



ASA LICENSING SCHEME – INITIAL APPLICATION



Evidence Requirements

All applicants are required to read the 'ASA Licensing Scheme for Aquatic Professionals: Teachers and Coaches' prior to completing this form.

Any teacher/coach applying to the ASA to become licensed is required to complete this form and submit it to the ASA as indicated.

The following relevant evidence should be attached:

- Original (not photocopied) teaching/coaching certificate for non ASA qualifications obtained¹.
- Original CRB confirmation at enhanced disclosure.
- CRB consent form for CRB checks completed through another organisation.
- Evidence of having attended an accredited child protection workshop within the last three years.

All supporting evidence will be returned along with the appropriate licence or details of why the application has been unsuccessful.

NB: Please ensure that you keep a copy of all submitted evidence.

If you have any specific queries please contact ASA Awarding Body on 01509 615464 or email licensing@swimming.org

Evidence Pro-forma

Surname: Forename(s):

Date of Birth: IOS/ASA Number (If applicable)

Address:

 Post Code:

Tel: Email:

Please tick ✓ the appropriate box to confirm that the required evidence has been submitted

- Teaching/coaching certificate (original) for non ASA qualifications
- CRB check – enhanced disclosure (within 3 years if undertaken through the ASA)²
- CRB consent form (if CRB completed through another organisation)
- Evidence of having attended an accredited Child Protection workshop

ASA Child Protection and Code of Ethics Declaration

I acknowledge that I am aware of the ASA Child Protection procedures and the current version of the ASA/loS Code of Ethics and that I have read and understood these documents. I further acknowledge that I agree to abide by the ASA Child Protection procedures and the ASA/loS Code of Ethics.

In particular, I understand that any contravention by me of any of the provisions of the ASA Child Protection Procedures or ASA/loS Code of Ethics may give rise to a complaint being made against me under the ASA Judicial Laws and/or may give rise to the suspension or withdrawal of any certificates that I may have been awarded by the ASA.

Signed: Date:

Data Protection Act

The ASA will process your data and hold it securely in accordance with the Data Protection Act. Data will be used to administer you as a candidate. Your express written consent to hold this data is required under the Data Protection Act, which by signing this form you are providing.

Signed: Date:

**Please return this form, along with the required evidence to:
ASA Awarding Body (Licensing Department), 35 Granby Street, Loughborough, Leicestershire, LE11 3DU**

To Be Completed by the ASA

Licence Awarded: Yes No Date:

¹ Holders of ASA qualifications will not be required to submit their original certificates

² Anyone having obtained a CRB in the 6 months preceding the application through another organisation may submit this document. The ASA will have to check this and may not be able to accept it.