



# Swimming South Africa

## **Swimming South Africa's Quality Assurance**

Swimming South Africa uses the quality assurance process to assess whether a candidate 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.

The use and implementation of the QA process prevents 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, as long as the standards and requirements detailed in the unit specification and assessment criteria are met.

Credit can be awarded once the learner 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.

**Quality Assurance is an alternative route for people that have been coaching for years without being accredited and NOT A SHORTCUT to attaining a course**

### **Requirements SSA (LTS & Todswim) Instructors Certificate**

Before making an application via the process of QA, the applicant must ensure that they have the relevant pre-requisites in place and available for checking at the start of their portfolio of evidence (POE). These are listed below and are a requirement for the application of all SSA certificates. All costs of the QA process are to be met by the applicant.

### **Pre-requisites**

- A) Complete an application form requesting QA and for which certificate (tick the appropriate box).
- B) Make the correct payment as indicated on the list provided and include proof of payment in your application.
- C) Be in possession of a Level 1 Department of Labour approved First Aid certificate that is less than one year old (certified copy to be supplied).



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- D) Be in possession of a Department of Labour approved CPR certificate if your first aid is older than 1 year but still valid (certified copy to be supplied).
- E) Full Police clearance certificate (certified copy to be supplied).
- F) South African I.D. document (the latest certified and dated copy to be supplied).  
Foreign passport (certified copy to be supplied).  
Non South Africans must provide a full clearance from their country.
- G) Current C.V. **MUST be comprehensive!** Not only swimming, but EVERYTHING.
- H) Motivational statement to support application (motivation from affiliate).
- I) Official proof of swimmers being taught.
- J) Signed Swimming South Africa Code of Conduct.
- K) References from various people e.g. swimmers, parents, other teachers the applicant has worked with
- L) Applicants must sit on a Child protection, LTPD and above water workshops.
- M) Candidates will have to undergo a practical assessment.

### **Content for a Portfolio of Evidence (POE)**

The POE should be as comprehensive as possible to allow the assessor to come to a suitable conclusion about the level of current skills, knowledge and previous learning of a candidate. The following are suggested samples of documents that should support the application.

NB: However an assessor is still entitled to interview and/or watch the candidate carrying out the duties of an instructor / coach.

- A) Candidates are expected to submit a professional POE.
- B) All evidence provided must be in English.



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- C) Any formal qualifications supported by the transcript of learning. (Foreign qualifications that are in a language other than English must be supported by a certified translation.)
- D) Any references that you may have that attest to previous/current ability and character.
- E) A scheme of work covering at least 12 lessons supported by the individual lesson plan and the instructors evaluations.
- F) Showing continued personal learning through Continuous Professional Development (CPD).
- G) Evidence of achievement in any other capacity within swimming.