



## ADVANCED APPRENTICESHIP IN SPORTING EXCELLENCE

### “HOW TO APPLY FOR EXEMPTION”

#### Why apply for exemption?

As an AASE athlete you are eligible for exemption, which means that you are able to attend a Level 2 Teaching/Coaching course, even if you have not previously attained a Level 1 Teaching/Coaching Qualification!

#### How do I apply for exemption?

In order to apply for exemption you must:

- 1) Inform your Talent Development Officer (TDO) that you wish to apply for an exemption from a Level 1 Qualification, obtain authorisation from your TDO and ask him/her to confirm this authorisation to you in writing.
- 2) You then need to send the AASE Programme Manager the following evidence:
  - a. A covering letter explaining that you are applying for an exemption from the Level 1 Qualification, and within this letter you will need to indicate the title, level and discipline of the Level 2 qualification you wish to progress onto.
  - b. Your written exemption request from your TDO.
  - c. A detailed Curriculum Vitae outlining the relevant experience at teaching/coaching aquatics which demonstrates the range of ability you have taught and/or coached (include age groups).
  - d. A copy of any relevant certificate/qualification.
  - e. An outline of the syllabus covered with particular reference to aquatics.
  - f. A £19.50 administration fee (compulsory).  
Important: Payments need to be made at the time of the application in the form of a cheque or postal order made payable to the Amateur Swimming Association.
- 3) Send your exemption request application, payment and evidence to Michelle Kiff, AASE Programme Manager, Exemption Application, 35 Granby Street, Loughborough, Leics, LE11 3DU.
- 4) Michelle Kiff as the AASE Programme Manager will submit the exemption request to the ASA Awarding Body.
- 5) The Awarding Body will assess the exemption request.
- 6) The Awarding Body will confirm provision of exemption.

Once the ASA Awarding Body has approved your exemption request you will be able to book yourself on a Level 2 Teaching/Coaching qualification of your choice. Remember that the AASE Programme will subsidise you for the completion of a Level 2 Teaching/Coaching Qualification. For further details please refer to the AASE HOW TO CLAIM guide, which is available upon request if you e-mail, [eva.payates@swimming.org](mailto:eva.payates@swimming.org).

**If you have any further queries with regards to applying for exemptions please contact Jo Thomas (ASA Awarding Body Manager) at [joanne.thomas@swimming.org](mailto:joanne.thomas@swimming.org).**

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