



Policies and Operations Manual for:

Centres Approved to  
Deliver ASA Qualifications

April 2009

## Policies and Operations Manual for Centres Approved to Deliver ASA Qualifications

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## SECTION 1 Introduction

The Awarding Body operates within the criteria laid down by the regulatory authorities and follows a similar pattern to the operational procedures of other awarding bodies.

This document aims to give guidance to centres already approved by the Awarding Body to deliver its qualifications. Centres wishing to seek approval should first read the Guidance for Approved Centres document and complete the Approved Centre application form. These can be downloaded from the Teachers and Coaches tab on the website – [www.britishswimming.org](http://www.britishswimming.org)

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## SECTION 3 Assessment

### 3.1 Assessment Policy General

The ASA Awarding Body expects centres 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 centre delivering the course to ensure that appropriately qualified persons are 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 the Awarding Body.

Centres must use the Awarding Body assessment documentation which may be downloaded from the Awarding Body section on the British Swimming website [www.britishswimming.org](http://www.britishswimming.org) . Guidance on the completion of assessment documents may also be found on the website.

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 Awarding Body

- 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 of that it has been recorded. This could lead to the candidate not being able to achieve within the agreed timescale.
- 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.
- Centres 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 the ASA Awarding Body and should be conducted according to the criteria set for the particular examination. (Please refer to examination guidance)

## 3.2 Assessment Appeals

This section applies to appeals against assessment decisions. The ASA Awarding Body requires all Centres delivering ASA qualifications to have a robust Appeals Process. This document is for guidance and Centres are expected to include all the following in their own Appeals Policies and Procedures.

### 3.2.1 Appeals against Assessment Decisions

Candidates should be made aware of the appeals procedure during induction or at the commencement of their programme/course.

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.

The appeals structure must include:

- Access to fair and reliable assessment
- Clear and prompt response times
- Stages that provide all parties with opportunities to put their case
- Outcomes
- Constructive feedback to candidates and assessors
- Consideration of the candidate's assessment needs
- A formal recording system

The appeals process should have three stages:

1. The first stage should be informal and consist of a re-examination of the work by the assessor. The assessor should give the candidate clear written reasons for the assessment decision.
2. The second stage, when necessary, should be an examination and assessment of the work and evidence by the Internal Verifier.
3. The third stage should be invoked if the issue is not resolved at stage 2.

The third stage is a formal assessment by an appeals panel established to evaluate the candidate's appeal. This panel should have at least three members and be convened by the Head of Centre or a Senior Manager. The panel must consist of people who are competent to assess and evaluate candidates' work. A panel of qualified Internal Verifiers (other than the original internal verifier) would be appropriate. If this is not practicable for smaller centres then it may be appropriate for external people to be included on the Appeals Panel.

The Centre must however identify the structure of its Appeals Panel in its policy and procedures.

Copies of the candidate's work, all related relevant evidence, the Assessor's decision and the Internal Verifier's decision should be presented to each member of the panel.

As far as possible the identities of the candidate and the Assessor should not be divulged. However the ASA Awarding Body is aware that in small centres this may be

problematic. The Centre should therefore try to conduct the appeal in an unobtrusive manner.

The Panel should meet to consider its findings. A majority decision will suffice. The decision and the factors leading to it should be documented and the candidate and the Internal Verifier should be informed within 15 working days of the appeal being submitted by the candidate.

If an External Verifier has sampled the candidate's work, then unless in the view of the panel there are other extenuating circumstances, the external verifier's judgment on the standard of work should enable the appeals panel to reach a swift decision.

A copy of all the decisions relating to the appeal should be held with course documentation.

If the candidate is not satisfied with the outcome of the appeal to the centre's Appeals Panel the candidate may appeal to the ASA Awarding Body. The candidate should be advised that there will be a charge for this service.

### 3.2.2 Appeals to the Awarding Body (Following Approved Centre Panel Decision)

The candidate must appeal in writing to the Awarding Body and include all the relevant documentation. The appeal should be made within 2 weeks of the Centre's Appeals Panel decision.

The Awarding Body will in the first instance allocate an external verifier to consider the candidate's work. The external verifier will not be the external verifier who verified the programme at the candidate's centre.

If the candidate is not satisfied with the outcome of the external verifier's decision the Awarding Body will convene an Appeals Panel to consider the candidate's case. The Appeals Panel will consist of the Awarding Body's Senior Administrator, a member of the Work Force Development Department of the ASA and either a member of the Awarding Body staff or a consultant working with, and associated with, the Awarding Body.

The Awarding Body will appoint an independent reviewer to review candidates' appeals and make recommendations to the Panel. The independent reviewer will be a person independent of both the ASA Awarding Body and any department of the Amateur Swimming Association.

The decision of the panel will be final.

## SECTION 4 Examination and Process Appeals

The ASA Awarding Body's appeals process encompasses appeals against examinations and appeals against the Awarding Body's processes and conduct.

### Appeals Against Examination Results

If a candidate wishes to appeal against the examination result he/she must confirm this in writing to the ASA Awarding Body.

The Awarding Body will arrange for the paper and marks to be re-checked – the fee to the candidate will be £17.25\*. The candidate will be informed in writing of the result. If the candidate is not satisfied with the outcome then he/she may proceed to Stage 1 of the formal examination appeals process

#### Stage 1

The examination paper will be referred to the Lead Examiner who will arrange for the paper to be remarked. The result will be communicated to the candidate in writing. The fee for Stage 1 is £57.50\*.

If the candidate is not satisfied with the outcome of this then he/she may proceed to Stage 2 of the formal examination appeals process.

#### Stage 2

The paper will be submitted to an examination appeals panel. The panel will consist of 3 members one of whom will be independent of the Amateur Swimming Association. The panel's decision will be communicated in writing to the candidate. The fee for stage 2 is £172.50\*.

If the candidate is not satisfied with the outcome of this then he/she may proceed to Stage 3 of the formal examination appeals process.

#### Stage 3

The Awarding Body will appoint an Independent Reviewer who will review the candidate's paper and appeal. The decision of the Independent Reviewer will be communicated to the candidate in writing. The fee for Stage 3 is £200.00\*. The decision of the Independent reviewer is final.

\* The fee for all stages of the formal appeals process must be paid before the Awarding body instigates the appeal and will be refunded if the candidate's appeal is upheld. All fees include VAT

Appeals against the Awarding Body's processes or conduct

### Stage 1

The complaint should be made in writing and sent to the Awarding Body Administrator.

The Administrator will acknowledge the complaint within one week of receiving the complaint.

The Administrator will investigate the complaint and respond to the complainant in writing within three weeks of receiving the complaint.

If the complainant is not satisfied with the outcome of Stage 1, he/she may proceed to Stage 2 of the appeals process.

### Stage 2

The complaint should be made in writing to the Senior Administrator who will acknowledge the complaint within one week of receiving it.

The Senior Administrator will consider the evidence and respond to the complainant within three weeks of receiving the complaint.

If the complainant is not satisfied with this decision, he/she may proceed to Stage 3 of the appeals process.

### Stage 3

The Awarding body will refer the evidence submitted to the Administrator and the Senior Administrator to an independent reviewer. The independent reviewer will consider the evidence and respond to the complainant within 8 weeks of receiving the complaint. The decision of the independent reviewer will be final.

The independent reviewer will be a person who is not normally employed by the Awarding Body or the Amateur Swimming Association, but who may for the purposes of the review be remunerated. The independent reviewer may, if he/she feels it is appropriate convene a panel of experts.

### Fees

The Awarding Body will charge the complainant a fee at Stage 3 to cover the expenses incurred by the independent reviewer in the course of his/her duties. It is anticipated that the fee will not exceed £200.00 (2009-2010). However the complainant will be informed of the exact fee at the time of the submission of the complaint for review at Stage 3.

Appeals will be monitored and evaluated by the Senior Administrator. A report of the number and type of appeals, the outcomes of the appeals and the conduct of appeals will be presented to the ASA Board annually.

## SECTION 5 Examinations

External Examinations and Assessments are set by the ASA Awarding Body and should be conducted according to the criteria set for the particular examination. Conduct of examinations are 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 the this process must be fair to all candidates

The Awarding Body devises examination question and answer papers. These remain the property of the Awarding Body and must be stored securely and confidentially at all times by centres and examiners.

Appeals against examination results are outlined in Section 4.

Examinations are undertaken in centres according to the guidelines set by the Awarding body as outlined in section 6.

Candidates are prepared for examination by their tutors.

A team of examiners are employed by the Awarding Body to mark the papers according to a set mark scheme.

The Awarding Body 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 liase with the course organiser and the Centre should formally identify their requirements to the Awarding Body at least three weeks in advance of the examination/test.

The ASA Awarding Body will seek to meet all appropriate requests, however it cannot guarantee, in the event of a late notification that all arrangements can be in place by the time of the scheduled examination. If it is impractical to identify the candidate's special arrangements requirement in advance of the scheduled examination/test date the centre will have to make alternative arrangements for the candidate to undertake the examination/test and liase with the Awarding Body to ensure that the general invigilation and conduct of examinations processes are in place. Please refer to the Reasonable Adjustments Policy in Section 8 of this document.

## SECTION 6 Conduct of Examinations and Tests

Centres must appoint suitable personnel to oversee the conduct of the ASA Awarding Body examinations and tests within their centre.

They must be familiar with all aspects of the Awarding Body's examination policy and procedures as set out below.

All examination papers will be sent to Centres by courier or recorded delivery

Centres must nominate an appropriate person to receive, store and distribute the papers.

The person appointed should ensure that:-

They check with the Key Contact/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 and test papers are kept securely locked

Examination and test papers (including unused papers) are returned to the Awarding Body by recorded delivery or courier

The examination or test papers are only opened in the presence of the candidates at the commencement of the examination or test

That appropriate people are appointed as invigilators

Invigilators will therefore ensure that:-

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 reference number on the examination paper

Candidates are informed of the specific requirements of the examination or test

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 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 the ASA Awarding Body 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

The ASA Awarding Body normally issue results to candidates eight weeks after receipt of the examination and course paperwork.

In order to do so the Centre will have had to abide by the requirement to register candidates and submit the paperwork to the Awarding Body within two working days of the end of the course and will have paid the registration fees for the candidates.

Examination results will be issued to candidates by post. Examination results will not be revealed to any one other than the candidate and only in writing to their registered address. The ASA Awarding Body will not discuss examination results prior to their issue.

Results will not be issued to candidates for whom the Awarding Body has not received the registration fee.

If a candidate or centre feels that a candidate has not achieved the result they had expected in the examination/s they may write to the Awarding Body to request a re-check of the examination paper. A re-check fee will apply. Please refer to section 18.

Feedback on examination papers can be provided to candidates wishing to prepare for their reassessment. A fee will apply to cover the cost of issuing the paper to an external senior assessor and the preparation of specific and detailed feedback. Please refer to Section 18.

## 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 an ASA Awarding Body fee for re-sit examinations. Please refer to Section 18.

Re-sit examinations should be arranged for the candidate by the centre at which the course was undertaken.

The centre should agree a re-assessment date with the candidate/s

The candidate should complete a re-assessment form and submit this to the ASA Awarding Body at least 28 working days prior to the date required. 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 the Amateur Swimming Association.

The Awarding Body will despatch examination/test materials to the centre only after receipt of the appropriate re-assessment fee.

If a candidate wishes to re-sit the examination at another centre the candidate must request of the preferred centre whether they are willing to provide this service. The centre concerned may wish to charge the candidate a fee for this service. The centre should then follow the re-sit process outlined above.

The conduct of re-sit examinations should follow the same process and pattern as that outlined in the Conduct of Examinations and Tests 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 centre at which the course was undertaken. The centre's policy for re-assessment will apply. The ASA Awarding Body Guidelines for Assessment are explained in Section 3 of this document.

### 7.2 Re-scheduling of examinations/tests

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 the Awarding Body of the reason for the candidate's non-attendance at an examination and provide documentary evidence eg a medical certificate. If the Awarding Body 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 the Awarding Body will not require the payment of an additional fee. Twenty-eight days notice of the rescheduled date will be required

## 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 ASA Awarding Body qualifications must therefore be safety at all times.

The ASA Awarding Body'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. Training providers (including satellite organisations and venues) whose candidates' particular needs have not been addressed in this document should contact, the first instance, their External Verifier (EV) for guidance. If necessary the EV will contact the awarding body for further clarification.

### 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, a speech impairment, a physical impairment, a visual impairment, a hearing impairment, learning difficulties and/or disabilities, or whose first language is not English.
- The overall permission for granting reasonable adjustments rests with the ASA Awarding Body. However, in many situations decisions related to the application of this policy can be made by the External Verifier 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 training provider (including satellite organisations and venues).
- 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. Training providers (including satellite organisations and venues) 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/tests

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

Written examinations/tests 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 External Verifier based upon the following;

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

Requests for additional time must be made at least two weeks in advance of the examination/test and be supported by appropriate evidence. The ASA Awarding Body will seek to meet all appropriate requests, however it cannot guarantee that, in the event of a late notification, all arrangements can be in place by the time of the scheduled examination/test. If it is impractical to identify the candidate's special requirement in advance of the scheduled written examination/test the training provider (including satellite organisations and venues) will be required to make alternative arrangements for the candidate to undertake the written examination/test and should liaise with the EV to ensure that the processes and procedures related to the general invigilation and conduct of the examination/test are in place.

In many circumstances a candidate receiving some adjustment to the written examination/test 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 an amanuensis 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 amanuensis should be an experienced sign language interpreter.

8.3 Examinations in a Language other than English – currently it is not practicable for the Awarding Body to offer candidates a choice of languages in which to take the examination/test. Arrangements can however be made for the written examination to be taken in Welsh.

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 has no connection with the candidate. A reader 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 Amanuensis – will be a responsible adult who has no connection with the candidate. He/she 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 amanuensis 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. Training providers (including satellites and venues), in conjunction with the External Verifier, 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 training providers (including satellites and venues), must ensure that they have clearly identified their reasons for granting these adjustments and that external verifiers have access to this evidence. The training providers (including satellites and venues) must keep securely and confidentially all records of adjustments for a minimum of five years and make them available to the Awarding Body when requested to do so. Training providers (including satellites and venues), must abide by the Awarding Body's general principles and inform the Awarding Body at the commencement of the course, in writing, of the adjustments made or to be made to the assessment process and agreed with the EV.

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 centre will have to assess candidates

carefully to ascertain whether the use of an enabler is appropriate and to seek confirmation from the External Verifier 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 the Awarding Body will grant special consideration to candidates for whom there is clear evidence from the training provider (including satellites and venues) that they would otherwise have achieved the qualification and would, therefore, be unfairly treated if they do not receive special consideration. The Awarding Body 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 the External Verifier and then submitted to the Awarding Body.

The request for special consideration must be made by the training provider (including satellites and venues) on behalf of the candidate. The request should be made no later than when the examination papers are sent to the Awarding Body at the end of the course.

## 8.9 The Decision Making Process

The following guidance is provided for the training provider (including satellites and venues) 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 | Key contact 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 key contact contacts the Internal Verifier (IV) for further discussion.
- Stage 5 IV agrees/disagrees with the recommendation made by the Course Tutor.
- Stage 6 IV discusses the issue with the EV who, having considered all the evidence, confirms or discounts the request.
- Stage 7 In the event of a disagreement at stage 6 the EV will liaise with the Regional EV, who may consult with the National EV.
- Appeals If the training provider (including satellites and venues) is not satisfied with the outcome of any of stages 3 to 5 an appeal can be made direct to the next person in the quality assurance chain i.e. internal verifier; external verifier.  
If the training provider (including satellites and venues) is not satisfied with the outcome of stage 7 an appeal can be made direct to the awarding body.

Details of any reasonable adjustments should be recorded on the appropriate form and forwarded to the awarding body. This must be dated and signed by the Key Contact and the EV.

## SECTION 9 Internal Verification

Internal verification is the process by which a centre 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 are met. The Awarding Body requires 100% internal verification on all ASA UKCC delivered courses.

The Internal Verifier/s is appointed by the centre to undertake the Centre's internal quality assurance of the programmes/courses offered. The role of the Internal Verifier will therefore be to ensure that assessors apply consistent assessment practices in line with Awarding Body criteria.

Internal Verifiers must liaise closely with the Awarding Body's External Verifiers.

Internal Verifiers should hold a recognised internal verifier qualification – V1 or D34 Verifier Award

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)
- e. Ensuring that Assessors apply the appropriate assessment methods, standards and recording procedures.
- f. Supporting 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 ASA Awarding Body on all aspects of the verification process.
- i. Providing the External Verifier (EV) a summary of information, which is required by the ASA Awarding Body.
- j. Identifying their own training and development needs
- k. Attending appropriate training events or workshops
- l. Producing a verification plan for the Centre
- m. Producing a verification plan for each course

- n. Verifying each programme or course
- o. Observing each newly appointed assessor on their first assessment opportunity
- p. Observing each assessor a minimum of three times in a year
- q. Sampling assessments and discussing the outcomes with the assessors
- r. Maintaining consistency of assessment practices
- s. Completing all programme/course documentation supplied by the Approved Centre including assessment decisions and action plans
- t. Ensuring that candidates are fully informed of the assessment process
- u. Conducting standardisation meetings with assessors and recording all contacts with assessors.
- v. Ensuring that the Centre is operating in accordance with the Awarding Body requirements and regulations relating to assessment standards.
- w. Providing the External Verifier (EV) with copies of all records and documentation as required
- x. Ensuring an appropriate location is available for the External Verifier to use at the end of the visit to complete the visit report.

## SECTION 10 External Verification

External verification is the process by which the ASA Awarding Body ensures that all its courses/programmes are delivered in a consistent and standard manner. The ASA Awarding Body appoints external verifiers to ensure that its standards and criteria are met.

### 10.1 Criteria for External Verifiers

External Verifiers are appointed by the ASA Awarding Body to ensure that assessors and internal verifiers in all Centres approved to deliver ASA qualifications meet the criteria required for the qualification.

External Verifiers will be appointed on a part time basis and will be allocated a specific number of Centres.

External Verifiers will be expected to: -

Demonstrate technical competence and hold an appropriate ASA qualification in the area they are employed to verify

Demonstrate competence in the external verification of the technical aspects of the subject area they are employed to verify

Hold the A1 and V1 or D32, D33 and D34 Assessor and Verifier Awards and be prepared to work towards V2 (EVs who already hold a D35 Award may not need to do this)

Demonstrate knowledge and understanding of the learning and assessment outcomes of the qualification/s to be assessed

Demonstrate a commitment to upholding the integrity of ASA qualifications.

Demonstrate an appropriate knowledge and understanding of national issues affecting vocational education, training and qualifications

Demonstrate an appropriate knowledge and understanding of initiatives affecting vocational education, training and qualifications

Maintain professional skills and knowledge through undertaking training events and through continuous professional development

Provide evidence of being able to meet the administrative requirements of the verification of ASA qualifications

Undertake the roles and responsibilities of the External Verifier as outlined in the Duties of an External Verifier

## 10.2 Duties of an External Verifier

External Verifiers will be required to: -

Complete a report on the Centre and submit it to the Awarding Body within a specific timescale

Liaise closely with the Awarding Body to arrange and conduct verification

Provide verbal and written feedback to an appointed person/s at the Centre

Liaise closely with the Centre's internal verifier

Sample and verify candidates' work according to the criteria in the syllabus

Discuss the progress of the verification with those involved in the organisation of the course/s and agree an Action Plan for the centre following verification of a course/s

Maintain confidentiality at all times

Ensure that the centre operates in accordance with the requirements of the ASA Awarding Body.

Ensure that the criteria applied by the Internal Verifier (IV) are appropriate to the qualification and the requirements of the ASA Awarding Body.

Complete an Action Plan for the Centre in consultation with relevant staff

Visit Centres to conduct verification of the programmes/courses

Provide advice and guidance to Centres on assessment and standards

Ensure that the centre is operating in accordance with the ASA Approved Centre criteria and requirements for its qualifications

Observe each Internal Verifier (IV) as required by the Awarding Body

Complete reports and documentation as required by the ASA Awarding Body within the required timescale

Promote best practice

Attend appropriate training events or workshops organised by ASA Awarding Body

## SECTION 11 Equal Opportunities

Centres are advised to access and abide by the current ASA 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 the ASA Awarding Body and its approved Course Organisers, Tutors and Teacher/Assessors with the procedures for dealing with malpractice on the part of candidates, members and any others involved in providing ASA Awarding Body qualifications.

### Introduction

Centres 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 and centre staff, centres need to respond effectively and openly to all requests for an investigation into an incident or a suspected incident of malpractice. Heads of Centres or their nominees are required to inform candidates and centre staff suspected of malpractice of their responsibilities and rights.

The ASA 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 maladministration by Candidates, Assessors and Centres.

### Learner Malpractice

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

- Plagiarism
- Collusion
- Impersonation in an examination or test
- Fabrication of results
- Failing to abide by the instructions of an invigilator, or ASA Awarding Body 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/s is suspected of malpractice during an assessment or an examination the Centre must immediately inform the ASA Awarding Body of this. A

detailed report of the malpractice must then be submitted to the ASA Awarding Body. The work or examination paper must be assessed or marked in the usual way. The Awarding Body will consider the evidence and the candidate's results will be withheld until a decision is made.

### Centre Staff Malpractice

The following are examples of malpractice by centre staff; this list is not exhaustive and other instances of malpractice may be considered by the ASA Awarding Body at its discretion:

- Failing to keep any the ASA Awarding Body examination papers or mark schemes secure
- Alteration of any the ASA Awarding Body examination papers or mark schemes
- Facilitating and allowing impersonation
- Misusing the conditions for candidates with reasonable adjustment requests
- Failing to keep computer 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 centre has acted inappropriately in the conduct of assessments or examinations the ASA Awarding Body will investigate and will suspend the issue of results during the investigation.

### Assessors

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

### Investigating Alleged Malpractice

When dealing with alleged malpractice, the ASA Awarding Body will deal with the Head of Centre or Key contact. The ASA Awarding Body may require full access to a centre for investigation purposes.

As part of the investigation, the ASA Awarding Body retains the right to involve and deal with the candidate and others in the investigation process

During the investigation period, the ASA Awarding Body may, pending the outcome of the investigation:

- Refuse candidate registrations or entries
- 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 the ASA Awarding Body representative (e.g. External Verifier or Lead Examiner) or has been reported directly to the ASA Awarding Body by a third party, the ASA Awarding Body 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 Head of Centre or key contact and all personnel linked to the allegation. In suspected cases of malpractice that involve the ASA

Awarding Body representative (e.g. External Verifier or Lead Examiner) the ASA Awarding Body will conduct an investigation appropriate to the nature of the allegation.

### Dealing with Malpractice

It is the responsibility of the Head of Centre or Principal or their nominees to carry out an investigation into allegations of malpractice. The alleged incident must be reported to the ASA Awarding Body at the earliest opportunity. The ASA Awarding Body reserves the right to carry out an independent investigation in full under any circumstances of alleged malpractice relating to a centre and the full co-operation of the centre will be expected.

If a centre discovers or suspects anyone of malpractice, the centre must make the individual fully aware in writing at the earliest opportunity of the nature of the alleged malpractice and of the possible consequences should malpractice be proven.

If a centre is alleging an individual may have been involved in an act of malpractice, the centre must give the individual the opportunity to respond in writing to the allegations made. Centres must also inform such individuals of the avenues for appealing should a judgement be made against them.

The ASA Awarding Body reserves the right to access any documents held by the centre in relation to alleged malpractice. It may be necessary during the process to notify regulatory and funding authorities and for the ASA Awarding Body to share information with other awarding bodies. The ASA Awarding Body may have to notify the police in some cases of malpractice.

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

### Penalties and Sanctions applied by the ASA Awarding Body

Where malpractice against a centre or member of staff or candidate is proven, the ASA Awarding Body will have to consider whether the integrity of its examination or assessment might be jeopardised if the centre, member of staff or candidate in question were to be involved in future the ASA Awarding Body examinations.

The ASA Awarding Body may take action to protect the integrity of its examinations and assessments in the future. This action may include:

- The ASA Awarding Body refusing to accept examination entries from a centre in cases where malpractice is established
- The ASA Awarding Body reserving the right to withdraw programme approval from centres where malpractice has been identified
- The ASA Awarding Body reserving the right to refuse to issue or to withdraw certificates

The Senior Administrator will consider the evidence of any issue of malpractice. Where necessary, the Senior Administrator will convene a panel to consider the evidence. The panel will consist of the Senior Administrator, a member of the Work Force

Development Department of the Amateur Swimming Association 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

The ASA Awarding Body has established procedures for centres that are considering appeals against penalties or sanction resulting from malpractice. Appeals against a decision made by the ASA Awarding Body will normally be accepted only from the Head of Centre or key contact (on behalf of candidates or members of staff) and from individual members of centre staff (in respect of a decision taken against them personally). Further information on appeals may be found on the website.

The ASAASA Awarding Body will ensure that candidates are at all times treated fairly and that appropriate arrangements are made for reassessment and/or certification.

## SECTION 13 Course Registration – UKCC Qualifications

### 13.1 ASA/UKCC levels 1 and 2

Guidance to Centres for Registration of ASA/UKCC Level 1 and 2 Certificate in Coaching (All Disciplines) and Teaching Aquatics qualifications

Centres are strongly advised to organise their courses in such a manner as to submit their candidate registration details well in advance of the commencement of the course. Approved Centres are required to submit to the Awarding body an annual schedule of courses. The course registration form must be correctly completed and submitted to the ASA Awarding Body at least 28 days prior to the commencement of the course. It is important that centres provide initial advice and guidance to candidates to enable them to make realistic decisions regarding the suitability of a course.

Course registration forms are available on the British Swimming website [www.britishswimming.org](http://www.britishswimming.org)

The Key Contact (or Course Organiser working on behalf of the Key Contact and liaising closely with him/her) is responsible for ensuring that programmes/courses are registered in a timely manner with the Awarding Body.

Registrations between 27 and 14 days prior to the course start date will incur a Fast Track Course registration fee of £60.00 per course. Please refer to Section 18. Registration forms will not be accepted under any circumstances less than 14 days prior to the proposed course start date.

When registering courses, organisers should be familiar with the current ASA 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.

Centres should carefully check that their candidates have the required pre-requisites/entry requirements for the qualification.

Any requests to book candidates onto the course which will exceed the stipulated maximum number allowed must be authorised by the Senior Administrator before accepting any further bookings. Please refer to Section 18 for the fees associated with registering additional candidates.

The Awarding Body will process the registration and despatch the confirmation, logbooks and documentation to the centres within 21 days prior to the course start date. It is not necessary for the Awarding Body to have a timetable for the course.

The Awarding Body will issue centres with sufficient logbooks and examination documents for the number of candidates recorded on the course Registration form. The centre must return all unused logbooks to the Awards Centre, Redditch or confirm to the Awarding Body that they are retaining them for use with future courses and return all used and unused examination question papers to the Awarding Body. When retaining logbooks, the centre must indicate on the next course registration form how many logbooks are already held.

You may register additional candidates over and above the number stated on the course registration form up to the maximum number for that course. Any request received within 21 days of the course start date will incur a Fast Track Registration Additional Candidate fee of £15 for the first additional candidate and £5 per candidate thereafter. Any subsequent request will incur a further £15 for the first candidate and so on. You will be unable to register additional candidates less than 7 days prior to the course start date.

For example: If a centre registers a Level 1 course for 10 candidates and they wish to register 3 additional candidates they will incur a fee of £25. If they then find a further 2 candidates to book onto the course this will incur a £20 fee (£15 for the first candidate and £5 for the second)

### 13.2 Guidance to Candidates (including guidance on Exemptions)

Centres should make sure that they provide detailed and realistic guidance to candidates who wish to undertake ASA Awarding Body qualifications. Successful achievement by candidates is dependent upon realistic guidance. Centres must keep evidence of their guidance to candidates and make this available to external verifiers and other Awarding Body personnel. Candidates' pre-requisites/entry requirements should be carefully checked as well as their prior experience. Awarding Body qualifications syllabuses include guidelines on entry requirement/pre-requisites. However centres may feel that some 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. Centres should therefore ask these candidates to apply to the Awarding Body for an exemption. Please see Section 9 of this guidance document.

### 13.3 Candidate Registration

All candidates undertaking the qualification should be registered with the Awarding Body through their Centre.

The Candidate Registration form must be completed and submitted to the Awarding Body within 2 working days of the commencement of the course. Details of the candidates along with the Awarding Body registration fee will be required.

Centres are advised that candidates will not be registered and their results and certificates will not be released until the Awarding Body has received the candidates' registration fees from the centre.

On the first day of the course the centre must ensure the Candidate Registration Confirmation form is completed and sent to the Awarding Body by fax or post (where a fax is unavailable). This form should show the names of the candidates attending and the units that they are taking. Where candidates join the course for a later single or selection of units, a further form will need to be faxed or posted to the Awarding Body.

Please note that the Candidate Registration Confirmation form is not to be used to inform us of candidate achievement.

13.4 Course Registration by unit.

Level 1 - Centres may register to deliver the units individually or the full qualification (Units 1 and 2).

Level 2 – Centres 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)

£31.50	Unit 1
£31.50	Unit 2
£63.00	Units 1 & 2

Level 2 Coaching and Teaching (per candidate)

£45.00	Units 1 to 3
£45.00	Units 4 to 6
£90.00	Units 1 to 6

## SECTION 14 Qualification Guidance

### 14.1 ASA 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 ASA/UKCC Level 1 Certificate in Coaching is accredited by the Qualifications and Curriculum Authority (QCA) and is on the National Qualifications Framework (NQF) as a level 1 qualification.

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

#### Assessment

Unit 1 is assessed by the tutor/assessor.

Unit 2 is assessed by both the tutor/assessor and an examination. The examination is set and marked by the ASA Awarding Body.

All units will be subject to internal verification by the Centre’s Internal Verifier.

All programmes will be subject to external verification by the ASA Awarding Body

Certificates - will be issued to candidates by the Awarding Body upon successful achievement of both units.

The Awarding Body is unable to issue certificates for candidates whose registration fees have not been paid.

#### 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 ASA/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 level 2 Certificate in Coaching qualification.

#### 14.2 ASA Level 2 Certificate in Coaching – All Disciplines

The ASA/UKCC Level 2 Certificate in Coaching (Diving, Swimming, Synchronized Swimming and Water Polo) qualification is accredited by the Qualifications and Curriculum Authority (QCA) and is on the National Qualifications Framework (NQF) as a level 2 qualification.

The qualification comprises 6 units. Units 1 to 3 are common across all the disciplines and Units 4 to 6 are discipline specific. Approved Centres 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 would therefore have to be working, in a paid or voluntary capacity, with an accredited club eg a Swim 21 club or a club working towards Swim 21 accreditation.

Agreement by the club to undertake Unit 6 in their environment is an essential requirement for candidates undertaking this qualification. 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 Swim 21 club (or club working towards Swim 21 accreditation) in order to be able to fulfil the course requirements

#### Pre-requisites/Entry Requirements

- Candidates must be at least 18 years of age at the commencement of the learning programme

And hold one of the following qualifications

- ASA/UKCC Level 1 Certificate for Coaching (appropriate Discipline)
- ASA/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 the ASA Awarding Body prior to enrolment on the learning programme

#### Assessment

Units 1 and 4 are assessed through an examination, set and marked by the ASA Awarding Body. The examination must be conducted according to Awarding Body requirements.

Units 2, 3, 5, and 6 are assessed by a tutor/assessor. Unit 6 must be assessed by the tutor/assessor who assesses Unit 5. This unit is assessed by the tutor/assessor who should hold an A1 or D32, 33 Assessor Award (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. An ASA trained Expert Witness in the vocational environment may provide evidence of achievement of some of the elements for units 6.

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

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

The Centre will have to ensure that the Centre's Internal Verifier internally verifies all units.

All programmes will be subject to external verification by the ASA Awarding Body

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 ASA 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 ASA/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

## Assessment

Unit 1 is assessed by the tutor/assessor.

Unit 2 is assessed by both the tutor/assessor and an examination. The examination is set and marked by the ASA Awarding Body.

All units will be subject to internal verification by the Centre's Internal Verifier.

All programmes will be subject to external verification by the ASA Awarding Body

Certificates - will be issued to candidates by the Awarding Body upon successful achievement of both units.

The Awarding Body is unable to issue certificates for candidates whose registration fees have not been paid.

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 ASA/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 level 2 Certificate in Teaching Aquatics qualification.

### 14.4 ASA 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 ASA/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 programme/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 18 years of age at the commencement of the learning programme

And hold one of the following qualifications

- ASA/UKCC Level 1 Certificate for Teaching Aquatics

- ASA Level 1 Certificate for Teaching Swimming post 2002
- ASA Assistant Teacher Certificate (Swimming) post Sept 1994
- STA (Swimming Teachers Association) Certificate post Sept 1994  
OR
- Have been granted an exemption by the ASA Awarding Body prior to enrolment on the learning programme

## Assessment

Units 1 and 4 – are assessed through an examination set and marked by the Awarding Body.

Units 2, 3 and 5 – are assessed by the tutor/assessor 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 – is assessed by the tutor/assessor who should hold an A1 or D32, 33 Assessor Award (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/assessor is fully responsible for the assessment of candidates' competence.

The Centre will have to ensure that the Centre's Internal Verifier internally verifies all units.

All programmes will be subject to external verification by the ASA Awarding Body

## Progression

Achievement of this qualification may enable the candidate to secure employment (paid or voluntary) as a Teacher of Aquatics utilising the ASA National Plan for Teaching Swimming (NPTS) or equivalent scheme.

As Units 1 to 3 are common to all the aquatic disciplines, candidates wishing to progress to a 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.

## SECTION 15 Tutor Guidance

Tutors are employed by the centres at which the courses leading to ASA Awarding Body qualifications are delivered.

Tutors are responsible for ensuring that: -

- a. They are qualified to deliver the course.
- b. They hold an ASA Tutor licence.
- c. They are familiar with the syllabus and have the knowledge and understanding to deliver the course.
- d. They have prepared adequately to deliver the course.
- e. They plan the delivery of the course to meet the needs of the candidates and the syllabus outcomes.
- f. Candidates have been given appropriate guidance and are fully informed about the details and requirements of the qualification and course being taken.
- g. They liaise with the Key Contact to use appropriate resources to deliver the course.
- h. Candidates are assessed in accordance with the assessment procedures and that the appropriate standards are applied.
- i. The learning programme provided is appropriate to the qualification, the needs of the candidate and the requirements of the Awarding Body.
- j. They liaise with the Key Contact to ensure that candidates are registered with the Awarding Body in a timely manner
- k. They liaise with the Key Contact to ensure the smooth running of the course.
- l. Candidates' work is assessed accurately and fairly
- m. They liaise with the centre to ensure that all the assessment documents are completed and sent to the Awarding Body
- n. They liaise with the centre's internal verifier to ensure candidates' assessment meets the requirements of the Awarding Body

## SECTION 16 Overseas Centres

Overseas centres will have to fulfil ASA Awarding Body Overseas Centres Approval criteria before they are granted approval to deliver ASA qualifications. Centres will be required to provide written and pictorial evidence of their facilities. The fee for overseas approval will be £115.00 per annum including VAT. (VAT will not be charged to centres outside the EU)

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 registration fees will also apply). However Overseas Centres must be aware that the Certificate in Coaching (All Disciplines) and Teaching Aquatics - Levels 1- 3 will be not be accredited by the Qualifications and Curriculum Authority (QCA) unless exactly the same processes for external verification and monitoring as courses in England and Wales are followed. Overseas centres may have to pay an additional fee for resources dependent on their location. The Awarding Body will confirm this at the time of registration.

Overseas Centres wishing to have QCA accreditation (and thereby follow the same processes as in England and Wales) will have to fulfil the Approved Centre requirements and in doing so will incur additional costs.

### Fees – for Overseas Centres

Approval fee	£115.00 incl VAT
Course Registration fee	£ 50.00

The additional costs for Centres wishing to have QCA accreditation will be as follows: -

- Return airfare and other related transport costs for an external verifier to undertake a visit
- Accommodation and food in 4-star (or equivalent) hotels for the external verifier
- External Verifier's fee – approximately £300.00

It is important to note, however, that the Qualifications and Curriculum Authority (QCA) is the organisation that accredits and monitors qualifications in England and Wales. Qualifications accredited by them are therefore recognised by them for England and Wales. Other countries will have their own accreditation systems and processes and may therefore not recognise QCA accredited qualifications.

Overseas centres are advised to ascertain whether these qualifications are recognised in the countries in which they are based.

### External Verification for Centres not wishing to have QCA accreditation

The external verification for these centres will be through a sampling process of assessment documentation. Centres will also be expected to provide video evidence of practical sessions.

## SECTION 17 Overseas Qualifications Comparison

### 17.1 Swimming Teaching qualifications

Anyone holding an appropriate overseas qualification may apply to the Amateur Swimming Association Awarding Body to ascertain whether their qualification is appropriate for teaching swimming in England and Wales.

However 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\*.

There is an administrative fee for this process of £19.50 including VAT, which is non-refundable.

Candidates must apply by letter to the Awarding Body and include the following details

- Amateur Swimming Association Awarding Body Application Form which is available from the website [www.britishswimming.org](http://www.britishswimming.org)
- 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 the Amateur Swimming Association)

\* 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 Awarding Body Fees 2009/2010

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

Course Registration Fees

UKCC/ASA level 1 Certificate in Coaching	All Disciplines	£63.00
UKCC/ASA Level 2 Certificate in Coaching	All Disciplines	£90.00
UKCC/ASA Level 3 Certificate in Coaching	All Disciplines	£120.00
UKCC/ASA level 1 Certificate in Teaching Aquatics		£63.00
UKCC/ASA level 2 Certificate in Teaching Aquatics		£90.00
UKCC/ASA level 3 Certificate in Teaching Aquatics		£120.00

ASA Level 1 Certificate for Teaching Swimming	People with Disabilities	£47.00
ASA Level 2 Certificate for Teaching	People with Disabilities	£69.00
Adult and Child		£42.50
Helper Course		£12.00
National Curriculum Training Programme	Module 1	£10.00
National Curriculum Training Programme	Module 2	£10.00
National Curriculum Training Programme	Modules 1 and 2 combined	£15.00

Additional Course Fees

Fast Track Course Registration £60.00  
 (Applies to courses registered between 14 and 27 days prior to the commencement of the course)

Fast Track Course Registration - Additional candidates  
 First candidate £15.00  
 Second and subsequent candidates £ 5.00 each

These fees cover the costs of issuing additional resources. The first candidate fee will be incurred each time a request for additional candidates is made.  
 For example; 5 additional candidates on the first request will incur a £35 fee, 2 candidates on the second request will incur a £20 fee.

Cancellation of Registered Courses (within 14 days of course) £50.00

Re assessment (Re-sit) fees  
 Level 1 £27.50  
 Level 2 - single examined unit £27.50  
 Level 2 - both examined units £40.00  
 Level 3 £50.00

CPD Fees	
CPD certification fee	£ 6.50
CPD registration fee	£82.50
(Fee includes certification for 10 delegates. Additional certification will be charged at £6.50 per delegate)	
Late CPD seminar registration	£25.00
CPD Quality Approval submission	£350 incl VAT
CPD Quality Approval resubmission	£175 incl VAT

Approved Centre Annual Fee	
Main site	£1150 incl VAT
Satellites	£ 290 incl VAT

(The reduced renewal fee previously published refers only to those renewing before 31<sup>st</sup> March 2009)

Overseas Centres	
Annual Fee	£ 115 incl VAT
(£50 course registration fee)	

Some additional postage costs may apply to overseas centres. Awarding Body will advise at the time of registration.

Replacement Certificates (post 1995)	
IoS/ASA members	£ 8.65 incl VAT
Non members	£13.80 incl VAT

Replacement Certificates (pre 1995)	
IoS/ASA members	£17.25 incl VAT
Non members	£31.65 incl VAT

Records on certificates issued prior to 1995 are limited and therefore it is not possible to guarantee that a replacement certificate can be issued.

Candidate Services	
Overseas Comparisons	£19.50 incl VAT
Exemptions	£19.50 incl VAT
Candidate Examination re-check	£17.25 incl VAT
Candidate Examination re-mark/specific feedback request	£57.50 incl VAT

#### Licensing

Aquatic Professional: Teachers and Coaches Annual Licence fee	
IoS/ASA/WASA members	Free
Other individuals	£ 5.00
Replacement licence card	
IoS/ASA/WASA members	£ 2.85 incl VAT
Other individuals	£ 5.75 incl VAT

Tutor Licence	
3 year licence	£45.00
Scheme under review and details to be confirmed by 31 <sup>st</sup> December 2009	

VAT shown is charged at 15%. These charges will be affected by future changes in the rate of VAT.

## SECTION 19 Exemptions

Exemptions from the prerequisites for ASA 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 the Awarding Body using the Exemptions application form which can be found on the website – [www.britishswimming.org](http://www.britishswimming.org) under the Teachers and Coaches tab. 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 the Awarding Body.

Applications will be considered and the applicants will be informed in writing of the decision.

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

A copy of the letter should be attached to the candidate registration form and sent to the Awarding Body with all the other candidate registration forms and within 2 days of the commencement of the course.