

Checklist for completing Application Form

	Application Form ✓	At Centre ✓
Name and address included		
Key Contact details included		
Evidence of effective communication (with ASA, the External Verifier and Tutor/s) included		
List of training and assessment included		
Evidence of sufficient resources to manage and administer the delivery and assessment of the qualifications including the accommodation of re-assessment opportunities available.		
Evidence of access to sufficient, safe and appropriate physical resources to deliver the qualification/s available.		
Health and Safety requirements met. Guidance documents available i.e. Managing Health and Safety in Swimming Pools, Safe Supervision for the Teaching and Coaching of Swimming and other guidance documents available.		
Equal Opportunities Policy available		
Complaints Procedures available		
Appeals Procedures available		
Yearly programme of projected courses i.e. 1 September – 31 August included		
Evidence of secure storage for information concerning candidates and their achievements		
Insurance details identified		
Qualified Internal Verifiers identified		
Licensed Tutors identified		
Evidence of staff inductions		
Evidence of staff CPD		
Size and depth of pool identified		
Classroom facilities identified		
Refreshment details identified (if applicable)		
Details of participants identified		