

Swim Australia™ Teacher Course N12184050T Information

“A Swim Australia™ Teacher has the competence and knowledge to teach swimming and water safety to independent learners in groups of varying sizes.”

Where: Menai Swim Academy

When: Sunday 2nd December 2018 9am to 5pm

Cost: \$320

Contact: Contact Wes Harris on 0420 949 921 or wes@menaiswimacademy.com.au

Please note: course enrolments close one week prior to the Practical Induction course commencement date to allow for pre-course self-paced learning and observation of swimming and water safety lessons.

The cost covers:

- Online Theory
- course attendance
- ASCTA General membership
- refreshment breaks
- accreditation valid for 4 years
- pool entry
- Living with Water DVD
- Statement/s of Attainment
- insurance cover from enrolment up to one month after course requirements are completed*

Students who successfully complete the relevant requirements are issued with a Statement of Attainment with one or more of the following competencies from the Community Recreation Industry Training Package:

SISCAQU002 – Perform basic water rescues

SISCAQU008 – Instruct water familiarisation, buoyancy and mobility skills

SISCAQU009 – Instruct clients in water safety and survival skills

SISCAQU010 – Instruct swimming strokes

SISCCRO302A – Apply legal and ethical instructional skills

Go to www.training.gov.au for more information on the competencies listed.

Students should go to www.ascta.com/Student-Course-Handbook to read the ASCTA Course Student Handbook before undertaking the course.

*Course Student Insurance is provided whilst undertaking course components. The insurance provided as part of your course enrolment will cease once any of the following occur:

- it is 12 months after your practical induction and you have not been assessed as competent
- you receive payment (other than as a Course Trainee)
- 28 days after the date of a satisfactory competency assessment

You will then have the option of industry insurance through our **ascta**INSURANCE brokers – contact AIA on 1800 277 624.

Terms and Conditions

To participate, Students:

- ⇒ must complete this Enrolment which includes the ASCTA General Membership Registration once accredited and Prohibited Person Declaration, then send with full payment to the Course Administrator at least one week prior to the Practical Induction
- ⇒ must study and answer the questions on the SAT Online platform emailed to you and watch the Living with Water DVD
- ⇒ observe and log 5 hours (at least 1 ½ hours mandatory) of swimming and water safety lessons
- ⇒ should obtain a medical clearance prior to participating in the practical activity components of the course if any concerns exist about the low level of fitness required

Students must bring to the Practical Induction:

- ⇒ the Swim Australia™ Teacher Theory Acknowledgement printed from the online theory
- ⇒ swimwear, as you will be required to participate and be assessed at the Practical Induction (all skills will be taught to you at the course). A basic fitness level is needed
- ⇒ photo ID

To be accredited, a Student must:

- ⇒ attend all sessions
- ⇒ be deemed competent in the practical assessments
- ⇒ be at least 17 years of age
- ⇒ provide a Theory Acknowledgement

After the course:

- ⇒ provide a satisfactory On the Job Competency Assessment (25 hours estimated to attain competency)
- ⇒ attach lesson plans developed for the On the Job Competency Assessment
- ⇒ provide a current CPR certificate (dated less than 12 months from the accreditation date)
- ⇒ fully complete all sections of the Accumulative Training Record within 12 months
- ⇒ provide a current Working with Children Check (if 18yo or older)

Recognition of Prior Learning (RPL): Some potential Students may be able to satisfy all or some of the competency requirements for accreditation without having to attend the full formal course. An RPL application kit can be downloaded from ascta.com if you think this applies to you

Payment, Refunds, Transfers & Course Cancellations:

Full payment must be included when enrolling. You will be enrolled in the course when your payment is cleared.

Your Course Administrator must be contacted **prior to the course commencement** if you are unable to attend the course. If the Course Administrator is administering another course at a suitable time and venue for you, you **may** be able to transfer to this course. Otherwise refunds will incur a 25% administration fee.

Courses may be cancelled for a variety of reasons, at the Course Administrator's discretion. In this event, a full refund of your course fee will be provided once course resources are returned in an as new state. Because of this unlikely possibility, it is suggested that you consider separate insurance should you have accommodation and/or travel expenses.

Language, Literacy and Numeracy:

You will require access to a computer with a disk drive and a basic level of computer literacy and written English. Students should contact ASCTA if extra assistance is required. Assistance is tailored for each individual's circumstances. An extra fee may be charged.

Policies, Complaints and Appeals:

ASCTA treats everyone impartially as per the ASCTA anti-discrimination policy. Complaints should be in writing and addressed to the **ascta**ACCREDITATION Manager. A response will be provided within 7 days of receipt. Contact details appear below.

Should you wish to appeal a decision made as a result of a complaint, please forward correspondence to the ASCTA CEO within 14 days. A written response noting further options to your appeal will be sent within 21 days.

ASCTA also has policies available on request relating to underage Students, Marketing, Lost Certificates, Information Access and Release and Professional Development.

Privacy Disclosure:

Course Administrators are required to forward onto ASCTA all Student details. This information is required for accreditation and/or ASCTA membership and is disclosed to Swim Australia, Swimming Australia Ltd (SAL). Students may view personal data held by ASCTA by requesting same in writing. Non identifying, statistical information is also provided to the National Centre for Vocational Education Research.

Replacement Certificates:

Replacement certificates will only be issued during the validity period of the accreditation. A charge of \$22 including GST applies for the reissuing and delivery of replacement certificates. Accreditations also appear on your ASCTA membership card.

STUDENT ENROLMENT N12184050T

PLEASE PROVIDE AN ANSWER TO ALL QUESTIONS ON THIS FORM – PLEASE USE BLOCK LETTERS AND PRINT CLEARLY

1. STUDENT

Unique Student Identifier (USI) –

IT IS MANDATORY TO PROVIDE A USI

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Log onto www.usi.gov.au to create your USI. In the “Manage Permissions” area, provide ASCTA’s RTO number – 20948, then select an expiry period of 5 years.

First Name

Middle Name/s

Surname

(The name/s MUST match the details shown on the form of ID used to create your USI.)

Date of Birth

Gender

Were you born in Australia?

<table border="1"><tr><td>D</td><td>D</td></tr></table> Day	D	D	<table border="1"><tr><td>M</td><td>M</td></tr></table> Month	M	M	<table border="1"><tr><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table> Year	Y	Y	Y	Y	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Yes	<input type="checkbox"/> No	My country of birth is: <table border="1"><tr><td></td></tr></table>	
D	D															
M	M															
Y	Y	Y	Y													

2. CONTACT DETAILS

Home Phone

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Mobile

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Street Address

City/ Suburb

State

Country

Postcode

Email Address

Mail Address

(Please state *as above* if same)

PO Box

City/ Suburb

State

Country

Postcode

3. CULTURAL DIVERSITY

Do you identify yourself in any of the following ethnic groups? (Tick all that apply)

Aboriginal

Torres Strait Islander

South Sea Islander

None of these

4. EMPLOYMENT

Employment Status – Of the following categories, which best describes your current employment status? (Tick ONE box only.)

<input type="checkbox"/> Full-time employee	<input type="checkbox"/> Employed – unpaid worker in a family business
<input type="checkbox"/> Part-time employee	<input type="checkbox"/> Unemployed – seeking full time work
<input type="checkbox"/> Self employed – not employing others	<input type="checkbox"/> Unemployed – seeking part time work
<input type="checkbox"/> Employer	<input type="checkbox"/> Not employed – not seeking employment

5. LANGUAGE

Do you speak language/s at home other than ENGLISH?

<input type="checkbox"/> No (Go to Question 6)	<input type="checkbox"/> Yes	Please specify the main language spoken at home	<table border="1"><tr><td></td></tr></table>	

Where English is NOT the main language spoken at home, please clarify how well you speak English?

<input type="checkbox"/> Very Well	<input type="checkbox"/> Well	<input type="checkbox"/> Not Well	<input type="checkbox"/> Not at All	<input type="checkbox"/> I Will Need Assistance
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6. SCHOOLING

What is your highest completed school level?

Year 12	<input type="checkbox"/>	Year 11	<input type="checkbox"/>	Year 10	<input type="checkbox"/>	Year 9 or equivalent	<input type="checkbox"/>	Year 8 or lower	<input type="checkbox"/>	Did not go to school	<input type="checkbox"/>
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In which year did you complete that school level?

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Are you still attending school? No Yes

If yes, provide VSN (Victorian Students)

Or, provide LUI Number (Queensland Students)

7. PREVIOUS QUALIFICATIONS ACHIEVED

Have you completed any of the following qualifications?

No Yes (If yes, tick all that apply.)

Bachelor Degree or Higher Degree

Certificate III or Trade Certificate

Advanced Diploma or Associate Degree

Certificate II

Diploma or Associate Diploma

Certificate I

Certificate IV or Advanced Certificate

Certificates other than above

8. STUDY REASON

Which BEST describes your main reason for undertaking this course? (Tick ONE box only)

To develop my existing business

To start my own business

To try for a different career

It was a requirement of my job

I wanted extra skills for my job

To get into another course of study

Other reasons (specify below)

9. DISCLOSURE

ASCTA and **ascta**BRANCHES; Swimming Australia and State Swimming Associations; ASCTA as an RTO including NCVET and AVETMISS compliance, may conduct surveys of past and existing students for customer satisfaction, or contact students for improvement and marketing purposes. If you have any objections to being contacted, please tick here.

10. DISABILITIES

Do you consider yourself to have a disability, impairment, or long term condition? Yes No

Hearing/Deaf

Physical

Vision

Medical Condition

Intellectual

Learning

Mental Illness

Acquired Brain Impairment

Other (specify below)

11. EMERGENCY CONTACT

Name	Phone
Relationship (e.g. Parent, Friend etc.)	

12. PRIVACY STATEMENT

Course Administrators are required to pass onto **ascta**ACCREDITATION all student details. This information is required for accreditation and/or ASCTA membership and is disclosed to Swim Australia, ASCTA, Swimming Australia Ltd (SAL). Students may view personal data held by **ascta**ACCREDITATION by requesting same in writing. Non identifying, statistical information is also provided to the National Centre for Vocational Education Research.

13. STUDENT DECLARATION

 ASCTA, in conjunction with Swimming Australia Ltd (SAL)

The SAL Member Welfare Policy makes it a breach of the policy for a Prohibited Person (*defined as a person who has been convicted of a Serious Sex Offence*) to work or seek work in the following roles:

- As a coach or teacher of swimming who may be appointed or seeking appointment (*whether employed, contracted or otherwise*) for reward
- As a volunteer appointed or seeking appointment, who will (*or is likely to*) come into contact with competitors or pupils under 18 years of age
- As a volunteer or paid person appointed or seeking appointment to a role in which that person is likely to have individual and unsupervised contact with competitors or pupils under 18 years of age (*for example, a team manager*)

Coaches and Teachers of swimming applying to become members of ASCTA also become members of SAL (*except for ASCTA 'Associate Members'*) and must comply with SAL's Member and Child Welfare Policies.

ASCTA reserves the right to reject a membership application of otherwise qualified persons (*with the exception of 'Associate Member' applications*) if:

- A Prohibited Person Declaration has not been signed, or
- Where this declaration reveals the person is a Prohibited Person
- The SAL Member Welfare Policy defines a Serious Sex Offence to mean an offence involving sexual activity or acts of indecency including but not limited to Rape; Indecent assault; Assault with intent to have sexual intercourse; Sexual assault; Incest; Sexual penetration of child under the age of 16; Indecent act with child under the age of 16; Sexual relationship with child under the age of 16; Sexual offences against people with impaired mental functioning; Abduction and detention; Procuring sexual penetration by threats or fraud; Procuring sexual penetration of child under the age of 16; Bestiality; Soliciting acts of sexual penetration or indecent acts; Promoting or engaging in acts of child prostitution; Obtaining benefits from child prostitution; Possession of child pornography; Publishing child pornography and indecent articles

Student's Signature: _____

Date: / /

If under the age of 18 years, this form must be signed by a parent/guardian to complete this enrolment

Parent/Guardian Signature (If under 18): _____

Date: / /

COURSE N12184050T ENROLMENT PAYMENT DETAILS

TAX INVOICE ABN 96 094 130 275

Please photocopy and retain a copy for your tax records ^ Cash payments direct to the Course Administrator only please

Acceptable payment should be by Direct Deposit

Tick your chosen method of payment.

Courses are GST free.

Direct Deposit. If depositing into the bank account, please provide a copy of the EFT receipt.

Account Name – Menai Swim Academy

BSB – 062 186

Account Number – 1010 5872

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Send enrolment and payment or payment confirmation to

Name	Wes Harris
Address	Unit 7, 788-798 Old Illawarra Road Menai, NSW, 2234
Email	<u>wes@menaiswimacademy.com.au</u>