference/ conference a full report must be submitted to SSA with all the statistics.

8.12. The conference earnings must be invested back into the Education & Training unit of the affiliate to afford the affiliate to run at least one free workshop as an attempt to encourage compliancy.

8.13. There are costs guidelines provided on the price lists as SSA strives to create a standard (although it is acknowledged that some areas are more affordable than others).

## **9. CONTINUOUS PROFESSIONAL DEVELOPMENT (CPD)**

9.1. CPD points are not about the number of points handed in it is important that instructors/coaches grow and develop from attending workshops and conferences so that they go back to their pools and try to implement what they have learnt.

9.2. To update all instructors and coaches SSA will recommend topics to be covered by all affiliates annually.

- 9.3. LTS, Tod swim & Coaching Certification certificate remains current and valid provided there is evidence of continuous professional development (CPD) as required per qualification and annual registration.
- 9.4. Instructors/coaches must support workshops and conference coordinated by their own provincial affiliates and evidence must be provided on annual registration.
- 9.5. If more points are accumulated the remaining points can be carried over with effective control by the affiliate.
- 9.6. The number of CPD points submitted will be at the highest qualification for candidates that teach and coach.
- 9.7. Provinces must create enabling environment for instructors/coaches to accumulate the CPD points by running workshops, mini conferences and conferences.
- 9.8. PE&TC must keep records of CPD points and redeem those that have been used.
- 9.9. All CPD requests must be done through the PE&TC otherwise they will not be recognised.
- 9.10. There will be limited points allocated to workshops/conferences offered by other aquatic bodies that have an agreement with SSA and only a certain number of points can be claimed per annual registration.
- 9.11. SSA will provide affiliates with copies of registers for workshops that are organised by the federation.
- 9.12. Encourage instructors/coaches to update themselves and register annually otherwise their certificates will not be valid.

## **10. REGISTRATION PROCEDURES**

- 10.1. Registration opens on the 1st May of each year for LTS/Coaches/Tod Swim.
- 10.2. Registration fees must be included in the course fees for candidates that are doing their training with SSA for the first time.
- 10.3. Registration is done with the Provincial Affiliate and teachers/coaches that qualified more than a year ago must be encouraged and motivated to register on an annual basis otherwise their certificates will lapse.

Instructors/Coaches that don't register for 1-2 years due to valid reasons e.g. working abroad, not teaching/coaching, illness MUST communicate with their affiliate in writing and provide valid evidence. If they are working and their job has nothing to do with aquatics they will not be expected to provide CPD points when they come back. If it's

due to illness again CPD points will not be expected. If they were working in another country teaching/coaching they will be expected to provide at least 8 points across all levels.

If an instructor/coach chooses not to register their certificate will lapse- if it's between 1-2 years they will have to provide CPD points (including the years that they were not registered) and also pay a penalty to the affiliate.

#### **10.4. REGISTRATION REQUIREMENTS**

- 10.4.1. DO NOT Fax or Email documents.
- 10.4.2. Certified copy of Identity Document (ID) → NO COPIES of a certified copy.
- 10.4.3. Copy of SSA LTS, Todd Swim or Coaching Certificates.
- 10.4.4. First Aid Level 1 (Department of Labour approved service provider with a CI number) when the first aid certificate is over a year it must be accompanied by the latest CPR. NO CPR will be accepted without a First Aid Certificate. A new CPR must be presented each year until the Level 1 First Aid Certificate expires.
- 10.4.5. Valid Police Clearance Certificate is important
- 10.4.6. Proof of payment of the prescribed fee which will be determined on the highest qualification of registration.
- 10.4.7. The PE&TC must check and verify the number of CPD points and that all documents are in place before registration takes place

#### **11. APPLICATION FOR QUALITY ASSURANCE**

- 11.1. RPL–RCC is defined as “A method of assessment (leading to the award of credit) that considers whether a learner can demonstrate that they can meet the assessment requirements for a unit of study through the possession of knowledge, understanding or skills that they already possess and do not need to develop them through a formal course of learning.”
- 11.2. SSA has its own quality assurance process to bridge the gap between people that have been teaching/coaching swimming for years and would now like an SSA certificate.
- 11.3. Some candidates have certificates from other swimming bodies and they would like an SSA certificate- they will undergo the SSA quality assurance process to be awarded an SSA certificate.

- 11.4. The use and implementation of quality assurance prevents the learner from being repeatedly assessed for skills or knowledge that they already possess, therefore any previous achievements or relevant experiences obtained through various environments (e.g. formal work, informal, at home and/or at leisure) are applicable for consideration, as long as the standards and requirements detailed in the unit specification and assessment criteria are met.
- 11.5. Credit can be awarded once the candidate has successfully demonstrated and provided evidence to the assessor that they have met the learning outcomes and assessment criteria of the complete unit or units being applied for.
- 11.6. Quality assurance can only be applied and granted once.
- 11.7. The quality assurance route is NOT A SHORTCUT to sitting on a course and candidates that are getting into teaching/coaching must sit on a course.
- 11.8. The child protection, LTPD and Anti-doping workshops underpins all the SSA training and no instructor/coach will undergo the quality assurance process without evidence of the two workshops.
- 11.9. Instructors/coaches must analyse the criteria to ensure they meet all stipulated requirements before they can apply
- 11.10. Level 1 coaching course is the base of coaching and covers most generic units and coaches that cannot provide evidence of their coaching experience for 4 full seasons and have produced level 1 & 2 swimmers (2 years) cannot apply.
- 11.11. No refunds for coaches that are awarded a lower qualification than what they have applied for.
- 11.12. Collection of all the documents is still the responsibility of the affiliate and all forms must be fully completed and signed at all relevant places.
- 11.13. All quality assurance applications must be accompanied by proof of payment even if applicants have paid directly to their affiliate- SSA will invoice the affiliate
- 11.14. E&TC must not forward incomplete POE's to SSA.

## **12. GUIDELINES FOR THE APPLICATION OF RPL- QUALITY ASSURANCE**

- 12.1. The following documents and Information must accompany the application:
  - 12.1.1. The enrolment form completed and all relevant boxes completed and it is important that the form is signed by the E&TC
  - 12.1.2. All information provided must be written in English

- 12.1.3. Foreign qualification must have been converted to a South African qualification at SAQA
  - 12.1.4. Current 1st Aid Certificate, unit standard 119567 (obtained from service provider registered with the Department of Labour with a CI number)
  - 12.1.5. CPR Certificate (if current first aid certificate is over 1 year old it must be accompanied by an updated CRP certificate)
  - 12.1.6. Police clearance certificate (can still run for 6 months)
  - 12.1.7. Codes of conduct for all the stakeholders.
  - 12.1.8. Certified copies of qualifications and academic transcripts
  - 12.1.9. Detailing what course content and how it was assessed
  - 12.1.10. Certified copy of South African I.D. Document
  - 12.1.11. Up to date C.V.
  - 12.1.12. One passport size ID photo
  - 12.1.13. Copies of any relevant references you may have
- 12.2. The completed application together with its accompanying documents must be sent directly to the Provincial Affiliate. Provinces that do not have an Education & Training Coordinators must forward their POE's to Swimming South Africa, attention Ms. Eileen Xhakaza, e-mail address [Eileen@swimsa.co.za](mailto:Eileen@swimsa.co.za) and [mbali@swimsa.co.za](mailto:mbali@swimsa.co.za)
- 12.3. All applications must be accompanied by proof of payment
- 12.4. Only applications that have complied with all accompanying documentation will be processed
- 12.5. SSA Bank Account Details:
- Name: ABSA Bank  
Branch: The Zone  
Br. Code: 6308055  
Account No.: 1003790807  
Please quote Reference Number: RPL + Surname

## **12.6. GUIDELINES FOR SESSION PLANS**

- 12.6.1. Cycle plans for training & competition supported by the individual session plans and Coaches evaluations.
- 12.6.2. Land training sessions and nutrition plan.
- 12.6.3. Showing the use of equality and diversity within planning and evaluating.

- 12.6.4. Showing the use of LTPD within planning and delivery.
- 12.6.5. Showing suitable aims and targets for both squads and individuals.
- 12.6.6. Showing suitable ability and knowledge to track squad and individual outcomes.
- 12.6.7. Showing continued personal learning through Continuous Professional Development (CPD).

### **13. LEARN TO SWIM COURSE INFORMATION**

#### **13.1. Purpose:**

This programme is aimed at introducing water safety skills to children from 3 to 4 years to adults. Children that are competent at the LTS level can then be introduced to stroke correction and other aquatic disciplines.

#### **13.2. The following are pre-requisites for the course and must be complied with:**

- 13.2.1. Valid First Aid level 1 (that can still run for 6 months) Department of Labour approved service provider if older than a year it must be accompanied by the latest CPR (CPR that is valid for a year). CPR must be renewed annually for the next two years until the first aid certificate expires. On expiry of the first aid candidates must sit on another first aid course.
- 13.2.2. Have a valid POLICE CLEARANCE that can still run for 6 months (SSA might require a full police clearance if there is a need)
- 13.2.3. Able to complete the practically assessed swim. (25m OF A RECOGNISED FINA STROKE, 25m OF SIDE / SURVIVAL STROKE and 25m OF BACK SURVIVAL STROKE)

#### **13.3. Course Enrolment**

The following documents must be submitted to the affiliate for registration on the course:

- 13.3.1. An Enrolment form must be accurately completed
- 13.3.2. Certified copies of a valid First Aid level 1 - Department of Labour approved service provider
- 13.3.3. Updated certified copies of their ID
- 13.3.4. Certified copies of a valid and clean FULL POLICE CLEARANCE CERTIFICATE (if there is a need SSA might require a police clearance)
- 13.3.5. Black & White photo
- 13.3.6. Proof of Payment

#### **13.4. Course Requirements:**

- 13.4.1. Write Theory Exam- Pass the exam with 60% or more.
- 13.4.2. Log 20 hours with a minimum of 2 certified and registered LTS instructors. If a re-write is required a fee of R150.00 is payable to the Affiliate office on the day of the re-write. After successful completion of exam and logging of hours, the candidate may apply to book for the practical assessment.

#### **13.5. Duration:**

- 13.5.1. 3 x day's theory Training course from 08:00 – 16:30
- 13.5.2. 6 Months to complete logging and practical assessment from the day the candidates receive results of their theory exam

#### **13.6. Assessments:**

- 13.6.1. Formative Assessment will be done on the course
- 13.6.2. Summative Assessment after the course, exam and logging of practical hours.
- 13.6.3. After the participant has completed the 20 x hours of logging a practical assessment will be conducted with an SSA assessor

##### **13.6.1. Exam**

Will be written by arrangement with the Provincial Education & Training Coordinator.

##### **13.6.2. Logging**

Candidates must log 20 hours of practical teaching at 2 different swim school with 2 certified and registered LTS teachers.

##### **13.6.3. Practical Assessments**

- 13.6.3.1 Prepare TWO lesson plans on topics issued by the facilitator.
- 13.6.3.2 A log Sheet and 2 x lesson plans must be brought to the practical assessment.
- 13.6.3.3 Assessor's travel cost will be covered by the candidate (at current AA rates) if they can't make dates suggested by the affiliate at a central venue.

*The above mentioned is to be completed within 6 months after candidates receive their theory exam marks.*

#### **13.7. Certification:**

Candidates who successfully complete all course requirements are awarded with a Swim SA LTS Swim certificate.



### **13.8. Renewal of Certificate:**

Teachers will have to renew their certificate two months before the expiry date with their provincial affiliate. Certificate remains current on annual registration and the submission of the required number of CPD points. Continuous professional development (CPD) workshops must be attended and registration starts at the beginning of each swimming season on the 1st May.

- 13.9. On receipt of the LTS certificate the candidate needs to verify their registration with the respective affiliate as a swimming teacher in order to receive all relevant information regarding workshops/conferences.

### **13.10. Requirements for Annual Registration:**

- 13.10.1. A valid FIRST AID Certificate (if older than a year it must be accompanied by a CPR renewal certificate).
- 13.10.2. A FULL POLICE CLEARANCE CERTIFICATE that can still run for 6 months.
- 13.10.3. The required number of CPD points
- 13.10.4. Payment of the PRESCRIBED FEE
- 13.10.5. ANNUAL registration is due on the 1st May of each year.

## **14. TODSWIM COURSE INFORMATION**

### **14.1. Purpose:**

This programme is aimed at introducing water safety skills to toddlers from ages of 12 months – 48 months. This course is a generic entry level course for working with children between these ages.

### **14.2. Pre-requisite:**

Candidates **MUST** be a registered SSA Member to qualify for course registration.

- 14.3. Candidates must be in possession of the following:

- 14.3.1. First Aid Level 1 – Department of Labour approved. (Must be accompanied by CPR if certificate is older than 1 year from date of issue)
- 14.3.2. Learn to Swim Teacher Certificate
- 14.3.3. Name clearance (can still run for 6 months)

### **14.4. Requirements:**

- 14.4.1. Candidates are required to have 2 years of current LTS teaching

14.4.2. Candidates will participate in the practical aspects of the theoretical background supplied in the two manuals that go with the course. The exam will follow within six months after the course.

14.4.3. During the course the participants will be expected to demonstrate the teaching technique of the 12 swimming skills toddlers can perform.

14.4.4. A final practical assessment must be done with a qualified & registered Tod swim assessor.

#### **14.5. Course Enrolment:**

Candidates must contact the Education and Training Administrator in their Province to make an appointment for course enrolment.

#### **Upon enrolment candidates must produce the following:**

14.5.1. Certified copies of First Aid level 1 – Department of Labour approved service provider

14.5.2. Certified copies of their ID

14.5.3. Certified copies of LTS Certificate

14.5.4. Black & White passport size photo

14.5.5. Proof of Payment

In turn candidates will receive their course material when registering.

#### **14.6. Duration:**

14.6.1. 3 x day's theory Training course from 08:00 – 16:30

14.6.2. 6 Months to complete practical training from date of course

#### **14.7. Assessments:**

##### **14.7.1. Exam**

Will be written by arrangement with the Provincial Education & Training Coordinator.

##### **14.7.2. Logging**

Candidates must log 20 hours of practical teaching with a certified and registered Tod Swim Teacher

##### **14.7.3. x Practical Assessments will be conducted;**

15.7.3.1. Formative Assessment will be done on the course

15.7.3.2. Summative Assessment after the course, exam and logging of practical hours.

15.7.3.3. After the participant has completed the 20 x hours of logging a practical assessment will be conducted with an SSA assessor.

#### **14.8. Certification:**

Candidates who successfully complete all course requirements are awarded with a Swim SA Tod Swim certificate.

#### **14.9. Renewal of Certificate:**

Instructors will have to renew their certificate two months before the expiry date with their provincial affiliate. Certificate remains current provided that continuous professional development (CPD) workshops are attended and the required number of points are earned. Registration starts at the beginning of each swimming season on the 1st May.

#### **14.10. Requirements for Annual Registration:**

- 14.10.1. A valid FIRST AID Certificate (if older than a year it must be accompanied by a CPR renewal certificate).
- 14.10.2. A FULL POLICE CLEARANCE that can still run for 6 months
- 14.10.3. The required number of CPD points
- 14.10.4. Payment of the PRESCRIBED FEE
- 14.10.5. ANNUAL registration is due on the 1st May of each year.

### **15. COACHING COURSE REQUIREMENTS**

#### **15.1. Process to Coaching Level 1 Certification:**

- 15.1.1. Enrolment on the course must be done through the respected Provincial Education & Training Coordinator (Contacts on the website)
- 15.1.2. Attend a **4 day** course as stated by the affiliate

#### **15.2. Pre-requisite:**

The following are pre-requisites for the course and must be complied with:

- 15.2.1. Valid First Aid level 1 – Department of Labour approved service provider that has a CI number
- 15.2.2. Have a valid FULL POLICE CLEARANCE that can still run for 6 months (SSA might require police clearance if there is a need)
- 15.2.3. Have a valid LTS certificate or the SSA coaching level 1 bridging course certificate

**15.3. The following documents must be submitted to the affiliate for registration on the course:**

- 15.3.1. Certified copies of First Aid level 1 – Department of Labour approved service provider
- 15.3.2. Certified copies of their ID
- 15.3.3. 2 Certified copies of a valid and clean POLICE CLEARANCE CERTIFICATE that can still run for 6 months (if there is a need SSA might require a full police clearance)
- 15.3.4. Black & White photo
- 15.3.5. Valid SSA LTS Certificate or coaching level 1 bridging certificate
- 15.3.6. Proof of payment

**15.4. After the Course:**

Assignments:

- 15.4.1. Session Plan for adolescent swimmers
- 15.4.2. Session Plan for 9-10 year old swimmers
- 15.4.3. Philosophy of Coaching
- 15.4.4. Nutritional Plans for Swimmers
- 15.4.5. A written exam must be passed with 65% or more

**Logging:**

- 15.4.6. 20 hours of logging with a minimum of two qualified and registered SSA coaches.
- 15.4.7. Once the assignments & logging in of hours have been submitted to the affiliate's office, arrangements must be made with the affiliate for an assessor to conduct the Practical Assessment.
- 15.4.8. Candidates have 6 months in which to finish the course from date when they receive results of the theory exam.
- 15.4.9. A Coaching Certificate remains current provided that continuous professional development (CPD) workshops are attended and the required number of points is earned. Registration is opened at the beginning of each swimming year on the 1st May.

### **15.5. Requirements for Annual Registration:**

- 15.5.1. A valid FIRST AID Certificate (if older than a year it must be accompanied by a CPR renewal certificate).
- 15.5.2. A FULL POLICE CLEARANCE CERTIFICATE (ID only) that can still run for 6 months.
- 15.5.3. Payment of the PRESCRIBED FEE
- 15.5.4. ANNUAL registration is due on the 1st May of each year AND there must be the required number of CPD points.

### **16. GUIDELINES FOR LOGGING**

- 16.1. Instructors/Coaches that allow loggers will be allocated CPD points (refer to CPD document)
- 16.2. The logging guideline document must be completed by an accredited and registered instructor/coach. Candidates must log with accredited and registered instructors/coaches.
- 16.3. Instructor/coach can only allow loggers after they have been accredited and teaching/coaching for a full year or two full seasons.**
- 16.4. When you allow loggers you are actually mentoring future instructor/coaches.
- 16.5. Instructors/coaches that allow loggers can claim an allocated maximum number of CPD points- they must have their mentors log sheet also completed. Affiliates must make available names of accredited and registered coaches/instructors during the course. Candidates/Loggers must make prior arrangements with the teacher/ coach for the most suitable time prescribed by the mentor
- 16.6. Candidate instructors/coaches must log with a minimum of two instructors/coaches so that they are exposed to different ways and methods of conducting lessons
- 16.7. SSA expects all loggers and mentors to behave honestly and uphold the SSA code of conduct.
- 16.8. No mentor must sign off hours if they are not happy with the overall performance of the logger as we all responsible for ensuring that the best LTS instructors are out there to teach swimming

## **17. RESPONSIBILITIES OF THE LOGGER**

- 17.1. Pre-logging arrangements must be made with the mentor
- 17.2. The mentor must lay rules and regulations for the logger e.g. no use of electronics, no late coming etc.**
- 17.3. Loggers must first come and watch to get an understanding of the culture of the centre.
- 17.4. Loggers must get into the water and work with the mentor
- 17.5. They must fit into what is happening at that centre and will be told by the mentor instructor/coach as to where they need to fit in
- 17.6. The logger must strive to be an asset instead of a liability as mentor loggers sacrifice a lot to have loggers coming to their centres
- 17.7. Have 3 copies of the log sheet one to remain with the mentor, 2<sup>nd</sup> candidates copy & the 3<sup>rd</sup> to be included in the POE
- 17.8. Completed log sheet must be submitted to the Provincial education & Training Coordinator to include in the POE

## **18. RESPONSIBILITIES OF THE MENTOR**

- 18.1. Mentor must guide the logger to be the best teacher/ coach and thus make a difference
- 18.2. Loggers must get into the water and if mentor is not happy with how the logger is handling himself/herself they have all the right to dismiss them
- 18.3. Allow loggers within the most convenient time to allow minimum disruption
- 18.4. Allow loggers to have watching session before they can get into the water.
- 18.5. Make parents understand your role in terms of empowering other instructors/coaches
- 18.6. Give loggers lessons that you would like them to focus on and ideally two lessons the second one being a continuation of the first one
- 18.7. Impart your knowledge, experience and expertise to the logger
- 18.8. Accurately complete the log sheet and the mentors log sheet as evidence for the CPD points. CPD points used on annual registration cannot be used again the following year
- 18.9. CPD points not used on annual registration can be carried over the following year.

**Coaching RPL/RCC Criteria Table**

<b><u>COACHING</u></b>	<b><u>LEVEL 1</u></b>
1. Level of swimmers (Evidence must be supplied on hy-tech)	between 8-12 swimmers (past 2 years and 4 seasons)
2. References (can be from other senior coaches)	2 References- and motivation letter
3. Letters of recommendation from other coaches, swimmers, parents and the affiliate	3 from swimmers, parents, mentor coach, affiliate, club chairperson
3. Experience coaching (recommended)	2 years coaching or 4 seasons
4. Level of formal Learning/Qualifications (recommended)	Diploma
6. Planning cycles (Copies must be included in POE) nutrition plan & dryland plan	A 3/6 months cycle of planning for training & competition for level 1 swimmers, supported by the individual session plans and coaches evaluation-weekly plans
7. Continuous Professional Development (Evidence must be supplied based on the lower qualification)	12 CPD Points Annually after award of any certification as well as annual registration with required SSA Affiliate