

ASA AWARDING BODY QUALIFICATIONS



CENTRE APPROVAL GUIDANCE AND APPLICATION FORM

**A GUIDE FOR CENTRES WISHING TO BECOME
APPROVED TO OFFER COURSES LEADING TO AN
ASA QUALIFICATION**

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1.0 Introduction

About the ASA

The Amateur Swimming Association (ASA) is the National Governing Body for Swimming, Diving, Water Polo and Synchronised Swimming in England and Wales. All ASA qualifications are recognised throughout Great Britain and in many other countries. The ASA is the major training organisation for teachers and coaches for the aquatic disciplines.

The ASA Awarding Body is a long standing awarding body and its qualifications are recognised by the Qualifications and Curriculum Authority (QCA) as being of an appropriate standard and quality in order to attract public funding. Therefore candidates may be able to receive a grant towards training costs. Further information on this issue should be available from your local Learning and Skills Council.

2.0 Rationale for the introduction of Approved Centres

The ASA Awarding Body has been granted the sole licence by sports coach UK to award the United Kingdom Certificate in Coaching (UKCC) qualifications in England and Wales.

The qualifications are in line with the requirements of the Qualifications and Curriculum Authority (QCA) and will therefore be included within the National Qualifications Framework (NQF).

The ASA Awarding Body is therefore seeking to establish a national network of Approved Centres for the delivery and assessment of courses or programmes leading to an ASA qualification. This will ensure and strengthen the quality assurance process underpinning the delivery and awarding of ASA Qualifications.

Any organisation in The United Kingdom may apply to become an Approved Centre, subject to meeting the centre approval criteria.

As part of its licence to award qualifications the ASA Awarding Body is required to monitor and evaluate the delivery of these qualifications at all centres approved to deliver the qualifications. External Verification systems in line with QCA and scUK requirements have been developed.

Therefore from 1 September 2007 only Approved Centres will be able to deliver and assess programmes/courses leading to an ASA qualification. Candidates wishing to achieve an ASA qualification will only be able to do so at an Approved Centre.

Initially, approval will be given following the successful submission of the attached application form. Subsequently, following initial approval, an inspection visit will take place to be followed by annual inspection visits.

The requirement of the ASA to implement the monitoring and evaluation procedures (eg inspections) outlined above necessitates the introduction of an annual fee to be paid by each Approved Centre (see 6.0).

3.0 Centre Approval Criteria

- a. Delivery of training leading to ASA teaching/coaching qualifications will be restricted to Approved Centres.
- b. Approved Centres may consist of a number of sites (e.g. within a local authority structure operating on a main site with a satellite structure) or an individual site. All the sites within the Approved Centre will be required to meet the standard criteria.
- c. Tutors will only be able to deliver training in Approved Centres.
- d. Approved Centres must use qualified tutors to deliver ASA Awarding Body qualifications.
- e. Approved Centres will provide the ASA Awarding Body with a list of the tutors who will deliver training within their Centre.
- f. Approved Centres will need to develop their own internal verification process and appoint their own Internal Verifier/s (IV).
- g. Approved Centres wishing to deliver ASA Awarding Body qualifications will be subject to monitoring and evaluation procedures
- h. Approved Centres will be required to submit an annual schedule of delivery. In line with other educational establishments the annual schedule will be for an academic year running from September to August.
- i. Approved Centre status will be given to the organisation and not to the site. The Approved Centre must operate out of a site/s which meet the appropriate criteria.
- j. Approved Centres will be charged an annual fee.
- k. Approval will be granted for a period of 3 years subject to successful annual inspection and monitoring.
- l. After 3 years a simplified renewal process will be available.

3.1 Centre Requirements

- a. The centre must be able to be identified by name and have a permanent address.
- b. The centre must nominate an individual to be the key contact.
- c. The centre must have effective internal communication systems, in particular the communication between the key contact, the course organiser, tutors and internal verifiers.
- d. Where the Approved Centre uses sites, which it does not own, evidence must be provided that the owners of the site/s agree to their use by the Approved Centre.
- e. Where the centre uses more than one site it must provide full details of these additional sites.

- f. The centre must have sufficient resources to manage and administer the delivery and assessment of the qualifications for which approval is sought, including the provision to accommodate re-assessments for candidates who have taken an ASA qualification at the centre. Issues related to the Disability Discrimination Act and Equal Opportunities must also be considered and will be the responsibility of the key contact/course organiser.
- g. The centre must have sufficient, safe and appropriate physical resources to deliver qualifications at its named training and assessment sites. This should include a range of resources commonly used in the industry e.g. learning aids.
- h. The centre must conform to the health and safety requirements as reflected in “Managing Health and Safety in Swimming Pools”, “Safe Supervision for the Teaching and Coaching of Swimming” and other relevant guidance documents.
- i. The centre must have and promote an appropriate Equal Opportunities Policy specific to courses leading to an ASA Qualifications.¹
- j. The centre must have and promote appropriate Complaints Procedures specific to courses leading to ASA Qualifications.¹
- k. The centre must have an appropriate Appeals Procedures specific to courses leading to ASA Qualifications.¹
- l. The centre must submit a yearly programme of projected courses from 1 September – 31 August. Amendments to this programme may subsequently be made.
- m. The centre must be able to ensure the security of information or data regarding candidates and their achievements. This information or data should only be made available to those who have a right to access it.
- n. The centre must ensure that any promotion of qualifications is appropriate and does not mislead candidates or employers. Promotional material must be accurate in terms of the title of qualifications offered and other relevant details.
- o. The centre must have appropriate insurance to cover all of its activities related to the delivery of ASA Qualifications.
- p. The centre must appoint appropriately qualified verifiers with competence in the vocational area.
- q. The centre must provide staff with appropriate inductions and continuous professional development opportunities to support their role and responsibilities within the approved centre

3.2 Resources required of a Centre

- a. The size and depth of the pool/s must be in accordance with the Pool Guidance table in Appendix 1.

¹ Examples of appropriate procedures which can be adapted to suit the individual centre can be obtained from the ASA website www.britishswimming.org
 Approved Centre Guidance Doc for Centre Application (AC 1-9-07)
 22/10/2007

- b. Appropriate room/s for the delivery of the theoretical aspect of the course should be situated within the centre so that the candidates are not disrupted by noise. This is particularly important for any written test or examination. The room should have adequate seating for candidates to be able to sit comfortably and undertake any written work. A minimum of a flip chart, OHP/Data Projector and screen should be available.
- c. Candidates should be able to access refreshments. If it is not possible to provide these facilities on site it must be clearly stated in the information provided to the candidate by the centre.
- d. Participants appropriate to enable the practical aspects of the course to be undertaken by the candidates. Requirements are outlined in Appendix 1

3.3 NVQ Assessment Sites

The accreditation of NVQ assessment sites will continue to operate. Sites, which are already NVQ accredited sites will also need to apply for approval if they wish to deliver other ASA qualifications. Centre approval relates to ASA rather than NVQ qualifications. A centre may, therefore, be accredited and approved for ASA qualifications, NVQs or both.

4.0 Roles and Responsibilities

More specific details of all roles and responsibilities outlined below can be found in the Approved Centre Guidance Pack, which will be sent to Centres when approved.

Internal Verification is the responsibility of the individual Approved Centre whilst External Verification is the responsibility of the ASA Awarding Body. An outline of the roles and responsibilities of those involved in the process are as follows: -

Title	Role	Responsible to
Key Contact	Main liaison between the Centre and the ASA; responsible for ensuring the organisation of the training meets the criteria identified	Approved Centre
Tutor	Delivers the training and assessment which leads to the awarding of the qualification	Approved Centre
Assessor	Assesses candidates	Approved Centre
Internal Verifier (IV)	Samples the assessments made by the Tutor/Assessor; provides support to the Tutor/Assessor	Approved Centre
Invigilator	Ensures the written test/examination is conducted according to specified guidelines	Approved Centre
Inspector	Monitors and evaluates the quality assurance processes for delivery of the programmes	ASA Awarding Body
External Verifier (EV)	Samples the work of the IV; provides support to the IV, monitors the standards of the qualification	ASA Awarding Body
Independent Assessor/Examiner	Conducts the external assessment component of the qualification i.e. marking of examination papers	ASA Awarding Body

4.1 Responsibilities of Key Contact

- a. The Key Contact will be the primary point of contact between the ASA and the Centre. The Centre is responsible for informing the ASA of any changes to the named Key Contact's contact details and/or Course Organiser.

The Key Contact at the Approved Centre may delegate some or all of the tasks listed below to a designated person but the responsibility for ensuring that these are carried out remains with the Key Contact

- b. The Centre should ensure that the Key Contact, where possible, is an employee of the organisation in either a full or part time basis.
- c. The Key Contact may also be the Course Organiser. However where this is not the case the Key Contact must ensure that all of the responsibilities detailed in this section are carried out and will remain the main point of contact for the ASA.
- d. Any publicity material advertising programmes for ASA certification should be worded as, "*A programme or course leading to the ASACertificate (Discipline)*".

NB: They are **not** courses organised by the ASA but are qualifications developed by the ASA Awarding Body in line with national directives.

- e. The Key Contact is responsible for ensuring that candidate registration fees are paid to the ASA Awarding Body. Cheques should be made payable to the 'Amateur Swimming Association', and must be sent to the ASA Awarding Body with the candidate registration form within two days of the commencement of the course. The Awarding body will issue invoices only upon receipt of an official purchase order from the Centre. Payments required by the ASA should be made promptly and within the stipulated timescales.

Candidates registering at the commencement of the course/programme/seminar have entered the assessment process and therefore the relevant ASA registration fee is required even if the candidate withdraws at a later date.

- f. The nature of the contract between the Tutors and the Centre is not the responsibility of the ASA. Consideration should be given to any financial transaction between the centre and the tutor in the event of the course being cancelled.
- g. The Key Contact should liaise with internal verifier/s with the appropriate qualifications and competence to work within their centre/s and undertake the internal verification process
- h. The Key Contact should be aware of equal opportunities with regards to providing equal access to all who wish to participate in the learning programme being provided at their centre
- i. The Key Contact is responsible for ensuring that: -
 1. All aspects of the course meet ASA regulations and the Health & Safety of candidates and participants is ensured at all times
 2. Any action points agreed between the External Verifier and Centre are implemented within the stated timescales
 3. The Centre's Internal Verifiers (IVs) are provided with copies of the course registration forms and are given a copy of the delivery timetable.
 4. Arrangements are in place to ensure the authenticity of the work submitted by the candidates
 5. The Awarding Body requirements for the issuing of certificates are fully understood and implemented
 6. There is a publicised appeals and complaints procedure and candidates are aware of these processes.
 7. There is a publicised equal opportunities policy
 8. Any issue of malpractice is reported to the Awarding Body immediately
 9. The Awarding Body and the regulatory authorities have access to premises, people and records in order to ensure that effective inspection can take place.
 10. Candidates are registered in an efficient manner and the requirements of the Awarding Body are met
 11. A yearly programme of planned courses is submitted
 12. There are sufficient resources in place to support the delivery of the qualification
 13. There are sufficient resources in place to support candidates.
 14. Assessment materials are stored securely and confidentiality is maintained

15. Procedures for assessment, internal and external verification are understood by all those involved in the programme/course
16. Candidates requiring re-assessment are accommodated by the Centre
17. All end of course paperwork including completed test/examination papers are forwarded, recorded delivery, to the ASA Awarding Body within 2 working days of the completion of the course
18. If an External Verifier (EV) plans to visit a course the named Key Contact or a representative is in attendance during the visit in order that any issues can be addressed at the time
19. Records are retained by the centre for a period of at least 5 years which include:-
 - a. Names of Candidates and their results for each course
 - b. Names of Tutor, Internal Verifier and External Verifier for each course
 - c. Appeals and complaints
 - d. Records of Meetings of Assessors and Internal Verifiers
 - e. Arrangements for Candidates with particular assessment needs
 - f. Candidate evaluations for each course (this may be in summary form)
 - g. Details of health and safety procedures for the delivery of the qualification including details of the pupils undertaking the aspects of the qualification

4.2 Responsibilities of the Tutor/Assessor

Tutors/Assessors are responsible for the delivery of the agreed quality, learning programme. Tutors/Assessors may be employees of the Approved Centre, may be contracted part time or may be self-employed. Tutors are not employed by the ASA Awarding Body to deliver its qualifications.

Tutors are responsible for ensuring that: -

- a. Candidates are fully informed about the details and requirements of the qualification and course being taken.
- b. Candidates are assessed in accordance with the stated procedures and that the appropriate standards are applied.
- c. The learning programme provided is appropriate to the qualification sought, the needs of the candidate and the requirements of the Awarding Body.
- d. They liaise with the Key Contact to ensure the smooth running of the course.

4.3 Responsibilities of the Internal Verifier

Internal Verifiers are a key part of the quality assurance process and are appointed by the centre to carry out this role. The main responsibilities of an Internal Verifier are to ensure that: -

- a. The assessors based at the centre are responsible for applying the appropriate assessment methods and standards
- b. The assessors based at the centre assess candidates' practical or theoretical work according to the requirements of the qualification.
- c. There is effective liaison with tutors and assessors.

4.4 Responsibilities of the Invigilator

The Invigilators are responsible for overseeing the written test or examination and will be appointed by the Centre. The invigilators are responsible for ensuring that: -

- a. They are familiar with the ASA Awarding Body invigilation procedures.
- b. Candidates are made aware of the specific requirements of the written test/examination paper.
- c. All test/examination papers are kept safely and securely before, during and after the written test/examination.
- d. The test/examination papers, including unused papers, are returned to the ASA Awarding Body within 2 working days of the test or examination taking place.

4.5 Responsibilities of the Inspector

The Inspectors are responsible for monitoring the quality assurance processes of centres. Their main responsibilities are to:-

- a. Check that facilities are appropriate for learning to take place
- b. Check that appropriate policies and procedures are in place and applied
- c. Check that documentation is accurate
- d. Check that procedures are in place to provide support and guidance to candidates
- e. Check and monitor teaching and learning

4.6 Responsibilities of the External Verifier

External Verifiers are a key part of the quality assurance process and are appointed by the ASA Awarding Body to carry out this role. The main responsibilities of an External Verifier are to:-

- a. Check that Internal Verifiers have applied the appropriate methods and standards.
- b. Complete reports and other documentation required by the ASA Awarding Body.
- c. Agree Action Plans with Internal Verifiers and the Centre
- d. Provide advice and guidance to Centres regarding the requirements of the ASA Awarding Body qualifications
- e. Check that assessment decisions are in line with ASA Awarding Body criteria

4.7 Responsibilities of the Independent Assessor/Examiner

Independent Assessors are appointed by the ASA Awarding Body to assess candidates' written examination papers.

5.0 Fees

From 1 September 2007 the fee will be:-

£1,000 per annum Approved Centre registration fee which will include **one Site and**
£250 per annum for **each** additional Site

NB: This fee does not apply to centres running courses only as part of the National Curriculum Training Programme

6.0 Next Steps

If you are interested in becoming an Approved Centre for the delivery and assessment of courses leading to an ASA Qualifications you should complete and return the attached form to:

Approved Centre Applications
ASA Awarding Body
35 Granby Street
Loughborough
Leicestershire
LE11 3DU

Cheques, if included, should be made payable to the Amateur Swimming Association and the Centre's name should be written on the reverse of the cheque.

The application must be received at the ASA Awarding Body and provisional approval given prior to the commencement of delivery of any ASA qualification.

Any application for Approved Centre status, which is not deemed to have met the required criteria will be provided with reasons for this decision and will be able to appeal against that decision.

If you wish to discuss your application before submitting it to the ASA please contact the Awarding Body on 01509 615445 or e-mail approvedcentres@swimming.org

7.0 Guidance Documents

The following documents can be downloaded from the main ASA web site www.britishswimming.org :-

Special Provision
Equal Opportunities Policy
Appeals Procedure
Complaints Procedure

The centre must use the special provision policy provided,

8.0 ASA Qualifications

ASA/UKCC Level 1 Certificate for Coaching (Water Polo)
ASA/UKCC Level 1 Certificate for Coaching (Swimming)
ASA/UKCC Level 1 Certificate for Coaching (Diving)
ASA/UKCC Level 1 Certificate for Coaching (Synchronised Swimming)

ASA/UKCC Level 1 Certificate for Teaching (Aquatics)

ASA/UKCC Level 2 Certificate for Coaching (Swimming)
ASA/UKCC Level 2 Certificate for Coaching (Diving)
ASA/UKCC Level 2 Certificate for Coaching (Water Polo)
ASA/UKCC Level 2 Certificate for Teaching (Aquatics)

ASA/UKCC Level 3 Certificate for Coaching (Swimming)

ASA Helper Certificate (Swimming)
ASA Helper Certificate (Diving)
ASA Helper Certificate (Water Polo)
ASA Helper Certificate (Synchronised Swimming)
ASA Helper Certificate (Swimming for People with Disabilities)

ASA Level 1 Certificate for Teaching (Swimming for People with Disabilities)
ASA Level 2 Certificate for Teaching (Swimming for People with Disabilities)

ASA Level 2 Certificate for Teaching (Adult and Child Water Activities)
ASA Level 2 Certificate for Teaching (Aquafit)

ASA Level 3 Certificate for the Development and Management of Swimming Programmes

National Curriculum Training Programme

ASA Primary School Teachers Certificate for The Teaching of Swimming – Module 1
ASA Primary School Teachers Certificate for The Teaching of Swimming
Adults Other than Teachers (AOTTs) Helpers Certificate
Adults Other than Teachers (AOTTs)
ASA National Curriculum Training Programme – 4 hours TOPS

Qualifications in Development

ASA/UKCC Level 2 Certificate for Coaching (Synchronised Swimming)
ASA/UKCC Level 3 Certificate for Coaching (Diving)
ASA/UKCC Level 3 Certificate for Coaching (Water Polo)
ASA/UKCC Level 3 Certificate for Coaching (Synchronised Swimming)

9.0 Definitions of Terms

Approved Centre	An organisation approved by the ASA Awarding Body as competent to deliver ASA Qualifications. The Approved Centre may have one or more sites.
Assessor	A person who assesses candidates' work
Candidate	A person who undertakes a programme, course, qualification or seminar
Centre	The Approved Centre
Course Organiser	A person who coordinates a programme, course, qualification or seminar and ensures that the administrative processes for these are effectively and efficiently completed
External Verifier	The person appointed by the ASA Awarding Body to ensure that the qualifications delivered by the centre meet the criteria laid down the syllabus
Facilities	Pool/s, classroom/s, seminar room/s, changing room/s, gym canteen/restaurant
Inspector	A person appointed by the Awarding body to monitor and evaluate the Centre's quality assurance process
Internal Verifier	A person appointed by the Approved Centre to oversee the standardisation of the delivery of the qualifications offered
Key Contact	A person who is nominated by the Centre to be the point of contact between the ASA Awarding Body and the Centre
NQF	National Qualifications Framework
Participants	Individuals engaged in class/group activities at the site
QCA	The Qualifications and Curriculum Authority: the approval body for qualifications accepted within the National Qualifications Framework (NQF)
scUK	sports coach UK, the organisation overseeing UKCC qualifications as part of the wider UK coaching framework
Site	The specific location/place at which qualifications are delivered.
Syllabus	The content and assessment details relating to the programme/course
Tutor	A person who delivers and assesses a programme, course or qualification
UKCC	United Kingdom Coaching Certificate

