

## **Policies and Operations Manual for Scottish Swimming Courses**

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## **SECTION 1: Introduction**

As an Approved Delivery Centre (ADC), Scottish Swimming operates within the criteria laid down by Scottish Qualifications Authority. Anyone wishing to organise a Scottish Swimming course should read this document.

## **SECTION 2: Scottish Swimming Education Contact details**

**Address:**

Scottish Swimming Education  
National Swimming Academy  
University of Stirling  
Stirling  
FK9 4LA

**Telephone:** 01786 466519

**Email:** [education@scottishswimming.com](mailto:education@scottishswimming.com)

## SECTION 3: Assessment

### 3.1 General Assessment Policy

Scottish Swimming expects licenced tutors and course organisers to ensure that candidates are made fully aware of the criteria and standards against which their progress and success will be judged.

It is the responsibility of the course organiser to ensure that a Scottish Swimming licenced tutor is appointed to tutor and assess the “on course” elements of assessment for the qualifications.

The marking of the examinable element of the qualifications is the responsibility of Scottish Swimming.

Course organisers and tutors must use Scottish Swimming assessment documentation which is provided as part of the course resources.

#### **All candidates should be made aware of:**

- the timing of assessment, in order that they can prepare to meet deadlines
- the criteria against which they will be assessed, in order that they can ensure that they are adequately prepared
- the standards to be applied to measure success
- the method/s by which they will be assessed, to ensure that these are fair
- the outcome of assessment and the reasons for that outcome, in order that they can judge their own performance for future reference
- the cost of any formal re-assessment opportunities

**This is underpinned by the following principles:**

- that all assessments will be carried out in a fair and equitable way, without prejudice or favour
- that any deviation from this policy in favour of one candidate must be fair to all other candidates
- that it is the responsibility of the candidate to ensure understanding of the assessment criteria and standards before presenting for assessment
- that a candidate has the right of appeal against any outcome

**Internally assessed work will conform to the standards and outcomes set by the SQA and Scottish Swimming**

- An assessment plan will be agreed with candidates showing when key assessments will be set or carried out and by when they are to be completed.
- Assessment dates and deadlines may be altered by the tutor according to operational need or re-negotiated with candidate/s according to individual circumstance. Any re-negotiation based on an individual's circumstances must be fair to all other candidates.
- Candidates may present work for assessment outside the assessment plan provided they can demonstrate that it meets the criteria for assessment.
- The assessment criteria and how these will be applied should be made known to candidates to enable them to familiarise themselves with the assessment criteria prior to the submission of their work for assessment.
- If a candidate fails to meet a deadline and has made no attempt to negotiate an extension, this should be clearly noted in all records and the candidate should be made aware that it has been recorded. This could lead to the candidate not being able to achieve within the agreed timescale.

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- Where the tutor feels that an exceptional number of extensions to deadlines have been granted, this should be discussed with the candidate concerned. If the outcome of the discussion is that no further extensions are to be granted then all staff engaged in the programme should be notified of this.
- Tutors should allow candidates the opportunity to be re-assessed on elements of the units.
- Candidates should be made aware of the specific number of occasions on which they may be formally reassessed.
- Any candidate dissatisfied with the process or outcome of an assessment should have the right of appeal

External Examinations and Assessments are set by Scottish Swimming and should be conducted according to the criteria set for the particular examination. (Please refer to examination guidance)

## **SECTION 4: Appeals**

This section applies to appeals against assessment decisions. Candidates should be made aware of the appeals procedure during induction or at the commencement of their course.

The Scottish Swimming Appeals Policy is as follows:

### ***Education Appeals Policy***

#### **Procedure for an Appeal against the Assessment Decision**

##### **4.1 APPEALS PROCEDURE: On course assessment**

Assessment should be ongoing with the candidate participating through planning and review. It must be accepted that, at times, a candidate's perception of the application of assessment outcomes and standards will differ from those of the assessor. When this occurs candidates should have a right of appeal.

If a candidate feels there is a justified reason for disagreeing with the assessment made by the Course Tutor or the Internal Verifier the following procedures should be adopted.

This applies to the assessment of the practical teaching/coaching and assessment books only. Appeals against the written examination should be made directly to Scottish Swimming.

## STAGE 1

The first stage in the appeals procedure is to the Course Tutor and should be made in writing stating the nature of the appeal. This appeal must be lodged with the Course Tutor prior to the completion of the course. A copy should be sent to the Course Organiser and Scottish Swimming.

## STAGE 2

The Tutor is required to respond to the appeal within 10 working days with a copy to the Course Organiser and Scottish Swimming.

### A. Course Tutor(s) may:

- I. Confirm the original assessment
- II. Revise the original assessment

### B. In light of the above the candidate may:

- I. Accept the assessment
- II. Appeal to the Internal Verifier, via Scottish Swimming.

This appeal must be received within 10 working days of the candidate receiving the decision from the Course Tutor. The Internal Verifier will respond to the appeal within 21 working days of the date that the appeal is received by the Internal Verifier. This response will be copied to the Candidate, Course Tutor and Scottish Swimming.

### C. In the event of B.ii, the Internal Verifier may:

- I. Confirm the original assessment made
- II. Support the appeal on the basis of the evidence produced and reach agreement with the Course Tutor and candidate. In the event of a disagreement between the Course Tutor and Internal Verifier with regard to the assessment of a candidate the decision of the Internal Verifier will prevail.
- III. Be unable to make a decision on the basis of the evidence provided.

- D. In the event of C.iii, the Internal Verifier will submit a full report to Scottish Swimming who may:**
- I. Confirm the original assessment.
  - II. Support the appeal on the basis of the evidence produced.

In addition to the above the outcome to the appeal may require the candidate to be re-assessed in a specific assessment area or against the total assessment criteria.

Scottish Swimming's decision is final.

## **4.2 APPEALS PROCEDURE: Examinations**

### **STAGE 1**

- A.** If a Tutor or a candidate feels that the results of a written theory examination differ materially from those expected a re-mark and report may be requested. A fee equal to the current examination fees will be charged to the candidate. See section 19 for further details.
- B.** Requests for a re-mark should be made in writing to Scottish Swimming Education accompanied by the fee. The request and fee must be received within 14 days of the date of dispatch of the results from Scottish Swimming.

In the event of a re-mark resulting in a pass result, the re-mark fee will be refunded.

## **STAGE 2**

- A.** If the candidate does not accept the final decision after the paper has been re-marked they can implement an appeal against a decision taken by Scottish Swimming through the Scottish Swimming Appeals Procedure which is detailed in R18.0 of the Company's Governance Documentation.
  
- B.** In the event of an appeal being submitted to Scottish Swimming a fee equal to the current Scottish Swimming Appeal fee will be charged. This may be refunded if the appeal is upheld.

## SECTION 5: Examinations

External Examinations and Assessments are set by Scottish Swimming and should be conducted according to the criteria set for the particular examination. Conduct of examinations is outlined in Section 6.

All assessments must be carried out in a fair and equitable manner, which does not prejudice or favour any candidates.

Any deviation from this process must be fair to all candidates.

Scottish Swimming with British Swimming produces examination question and answer papers. These remain the property of Scottish Swimming and British Swimming and secure and confidential storage at all times remains the responsibility of the Course Organisers and/or Course Tutor.

Appeals against examination results are outlined in Section 4.

Examinations are undertaken in approved satellite centres according to the guidelines set by Scottish Swimming as outlined in section 6.

Candidates are prepared for examination by their tutors.

Examiners are appointed by Scottish Swimming to mark the papers according to a set mark scheme.

Scottish Swimming does not enter into discussion with candidates or tutors regarding their individual performance. If a candidate or tutor has concerns that the candidate's results were

not an accurate reflection of the candidate's ability the examination appeals process may be used. This is outlined in Section 4.

## **5.1 Special Arrangements**

Special examination arrangements (Reasonable Adjustments) are available for candidates who have a speech impairment, a physical impairment, a visual impairment, a hearing impairment, or who have learning difficulties and/or disabilities, or whose first language is not English.

It is the candidate's responsibility to discuss their requirements with their tutor and provide evidence of their needs. The tutor should liaise with the course organiser and should inform Scottish Swimming at least three weeks in advance of the examination of any special arrangements made.

If it is impractical to identify the candidate's special arrangements requirement in advance of the scheduled examination date the tutor and course organiser will have to make alternative arrangements for the candidate to undertake the examination and liaise with Scottish Swimming to confirm that the general invigilation and conduct of examinations processes are in place and appropriate. Please refer to the Reasonable Adjustments Policy in Section 8 of this document.

## SECTION 6: Conduct of Examinations and Tests

The Course Organiser must appoint suitable personnel to oversee the conduct of the Scottish Swimming examinations.

They must be familiar with all aspects of Scottish Swimming's examination policy and procedures as set out below.

All examination papers will be sent to the Course Organiser by recorded delivery (e.g Parcel Force) to receive, store and distribute the papers.

The Course Organiser should ensure that:-

- They check with the Tutor prior to the start of the examination whether any candidate requires any special arrangement e.g. extra time, the use of a bilingual dictionary etc and these should be catered for
- Candidates having the services of a reader and/or scribe are accommodated in a separate room to avoid disturbing other candidates. A second invigilator should also be in attendance
- Examination papers are kept securely locked.
- Examination papers (including unused papers) are returned to Scottish Swimming by recorded delivery or courier
- The examination papers are only opened in the presence of the candidates at the commencement of the examination
- That appropriate people are appointed as invigilators

Invigilators will therefore ensure that:-

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- The examination takes place in a quiet, well-ventilated and lighted room
- Desks or tables are arranged so that candidates are unable to see the work of other candidates or be disturbed by them
- There is a clock visible to all candidates
- Candidates are provided with sufficient paper or answer booklets and are informed of the type of pen or pencil appropriate for the particular examination. It is advisable for invigilators to have a supply of the required pens and pencils for candidates' use
- The examination starts at the appointed time
- Candidates presenting themselves for the examination are entitled to undertake the examination
- Candidates are informed of the time and duration of the examination
- Candidates are reminded to include their full name and details on the examination paper
- Candidates are informed of the specific requirements of the examination
- Candidates are informed that they may not use tippex and should neatly cross through work they do not wish to be considered by the independent assessor/examiner
- Candidates are informed that all written material must be submitted with the examination paper at the conclusion of the examination
- Candidates are advised that they may not leave the room and return during the examination
- Candidates are advised that if they wish to leave early they may not do so within the last half hour of the examination
- Candidates do not have any materials or equipment available to them during the examination (candidates with special requirements should be accommodated separately)
- The envelope containing the examination papers is opened in the presence of the candidates and distributed to them by the invigilator/s

- Candidates are advised that they may not communicate with each other during the examination and that any communication with the invigilator should be discrete and should not include any queries about the questions or tasks
- Candidates are not to be admitted to the examination after it has commenced
- At the end of the examination they collect all the candidates' answer books or papers before they are permitted to leave their desk or table
- All examination papers (used and unused) are secured in the envelope provided and posted to Scottish Swimming by recorded delivery or courier within **two** working days of the conclusion of the examination. The examination papers should be kept securely locked at all times

## **6.1 Issuing Results**

Scottish Swimming will endeavor to issue results to candidates after receipt of the examination and all course documentation within eight weeks.

In order for Scottish Swimming to do so the Course Organiser and Tutor will have had to abide by the timescales as laid down by Scottish Swimming. All course fees will need to have been paid and all assessment materials and other required documentation returned to Scottish Swimming within 2 working days of the completion of the course. Any delays to the receipt of this documentation will delay the issuing of results.

Examination results will be issued to candidates by post. Examination results will also be disclosed to the tutor of the course. Scottish Swimming will not discuss examination results prior to their issue.

Results will not be issued to candidates for whom Scottish Swimming has not received the candidate fee or completed paperwork and assessment materials.

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If a Tutor or a candidate feels that the results of a written theory examination differ materially from those expected a re-mark and report may be requested. A fee equal to the current examination fees will be charged to the candidate.

Please refer to section 4 for the full Appeals procedure and Section 19 for fee information.

## **SECTION 7: Reassessment**

If candidates do not achieve the examination component of their qualification they will be required to re-sit the examination in order to achieve the qualification.

There will be a Scottish Swimming fee for re-sit examinations. Please refer to Section 19.

Re-sit examinations should be arranged by the candidate directly with Scottish Swimming by completing and submitting a re-assessment form together with the appropriate fee to Scottish Swimming who will arrange a re-sit date and location. This will normally require the candidate to attend the examination session of another course.

The reassessment application form is included in the results letter sent to candidates. The re-sit fee should be submitted with the re-assessment form. Cheques should be made payable to Scottish Swimming.

Scottish Swimming will dispatch examination materials to the appropriate location only after receipt of the appropriate re-assessment fee.

The conduct of re-sit examinations should follow the same process and pattern as that outlined in the Conduct of Examinations in Section 6 of this document.

### ***7.1 Re-assessment of non-examinable course work***

Re-assessment of non-examinable course work is the responsibility of the Course Tutor. Scottish Swimming Guidelines for Assessment are explained in Section 3 of this document.

## **7.2 Re-scheduling of examinations**

It may be possible to arrange an alternative date for candidates who are unable to sit an examination at the usual time. Centres will have to inform Scottish Swimming of the reason for the candidate's non-attendance at an examination and provide documentary evidence e.g. a medical certificate. If Scottish Swimming approves the rescheduling of the examination a Re-assessment form must be completed indicating that this is a reschedule rather than a re-sit. In these circumstances Scottish Swimming will not require the payment of an additional fee.

## **7.3 Re-Assessment timescales**

For candidates wishing resit examinations or units of their level 1 or 2 courses the following timescales will apply:

Level 1 – resits/re-assessments within 12 months of the issuing of the initial result

Level 2 – resit/re-assessment within 12 months of the issuing of the initial result

Candidates may not resit assessments after this time and would be required to re-commence the qualification at full cost.

## **SECTION 8: Reasonable Adjustments**

### **Written Examinations and other Assessments**

The teaching and coaching of Swimming, Diving, Synchronised Swimming and Water Polo takes place in what is potentially a hazardous environment. The guiding principle of any arrangements for the assessment and/or examination of Scottish Swimming qualifications must therefore be safety at all times.

Scottish Swimming's reasonable adjustments policy is designed to assist candidates who, because of a permanent, long term or temporary disposition, have special assessment needs in examinations and/or other aspects of the assessment process. The paper is for guidance only and cannot cover every circumstance where some form of reasonable adjustment may be required. Course Organisers or Tutors whose candidates' particular needs have not been addressed in this document should contact, in the first instance, Scottish Swimming for guidance.

#### ***8.1 General Principles for Reasonable Adjustments: -***

- Reasonable adjustments are arrangements which are approved before the examination/assessment to enable candidates who might not otherwise be able to do so, to demonstrate their level of understanding and/or competence.
- Reasonable adjustments are available for candidates who have a range of difficulties including; speech impairment, physical impairment, visual impairment, hearing impairment, learning difficulties and/or disabilities. Reasonable adjustments are also available for those candidates whose first language is not English.

- The overall permission for granting reasonable adjustments rests with Scottish Swimming. However, in many situations decisions related to the application of this policy can be made by the Course Tutor who should be the first point of contact.
- The candidate's individual needs will determine the nature of the adjustment decision.
- Reasonable adjustments must not give the candidate an unfair advantage over other candidates.
- Reasonable adjustments must not compromise the quality, integrity and validity of the qualification.
- Failure to comply with the regulations contained in this guidance paper may lead to a candidate's results being invalidated and certification withheld.
- In exceptional circumstances an endorsement will be made on the certificate.
- Any additional cost related to the organisation and implementation of reasonable adjustments will be the responsibility of the course organiser.
- The candidate has a responsibility to raise issues related to reasonable adjustments before a course commences or as soon in the course as the need for such adjustments are identified. Course organisers should ensure that pre-course candidate information encourages candidates to identify any known difficulties that may fall within the scope of this policy.

## ***8.2 Reasonable Adjustments to Written Examinations***

It is the candidate's responsibility to discuss their requirements with their tutor and provide evidence of their needs.

Written examinations should not be considered to be a test of speed but as a means of ascertaining the candidates' level of underpinning knowledge. Therefore the decision regarding the allocation of additional time for written examinations can be made by the Tutor based upon the following;

- Level 1 Certificate – the maximum additional time allowed is 25% of the stated examination time.

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- Level 2 Certificate - the maximum additional time allowed is 25% of the stated examination time.

An allowance greater than that stated above may be permitted in exceptional circumstances following discussion between the Tutor and Scottish Swimming.

Requests for additional time must be made at least two weeks in advance of the examination and be supported by evidence if requested.

If it is impractical to identify the candidate's special arrangements requirement in advance of the scheduled examination date the tutor and course organiser will have to make alternative arrangements for the candidate to undertake the examination and liaise with Scottish Swimming to confirm that the general invigilation and conduct of examinations processes are in place and appropriate.

In many circumstances a candidate receiving some adjustment to the written examination process will not necessitate changes to the normal organisation of the written examination/test other than the provision of extra time. Whilst it is unreasonable to expect all candidates to remain in the examination room for the extra period of time care needs to be taken to ensure that the departure of other candidates does not adversely affect the candidate(s) who remain.

If the requirement is for the use of a reader or a scribe then an alternative room will be required. In this situation a second invigilator must also be in attendance. In the case of a deaf candidate the reader and/or scribe should be an experienced sign language interpreter.

**8.3 Examinations in a Language other than English** – currently it is not practicable for Scottish Swimming to offer candidates a choice of languages in which to take the examination.

**8.4 Bilingual Dictionaries** – may be used by candidates whose first language is not English. Additional time may also be granted if writing in English presents candidates with a difficulty.

**8.5 A Reader** - will be a responsible adult who does not need to have knowledge of the subject matter; his/her function is to read, but not explain questions to the candidate. The reader must not add to or explain any of the words or phrases used in the question and must provide no additional guidance. The question may be repeated as many times as required by the candidate.

The answers must be the candidate's own and the candidate will be required to provide written answers. Extra time will be allowed in accordance with that detailed in 8.2 above.

**8.6 Scribe** – will be a responsible adult who does not need to have knowledge of the subject area. His/her role is to read the question to the candidate and then write down the answers provided by the candidate. He/she may not add to or explain any of the words or phrases used in the question and must provide no additional guidance. The question may be repeated as many times as required by the candidate. The answers must be the candidate's own. The scribe may read back the answer if requested by the candidate and make any changes requested by the candidate. Extra time will be allowed in accordance with that detailed in the general principles above.

### **8.7 Reasonable Adjustments for On Course Assessments**

On course assessment refers to the practical teaching/coaching and other tasks required to show that the stated outcomes for the qualification have been met. Course Organisers may make reasonable adjustments to the on-course assessment of candidates in the following circumstances: -

- Candidates who have dyslexia
- Candidates who require help with reading

- Candidates whose first language is not English
- Candidates who have a Physical, Visual, Speech or Hearing Impairment
- Candidates who have a learning disability or difficulty

However course organisers and tutors must ensure that they have clearly identified their reasons for granting these adjustments and that internal verifiers have access to this evidence. The course organiser and tutor must keep securely and confidentially all records of adjustments and return them to Scottish Swimming with the course documentation and assessment materials.

Course Tutors must abide by Scottish Swimming's general principles and inform them at the commencement of the course, in writing, of the adjustments made or to be made to the assessment process.

The overriding consideration in granting adjustments must be the safety of the candidates and the participants in their charge and this must not be compromised. In addition all candidates will be required to meet the criteria identified on the assessment sheets, but may do so in a manner suited to their particular needs.

The type of support provided under the Reasonable Adjustment policy for on course assessments includes;

**An Enabler** - an enabler may be allowed in certain circumstances to assist the candidates to carry out some of the tasks, which might reasonably be expected of a teacher or coach. Candidates must neither endanger the participants in their charge or themselves and must, with the assistance of the enabler, be able to meet and achieve all aspects of the assessment criteria. The Course Tutor will have to assess candidates carefully to ascertain whether the use of an enabler is appropriate and to seek confirmation from Scottish Swimming that this is acceptable.

**Sign Language** - may be used to enable candidates who are deaf or who have a hearing impairment to communicate effectively with the tutor and the pupils.

**Additional Time** – may be allowed for candidates to present any written assessment work in accordance with the general principles outlined in 8.1.

**Alternative forms of evidence for assessment** – candidates may present work for assessment through other mediums e.g. audio, videotape, DVD.

**Interpreters** – effective communication is an essential requirement for a swimming teacher and coach. Although communication used during the course will be in English, interpreters may be used to assist candidates whose first language is not English during the theory sessions or as a reader for the written examination/test (see 8.5). It is likely that the latter will be in conjunction with the provision of additional time.

## ***8.8 Special Considerations Related to On Course and Written Examination Assessments***

In certain circumstances Scottish Swimming will grant special consideration to candidates for whom there is clear evidence from the Course Tutor that they would otherwise have achieved the qualification and would, therefore, be unfairly treated if they do not receive special consideration. Scottish Swimming may therefore make an adjustment to the assessment requirements for candidates fulfilling the criteria identified below:

- A candidate who has suffered a very recent bereavement or trauma, or who has had to deal with matters relating to the bereavement/trauma.
- A candidate who is suffering or recovering, from an illness or injury.
- Candidates who have been affected by a disruption to the examination or assessment e.g. a fire alert resulting in evacuation of the building, other specific environmental occurrences.

Requests for special considerations related, or similar, to those outlined above should, in the first instance, be discussed with Scottish Swimming.

The request for special consideration must be made by the Course Tutor on behalf of the candidate. The request should be made no later than when the examination papers are sent to Scottish Swimming at the end of the course.

## **8.9 The Decision Making Process**

The following guidance is provided for the Course Organiser and Tutor when considering issues relating to the application of this Reasonable Adjustments Policy (RAP);

**Stage 1:** Issue related to the possible application of the RAP identified.

**Stage 2:** Course Organiser discusses issue with the candidate and the course tutor.

**Stage 3:** Course tutor agrees/disagrees that an application for reasonable adjustment should be made.

**Stage 4:** Course tutor or Course Organiser contacts the Scottish Swimming for further discussion.

**Stage 5:** Scottish Swimming agrees/disagrees with the recommendation made by the Course Tutor.

**Appeals:** If the Course Tutor is not satisfied with the outcome of any of stages 3 to 5 an appeal can be made in accordance with the Scottish Swimming Appeals Procedure in Section 4.

Details of any reasonable adjustments should be recorded forwarded to Scottish Swimming. This must be dated and signed by the Course Organiser and Course Tutor.

## SECTION 9: Internal Verification

Internal verification is the process by which Scottish Swimming ensures that all its courses/programmes are delivered in a consistent and standard manner. The internal verification system should ensure that all the criteria set by the Awarding Body (SQA) and Scottish Swimming are met.

Internal Verification may take place both during and after a course and all courses may be subject to internal verification. An Internal Verifier may attend at any point during a course and prior notice does not need to be provided. The course organiser and course tutor are required to fully cooperate with the Internal Verifier during this process.

The Internal Verifier is appointed by Scottish Swimming to undertake the internal quality assurance of the programmes/courses offered. The role of the Internal Verifier will therefore be to ensure that assessors (Tutors) apply consistent assessment practices in line with SQA and Scottish Swimming criteria. All Scottish Swimming licenced tutors should hold an A1 Assessors award or equivalent.

Internal Verifiers should hold a recognised internal verifier qualification – V1 Verifier Award or equivalent and are appointed by Scottish Swimming.

The Internal Verifier will also be responsible for:-

- a. Maintaining internal quality assurance procedures
- b. Ensuring that delivery and assessment policies and procedures are available and adhered to

- c.** Ensuring the consistent application of criteria and standards
- d.** Providing support to Tutors(Assessors), including identification of their development and training needs where appropriate
- e.** Ensuring that Tutors (Assessors) apply the appropriate assessment methods, standards and recording procedures
- f.** Supporting Tutors (Assessors) and identifying any additional training which may be required
- g.** Ensuring that appropriate requirements in relation to appeals, complaints and equal opportunities are in place and are operational
- h.** Liaising fully with the External Verifier (EV) appointed by the SQA, as required
- i.** Providing the External Verifier (EV) with any information required
- j.** Identifying their own training and development needs
- k.** Attending appropriate training events or workshops
- l.** Producing a verification plan for each course as necessary
- n.** Verifying each programme or course as appointed
- o.** Sampling assessments and discussing the outcomes with the tutors (assessors)
- p.** Maintaining consistency of assessment practices

- q.** Completing all programme/course documentation supplied by Scottish Swimming including assessment decisions and action plans
  
- r.** Ensuring that candidates are fully informed of the assessment process
  
- s.** Attending Scottish Swimming standardisation meetings
  
- t.** Ensuring that Scottish Swimming is operating in accordance with the Awarding Body requirements and regulations relating to assessment standards
  
- u.** Providing Scottish Swimming with copies of all records and documentation as required

## **SECTION 10: External Verification**

External verification is the process by which the Awarding Body (SQA) ensures that all its courses/programmes are delivered by the Approved Delivery Centre (Scottish Swimming) in a consistent and standard manner and that the ADC policies and procedures are appropriate and upheld. The SQA appoints External Verifiers to ensure that its standards and criteria are met. External Verification visits occur on a regular basis.

External verification focuses upon the policies and procedures implemented by Scottish Swimming. This includes the administration and internal verification system, ensuring that the standardisation of assessment and delivery provided by the Internal Verifiers is appropriate.

## **SECTION 11: Equal Opportunities**

Course Organisers and Course tutors are advised to access and abide by the current Scottish Swimming Equal Opportunities Policy.

## **SECTION 12: Malpractice & Sanctions Policy**

### **Malpractice Policy**

Malpractice consists of those acts which undermine the integrity and validity of the assessment or examination, the certification of qualifications and/or damage the authority of those responsible for conducting the assessment, examination and certification.

The malpractice policy provides Scottish Swimming and its Course Organisers and Tutors with the procedures for dealing with malpractice on the part of candidates, members and any others involved in providing Scottish Swimming courses.

### **Introduction**

Course Organisers and Tutors must be vigilant regarding examination malpractice and where malpractice occurs it must be dealt with in an open and fair manner.

In the interests of candidates, Course Organisers and Tutors need to respond effectively and openly to all requests for an investigation into an incident or a suspected incident of malpractice. Course Organisers or Tutors are required to inform candidates suspected of malpractice of their responsibilities and rights, and inform Scottish Swimming immediately of the alleged incident for investigation. In the event that malpractice is suspected by the Course Organiser or Tutor the issue should be referred directly to Scottish Swimming for investigation.

Scottish Swimming reserves the right, in suspected cases of malpractice, to withhold the issuing of results or certificates while an investigation is in progress. Depending on the outcome of the investigation, results or certificates may be released or withheld.

The following guidelines are for suspected incidences of malpractice or mal administration by Candidates, Tutors and Course Organisers.

## **Learner Malpractice**

Attempting or actually carrying out any malpractice activity is not permitted by Scottish Swimming. The following are examples of malpractice by candidates; this list is not exhaustive and other instances of malpractice may be considered by Scottish Swimming at its discretion:

- Plagiarism
- Collusion
- Impersonation in an examination or test
- Fabrication of results
- Failing to abide by the instructions of an invigilator, or Scottish Swimming conditions in relation to examination rules, regulations and security
- Misuse of examination material
- Introduction of unauthorised material
- Behaving in such a way as to undermine the integrity of the assessment or examination
- The alteration of any results document including certificates
- Cheating to gain unfair advantage

Where a candidate is suspected of malpractice during an assessment or an examination the Course Organiser or Tutor must immediately inform Scottish Swimming of this. A detailed report of the malpractice must then be submitted to Scottish Swimming.

The work or examination paper must be assessed or marked in the usual way.

Scottish Swimming will consider the evidence and the candidate's results will be withheld until a decision is made.

## **Course Organiser and Tutor Malpractice**

The following are examples of malpractice by Course Organisers and/or Tutors; this list is not exhaustive and other instances of malpractice may be considered by Scottish Swimming at its discretion:

- Failing to keep any Scottish Swimming examination papers and candidate assessment documentation secure
- Alteration of any Scottish Swimming examination papers
- Facilitating and allowing impersonation
- Misusing the conditions for candidates with reasonable adjustment requests
- Failing to keep computer or paper files secure
- Falsifying records or certificates

- Obtaining unauthorised access to examination papers or material prior to an examination or practical assessment

Where there are grounds to suspect that a Course Organiser or Tutor has acted inappropriately in the conduct of course delivery, assessments or examinations Scottish Swimming will investigate and will suspend the issue of results during the investigation.

### **Tutors (Assessors)**

Where there are grounds to doubt the integrity of assessments or of assessment procedures Scottish Swimming will investigate and will suspend the issue of results during the investigation.

### **Investigating Alleged Malpractice**

When dealing with alleged malpractice, Scottish Swimming will deal with the Course Organiser and Tutor. Scottish Swimming will require full access to all course paperwork and records for investigation purposes.

As part of the investigation, Scottish Swimming retains the right to involve and deal with the candidate and others in the investigation process

During the investigation period, Scottish Swimming may, pending the outcome of the investigation:

- Refuse candidate registrations
- Withhold the release of results or certificates
- Withhold examination papers if the security of the examination is considered at risk

If malpractice is discovered by Scottish Swimming or has been reported directly to Scottish Swimming by a third party, Scottish Swimming will conduct an investigation in a form commensurate with the nature of the alleged malpractice. Such an investigation will require the full involvement of the all personnel linked to the allegation. In suspected cases of malpractice that involve Scottish Swimming representatives (e.g. Internal Verifier) Scottish Swimming will conduct an investigation appropriate to the nature of the allegation.

## **Dealing With Malpractice**

It is the responsibility of Scottish Swimming to carry out an investigation into allegations of malpractice. The alleged incident must be reported to Scottish Swimming at the earliest opportunity. Scottish Swimming reserves the right to carry out an independent investigation in full under any circumstances of alleged malpractice relating to a Scottish Swimming course and the full co-operation of all involved personnel will be expected.

If a Course Organiser or Tutor discovers or suspects anyone of malpractice, they must inform Scottish Swimming in writing at the earliest opportunity to allow Scottish Swimming to investigate. Scottish Swimming will inform the candidate in writing and make the individual fully aware of the nature of the alleged malpractice. Scottish Swimming will inform the candidate of the possible consequences should malpractice be proven.

If a Course Organiser or Tutor is alleging an individual may have been involved in an act of malpractice, the individual will be given the opportunity to respond in writing to the allegations made. Scottish Swimming will also inform such individuals of the avenues for appealing should a judgement be made against them.

Scottish Swimming reserves the right to access any documents held by the Course Organiser or Tutor in relation to alleged malpractice. It may be necessary during the process to notify the SQA, and other regulatory and funding authorities and for Scottish Swimming to share

information with other bodies. Scottish Swimming may have to notify the police in some cases of malpractice.

Scottish Swimming will report cases of malpractice to the regulatory authorities whenever it finds evidence that certificates may be invalid. Scottish Swimming will co-operate with any follow-up investigations required and act upon any appropriate remedial action.

## **Penalties and Sanctions applied by Scottish Swimming**

Where malpractice against a Course Organiser, Tutor or candidate is proven, Scottish Swimming will have to consider whether the integrity of its examination or assessment might be jeopardised if the Course Organiser or Tutor or candidate in question were to be involved in future Scottish Swimming courses.

Scottish Swimming may take action to protect the integrity of its courses, examinations and assessments in the future. This action may include:

- Scottish Swimming refusing to accept Course and Candidate registrations from a Course Organiser or Tutor or candidate in cases where malpractice is established
- Scottish Swimming reserving the right to withdraw course approval from Course Organisers and Tutors where malpractice has been identified
- Scottish Swimming reserving the right to refuse to issue or to withdraw certificates from candidates
- Scottish Swimming reserving the right to withdraw a Scottish Swimming tutor or teacher/coach licence where malpractice has been identified.

The Scottish Swimming Director of Operations will consider the evidence of any issue of malpractice. Where necessary, the Scottish Swimming Director of Operations will convene a panel to consider the evidence. The panel will consist of the Scottish Swimming Director of Operations, a member of the Scottish Swimming Education Department and an independent person.

Remedial action will be taken if it is found that there are grounds to invalidate the assessment process and consequently invalidate any certificates.

## **Appeals**

Course Organisers, Tutors or candidates who wish to consider appeals against penalties or sanctions resulting from malpractice can find further information regarding Scottish Swimming Appeals Procedure in R14.0 of the Company's Governance Documentation.

## SECTION 13: Course Organisation – UKCC Qualifications

### 13.1 Scottish Swimming UKCC Levels 1 and 2

Guidance to Course Organisers for Registration of Scottish Swimming UKCC Level 1 and 2 Certificate in Coaching (All Disciplines) and Teaching Aquatics qualifications.

Course Organisers are strongly advised to organise their courses in such a manner as to submit their candidate details well in advance of the commencement of the course and in accordance with Scottish Swimming guidelines. A flowchart is available on the website to assist with this process.

#### Registration

Courses may only take place in Scottish Swimming Approved Satellite Centres. Further information and Approved Satellite Centre application packs are available on the Scottish Swimming website at [www.scottishswimming.com](http://www.scottishswimming.com). This approval must be granted prior to the course registration being submitted.

The course registration form must be correctly completed and submitted to Scottish Swimming at least 4 weeks and a maximum of 52 weeks prior to the commencement of the course. Only official registration forms will be accepted. Course registration forms are available on the Scottish Swimming website - [www.scottishswimming.com](http://www.scottishswimming.com). Each course should be registered on a separate form.

The Course Organiser is responsible for ensuring that courses are registered in a timely manner with Scottish Swimming. Course Registration forms will not be accepted under any circumstances less than 28 days prior to the proposed course start date.

When registering courses, Course Organisers should be familiar with the current Scottish Swimming Regulations and Conditions. They should ensure that the pool depth, number and ability of the participants and the hours required are appropriate for the course. It is essential to ensure that there are sufficient pupils at the appropriate level for the candidates to work with (advice may be sought from the Course Tutor). Please see the Safe Supervision document on the Scottish Swimming website for further information.

Scottish Swimming will process the registration and despatch the confirmation. It is not necessary for Scottish Swimming to have a timetable for the course.

## **Bookings and Course costs**

It is the Course Organiser's responsibility to appoint and pay for the Course Tutor, all facilities and course expenses and to take the candidate bookings. It should be noted that there are maximum fees that a Course Organiser may charge a candidate for Scottish Swimming UKCC courses. Please see section 19 for further information regarding recommended tutor fees and candidate fees.

A maximum of 12 candidates per licenced tutor and a maximum of 6 candidates per probationary tutor are permitted on a course. It is important that Course Organisers provide initial advice and guidance to candidates to enable them to make realistic decisions regarding the suitability of a course (advice can be sought from the Course Tutor). Course Organisers should carefully check that their candidates have the required pre-requisites/entry requirements for the qualification.

## **Bursaries**

Candidate may apply for a Scottish Swimming bursary to assist with the cost of the course. These are available for up to 50% of the course fee and must be applied for by the individual candidate. Payment of these bursaries is subject to satisfactory attendance on the course.

## **Course Administration**

All candidate details and fees must be received by Scottish Swimming 14 days prior to the proposed start date. Payment can be made by cheque, credit card or BACS. In the case of payment by BACS a remittance MUST be provided. On receipt of the fees and candidate details Scottish Swimming will send all resources, assessment packs, exams and documentation to the Course Organiser. Please see section 19 for further information regarding fees.

Scottish Swimming will issue Course Organisers with sufficient resources, assessment packs, exams and documentation for the number of candidates paid for. A Course Organiser must ensure that they contact Scottish Swimming regarding any possible changes to the candidate details within 14 days of the proposed start date.

The Course Organiser must return all unused resources, assessment packs, exams and documentation to Scottish Swimming with the completed course documentation, assessment packs and exams within 2 working days of the completion of the course. This must be done by recorded or personal delivery to the Scottish Swimming office (during office hours ONLY – Mon- Thurs 9am – 5pm and Fri 9am – 4pm). Proof of posting or a Scottish Swimming receipt (in the case of personal delivery) must be retained by the Course Organiser. Under no circumstances must this documentation be passed to a third party for delivery.

### **13.2 Guidance to Candidates (including guidance on exemptions)**

Course Organisers/Tutors should make sure that they provide detailed and realistic guidance to candidates who wish to undertake Scottish Swimming qualifications. Successful achievement by candidates is dependent upon realistic guidance. Course Organisers/Tutors must keep evidence of their guidance to candidates and make this available to internal verifiers and other

Scottish Swimming personnel as requested. Candidates' pre-requisites/entry requirements should be carefully checked as well as their prior experience.

Scottish Swimming qualifications syllabuses include guidelines on entry requirement/pre-requisites. In some cases, Course Organisers may feel that candidates' experience and related qualifications will enable them to access courses for which they do not hold the specific entry requirements/pre-requisites outlined in the qualification syllabus. Course Organisers should therefore ask these candidates to apply to Scottish Swimming for an exemption. Please see Section 18 of this guidance document.

### ***13.3 Candidate Registration***

All candidates undertaking the qualification should be members of Scottish Swimming through an affiliated club or swim school. Further information can be found on the Scottish Swimming website: [www.scottishswimming.com](http://www.scottishswimming.com)

The Candidate Registration form must be completed and submitted to Scottish Swimming within **2 working days** of the commencement of the course.

### ***13.4 Course Registration by unit***

Level 1 – Course Organisers may register to deliver the units individually or the full qualification (Units 1 and 2).

Level 2 – Course Organisers may deliver units in the following combinations –

Units 1, 2 and 3

Or

Units 4, 5 and 6

Or

Units 1 – 6 (the full qualification)

The registration fees are: -

**Level 1 Coaching and Teaching (per candidate)**

£75 Unit 1

£75 Unit 2

£150 Units 1 & 2

**Level 2 Coaching and Teaching (per candidate)**

£135 Units 1 to 3

£135 Units 4 to 6

£270 Units 1 to 6

## **SECTION 14: Qualification Guidance**

### **14.1 Scottish Swimming UKCC Level 1 Certificate in Coaching - All Disciplines**

The qualification is designed for candidates who wish to work in the aquatic environment. Evidence to meet the criteria for the qualification must be generated through observed performance. Simulations are not acceptable.

The Scottish Swimming UKCC Level 1 Certificate in Coaching is accredited by the Scottish Qualifications Authority and is on the Scottish Credit and Qualifications Framework (SCQF) as a level 4 National Progression Award.

The Level 1 Certificate in Coaching is the first formally assessed qualification on the coaching qualifications pathway. Unit 1 is a common unit to all of the aquatic strands (Aquatic Teaching, Diving, Swimming Coaching, Synchronised Swimming and Water Polo) and focuses on “how to teach/coach” skills with a technical emphasis on movement literacy as defined by Long Term Athlete Development (LTAD). It is envisaged that this unit can be delivered to all teachers/coaches who wish to work in the aquatic environment. Unit 2 focuses on coaching, technical knowledge and practical skills.

The qualification should be delivered using a combination of theory and practice throughout Units 1 and 2.

Unit 1 must be completed before candidates progress to Unit 2.

#### **Pre-requisites/Entry Requirements**

- Candidates must be at least 16 years of age at the start of the learning programme

- Candidates must be in membership of Scottish Swimming

## **Assessment**

Unit 1 is assessed by the tutor.

Unit 2 is assessed by both the tutor and an examination. The examination is set and marked by Scottish Swimming.

All units will be subject to internal verification by a Scottish Swimming Internal Verifier.

All programmes will be subject to external verification by the Scottish Qualifications Authority.

## **Certificates**

Certificates will be issued to candidates by Scottish Swimming upon successful achievement of both units only.

Scottish Swimming is unable to issue certificates for candidates whose fees, assessment packs and associated documentation has not been submitted.

## **Progression**

Achievement of this qualification will enable the candidate to seek employment to act as an assistant/support to a more senior qualified/licensed coach at any level, in the delivery of a pre-prepared session. The level 1 person will be expected to have an understanding of the sport and a basic understanding of appropriate corrections to common faults.

As Unit 1 is common to all the level 1 Scottish Swimming UKCC qualifications, candidates wishing to progress to level 1 teaching aquatics coaching discipline may do so by undertaking Unit 2 of the Teaching Aquatics qualification. Candidates, after gaining experience, may progress to the UKCC Level 2 Certificate in Coaching qualification.

## **14.2 Scottish Swimming Level 2 Certificate in Coaching – All Disciplines**

The Scottish Swimming UKCC Level 2 Certificate in Coaching (Diving, Swimming, Synchronized Swimming and Water Polo) qualification is accredited by the Scottish Qualifications Authority and is on the Scottish Credit and Qualifications Framework (SCQF) as a level 5 National Progression Award.

The qualification comprises 6 units. Units 1 to 3 are common across all the disciplines and Units 4 to 6 are discipline specific. Licenced Tutors will be able to offer all 6 units, or units 1 to 3 or units 4 to 6. However candidates must be aware that in order to gain the qualification they must achieve **all six units**.

Candidates wishing to undertake this qualification must be working in a competitive aquatic environment and with competitors with a range of abilities. Candidates should therefore be working, in a paid or voluntary capacity, with a club.

Evidence required to meet the criteria for the qualification must be generated through observed performance. Simulations are not acceptable.

Candidates not currently working in a competitive club environment will need to gain experience in this area and work closely with a club in order to be able to fulfil the course requirements.

## **Pre-requisites/Entry Requirements**

- Candidates must be at least 17 years of age at the commencement of the learning programme
- Candidates must be a member of Scottish Swimming

**And** hold one of the following qualifications

- Scottish Swimming UKCC Level 1 Certificate for Coaching (appropriate Discipline)
- Scottish Swimming UKCC Level 1 Certificate in Teaching Aquatics
- ASA Level 1 Certificate for Teaching post 2002
- ASA Assistant Teacher Certificate post Sept 1994

**Or**

- Have been granted an exemption by Scottish Swimming prior to enrolment on the learning programme

## **Assessment**

Units 1 and 4 are assessed through an examination, set and marked by Scottish Swimming. The examination must be conducted according to Scottish Swimming requirements.

Units 2, 3, 5, and 6 are assessed by a tutor. This unit is assessed by a licenced tutor who will hold an A1 or equivalent (or have enrolled on an A1 programme and is anticipating achieving this Award within a year of enrolment).

This is a vocational unit and the evidence for this must be generated in the vocational area.

Assessment for Unit 6 must take place after the completion of units 1- 5

The tutor is fully responsible for the assessment of candidates' competence.

All programmes will be subject to internal verification by Scottish Swimming.

## **Certificates**

Certificates will be issued to candidates by Scottish Swimming upon successful achievement of all 6 units.

Scottish Swimming is unable to issues certificates for candidates whose assessment packs and associated documentation has not been submitted.

## **Progression**

Achievement of this qualification will enable the candidate to seek employment (paid or voluntary) as a coach/teacher.

As Units 1 to 3 are common to all the aquatic disciplines, candidates wishing to progress to another level 2 coaching discipline may do so by undertaking Units 4 to 6 in that discipline, providing they have already achieved Unit 2 of the relevant ASA/UKCC Level 1 qualification

or have been granted an exemption by the Awarding Body. Candidates, after gaining experience, may progress to the level 3 Certificate in Coaching qualification.

### **14.3 Scottish Swimming UKCC Level 1 Certificate in Teaching Aquatics**

This qualification is designed for candidates who wish to work in the aquatic environment. Evidence to meet the criteria for the qualification must be generated through observed performance. Simulations are not acceptable.

The Scottish Swimming UKCC Level 1 Certificate for Teaching Aquatics is the first formally assessed qualification on the teaching qualifications pathway. Unit 1 is a common unit to all of the aquatic strands (Teaching Aquatics, Diving, Swimming Coaching, Synchronised Swimming and Water Polo) and focuses on “how to teach/coach” skills. The qualification has a technical emphasis on movement literacy as defined by Long Term Athlete Development (LTAD). Unit 2 focuses on aquatic teaching, technical knowledge and practical skills.

The qualification should be delivered using a combination of theory and practice throughout Units 1 and 2.

Unit 1 should be completed before candidates progress to Unit 2.

## **Pre-requisites/Entry Requirements**

- Candidates must be at least 16 years of age at the start of the learning programme
- Candidates must be a member of Scottish Swimming

## **Assessment**

Unit 1 is assessed by the tutor.

Unit 2 is assessed by both the tutor and an examination. The examination is set and marked by the Scottish Swimming.

All units will be subject to internal verification by Scottish Swimming.

All programmes will be subject to external verification by the Scottish Qualifications Authority.

## **Certificates**

Certificates will be issued to candidates by Scottish Swimming upon successful achievement of both units.

Scottish Swimming is unable to issue certificates for candidates whose assessment packs and associated documentation has not been submitted.

## **Progression**

Achievement of this qualification will enable the candidate to seek employment to act as an assistant/support to a more senior qualified/licensed Aquatic teacher at any level, in the delivery of a pre-prepared session.

As Unit 1 is common to all the level 1 Scottish Swimming UKCC qualifications, candidates wishing to progress to a level 1 coaching discipline may do so by undertaking Unit 2 of the relevant coaching discipline.

Candidates, after gaining experience, may progress to the UKCC Level 2 Certificate in Teaching Aquatics qualification.

## **14.4 Scottish Swimming UKCC Level 2 Certificate in Teaching Aquatics**

The qualification is designed for candidates who wish to work in the aquatic environment. Evidence to meet the criteria for the qualification must be generated through observed performance. Simulations are not acceptable.

The Scottish Swimming UKCC Level 2 Certificate for Teaching Aquatics is the second formally assessed qualification on the teaching qualifications pathway. The qualification consists of 6 units. It is designed to be delivered and assessed using a combination of theory and practice throughout Units 1 - 5. Unit 6 is a practical unit, assessed as part of the course or as work placement.

Units 1 – 3 are common to all of the aquatic strands (Teaching Aquatics, Diving, Swimming Coaching, Synchronised Swimming and Water Polo) and focuses on “how to teach/coach” skills.

### **Pre-requisite/Entry Requirements**

- Candidates must be at least 17 years of age at the commencement of the learning programme
- Candidates must be a member of Scottish Swimming

**And** hold one of the following qualifications

- Scottish Swimming UKCC Level 1 Certificate for Teaching Aquatics
- ASA Level 1 Certificate for Teaching Swimming post 2002
- ASA Assistant Teacher Certificate (Swimming) post Sept 1994

OR

- Have been granted an exemption by the Scottish Swimming prior to enrolment on the learning programme.

## **Assessment**

**Units 1 and 4** – are assessed through an examination set and marked by Scottish Swimming.

**Units 2, 3 and 5** – are assessed by the tutor through observation, oral questioning and evidence recorded in the candidates' logbook. The tutor responsible for the delivery and assessment of Unit 5 must also assess candidates' competence in Unit 6.

**Unit 6** – This unit is assessed by a licenced tutor who will hold a A1 or equivalent (or have enrolled on an A1 programme and is anticipating achieving this Award within a year of enrolment).

This is a vocational unit and the evidence for this must be generated in the vocational area.

Assessment for Unit 6 must take place after the completion of units 1- 5

The tutor is fully responsible for the assessment of candidates' competence.

All programmes will be subject to internal verification by Scottish Swimming.

All programmes will be subject to external verification by the Scottish Qualifications Authority

## **Certificates**

Certificates will be issued to candidates by Scottish Swimming upon successful achievement of all six units only.

Scottish Swimming is unable to issue certificates for candidates whose assessment packs and associated documentation has not been submitted.

## **Progression**

Achievement of this qualification may enable the candidate to secure employment (paid or voluntary) as a Teacher of Aquatics utilising the Scottish Swimming Learn to Swim Scheme or equivalent scheme.

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As Units 1 to 3 are common to all the aquatic disciplines, candidates wishing to progress to a level 2 teaching discipline may do so by undertaking Units 4 to 6 in that discipline, providing they have already achieved Unit 2 of the relevant Scottish Swimming UKCC Level 1 qualification or have been granted an exemption by Scottish Swimming.

## SECTION 15: Tutor Guidance

Tutors are licenced by Scottish Swimming to deliver Scottish Swimming education courses. Tutor licences are valid for up to 2 years and it is the tutor's responsibility to ensure that they maintain a valid licence. Tutors who do not maintain a valid licence and wish to continue tutoring Scottish Swimming courses will be required to reapply for the Scottish Swimming tutor training programme.

Scottish Swimming tutor training runs annually and is by application only. Further information regarding tutor training and licensing can be found on the Scottish Swimming website at [www.scottishswimming.com](http://www.scottishswimming.com)

Tutors are responsible for ensuring that: -

- They are qualified and licensed to deliver the course.
- They deliver to a maximum of 12 candidates per licensed tutor and 6 candidates per probationary tutor.
- They hold a valid and appropriate Scottish Swimming Tutor licence.
- They are familiar with the syllabus and have the knowledge and understanding to deliver the course.
- They maintain a current knowledge of their subject and regularly review their delivery and resources.
- They have prepared adequately to deliver the course.
- They plan the delivery of the course to meet the needs of the candidates and the syllabus outcomes.
- Candidates have been given appropriate guidance and are fully informed about the details and requirements of the qualification and course being taken.

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- They liaise with Scottish Swimming and the course organiser to use appropriate resources to deliver the course.
- Candidates are assessed in accordance with the assessment procedures and that the appropriate standards are applied as required by Scottish Swimming and the SQA.
- The learning programme provided is appropriate to the qualification, the needs of the candidate and the requirements of Scottish Swimming.
- They liaise with the Course Organiser to ensure that all candidates fulfil the course pre-requisites.
- They liaise with the Course Organiser to ensure that any reasonable adjustment in accordance with Scottish Swimming guidelines is applied. Please see Section 8.
- They liaise with the Course Organiser to ensure that the Course and candidates are registered with Scottish Swimming in accordance with Scottish Swimming guidelines.
- They liaise with the Course Organiser to ensure the smooth running of the course.
- Candidates' work is assessed consistently, accurately and fairly
- They have read and understood all Scottish Swimming guidelines and policies and procedures and operate within them.
- They liaise with the Course Organiser to ensure that all the course documentation (including attendance sheet and unit sheet), assessment documents and examinations are completed and sent to Scottish Swimming in accordance with Scottish Swimming guidelines
- They liaise with Internal Verifier as required to ensure candidates' assessments meet the requirements of Scottish Swimming.
- They have signed and adhere to the Tutor Code of Conduct.

## SECTION 16: APPROVED CENTRES

**16.1** Scottish Swimming education courses may only take place at Scottish Swimming Approved Satellite Centres. Further information and Approved Satellite Centre application packs are available on the Scottish Swimming website at [www.scottishswimming.com](http://www.scottishswimming.com). This approval must be granted prior to the Course registration being submitted and is subject to an annual fee of £20 (please see section 19)

**16.2** Overseas centres will have to fulfil Scottish Swimming Approved Satellite Centre requirements before they are granted approval to deliver Scottish Swimming qualifications. Centres will be required to provide written and pictorial evidence of their facilities.

Overseas Centres will be able to deliver all qualifications but will be required to pay a course registration fee of £50.00 per course (the normal Candidate fees will also apply).

Overseas centres may have to pay an additional fee for resources dependent on their location. Scottish Swimming will confirm this at the time of registration.

### **Fees – for Overseas Centres**

Approval Fee: £50

Course Registration fee £ 50.00

Further costs for overseas centres may also apply, please contact Scottish Swimming for further information.

## SECTION 17 Overseas Qualifications Comparison

### 17.1 Swimming Teaching qualifications

Anyone holding an overseas swimming teaching qualification may apply to Scottish Swimming to ascertain whether their qualification is appropriate for teaching swimming in Scotland. There is an administrative fee for this process of £19.50 including VAT, which is nonrefundable.

Applications will be considered and the applicants will be informed in writing of the decision within 28 days of the application being received.

It is recommended that they should in the first instance apply to the National Recognition Information Centre for the UK (NARIC) for an academic comparison of their teaching qualification\*.

Candidates must apply by letter to Scottish Swimming and include the following details:

- Scottish Swimming Application Form which is available from the website [www.scottishswimming.com](http://www.scottishswimming.com)
- Letter from NARIC identifying the qualification comparison\*
- Copies of relevant certificates
- Detailed account of the qualification
- Translation of the qualification/s by an official translator
- Curriculum Vitae
- Cheque or Postal Order for £19.50 (made payable to Scottish Swimming)

Course Organisers should make sure that candidates with overseas qualifications provide them with a copy of the Scottish Swimming decision before they enrol them on to a course and a copy of the decision is attached to the candidate list and fees form and sent to Scottish Swimming with all the other candidate information 14 days prior to the commencement of the course.

\* NARIC compares academic qualifications gained outside the United Kingdom from school leaving certificates to post graduate qualifications. To contact NARIC please visit their website [www.naric.org.uk](http://www.naric.org.uk) and follow their guidance.

## **17.2 – Coaching Qualifications**

Currently there is no mechanism to compare overseas coaching qualifications.

## SECTION 18: Exemptions

Exemptions from the prerequisites for Scottish Swimming UKCC qualifications may in certain circumstances be granted to applicants who have qualifications or experiences other than those already listed for the qualification they wish to undertake.

Applicants who think they may be eligible for an exemption should apply to Scottish Swimming using the Exemptions application form which can be found on the website – [www.scottishswimming.com](http://www.scottishswimming.com).

Applicants will need to provide the following evidence to support their application:

- A detailed CV, which includes their experience in teaching or coaching
- Copies of relevant certificates
- An outline of the content of the syllabus/es covered in gaining those qualification

There is a fee of £19.50 for this process, which is non-refundable. The application form, documents and cheque/postal order should be sent to Scottish Swimming.

Applications will be considered and the applicants will be informed in writing of the decision within 28 days of the application being received.

Course Organisers should make sure that candidates for their courses provide them with a copy of this letter before they enrol them on to a course.

A copy of the letter should be attached to the candidate list and fees form and sent to Scottish Swimming with all the other candidate information 14 days prior to the commencement of the course.

## SECTION 19: Scottish Swimming Education Fees 2009

These fees apply with effect from 1<sup>st</sup> July 2009

### Candidate Fees

Scottish Swimming UKCC/ level 1 Certificate in Coaching All Disciplines £150

Scottish Swimming UKCC/ level 1 Certificate in Coaching All Disciplines single unit only £75

Scottish Swimming UKCC Level 2 Certificate in Coaching All Disciplines £270

Scottish Swimming UKCC Level 2 Certificate in Coaching All Disciplines units 1- 3 £135

Scottish Swimming UKCC Level 2 Certificate in Coaching All Disciplines units 4- 6 £135

Scottish Swimming UKCC level 1 Certificate in Teaching Aquatics £150

Scottish Swimming UKCC/ level 1 Certificate in Teaching Aquatics single unit £75

Scottish Swimming UKCC level 2 Certificate in Teaching Aquatics £270

Scottish Swimming UKCC Level 2 Certificate in Teaching Aquatics units 1- 3 £135

Scottish Swimming UKCC Level 2 Certificate in Teaching Aquatics units 4 - 6 £135

### Course fees per candidate (payable to Course Organiser)

Level 1 - **Maximum** £300 per complete course

Level 2 - **Maximum** £600 per complete course

### Recommended Tutor fees per course (payable to the Tutor by Course Organiser, and subject to local negotiation)

Level 1 - £720

Level 2 - £1250

## **Tutor Cancellation fee (subject to locally agreement and locally agreed timescales)**

Level 1 - 20% agreed fee

Level 2 - 30% agreed fee

## **Bursary payment for Scottish Swimming members:**

Up to 50% of course fee

## **Cancellation of Registered Courses**

Up to 28 days before the course start date – No charge

Up to 21 day before the course start date – £20

Up to 14 days before the course start date – £50

14 days onwards before the course start date– full payment required

## **Re assessment (Re-sit) fees**

Level 1 £25

Level 2 - single examined unit £35

Level 2 - both examined units £50

## **Approved Centre Annual Fee**

Main site - £20

Overseas Centres - £50 (Some additional postage costs may apply to overseas centres. Scottish Swimming will advise at the time of registration.)

## **Replacement Scottish Swimming UKCC Certificates (post September 2007)**

Current Scottish Swimming members - £10

Non members - £15

For certificates issued prior to 2007 please contact the ASA Awarding Body – [www.britishswimming.org](http://www.britishswimming.org)

## **Replacement of SQA National Progression Award certificates**

Please contact the SQA – [www.sqa.org](http://www.sqa.org)

### **Candidate Services**

Overseas Comparison - £19.50

Exemptions - £19.50

Candidate Examination re-mark/specific feedback request –

Level 1 £25

Level 2 £35

### **Teachers and Coaches Licence fee**

Scottish Swimming members - Free

### **Replacement licence card**

£10