



AUSTSWIM Teacher of Swimming and Water Safety

Learn to Swim Victoria, 116 Cape Street Heidelberg

Learn to Swim Victoria provides you with the opportunity to complete your AUSTSWIM "Teacher of Swimming and Water Safety" (TSW) Certificate.

Monday 18th & Tuesday 19th December 2017 – 8.00am – 5.00pm

Candidates are required to participate in all sessions.

Your course fee covers the following:

- facility and equipment hire
- tuition fees, course reference materials and lecture notes
- administrative processing
- certification, accreditation and associated insurances upon completion

Course Requirements & Assessment

Candidates must be 16 years of age to attend the course. Qualification will not be issued until candidates are 17 years old.

The course consists of both theoretical and practical components. It is compulsory to participate in the practical components of the course. You may consider bringing two sets of swimming gear as there will be several practical sessions.

You are required to bring your own writing materials during the day, together with the resources for the course. Candidates must provide their own lunch.

A Theory Assessment must be completed on-line within 12 months from completion of the course. The assessment is accessed through the AUSTSWIM website www.austswim.com.au. Access to the exam is through the E- Learning Centre on the AUSTSWIM website.

This assessment is designed to assess your knowledge of the course content of Modules 1 to 10 through an on-line multiple choice exam.

All candidates must also hold or successfully complete a cardio pulmonary resuscitation (CPR) award to satisfy the requirements of becoming a qualified Teacher of Swimming & Water Safety.

How To Enrol

If you wish to participate in the TSW, please fill in the Candidate Enrolment Form and forward together with your payment, preferably no later than one week prior to the commencement of the course:

- **Learn to Swim Victoria, PO Box 2219 East Ivanhoe Vic 3079.**

Enrolments are strictly limited to the first twenty enrolments received. Please Note: - Applications are processed in the order they are received. **Upon processing, you will receive correspondence confirming your enrolment and be issued with the course information and resources. This allows some prior learning to take place which will make the course more meaningful.**

Please Note:

Courses may be deferred or cancelled at the discretion of Learn to Swim Victoria. Credit will be given to enrolled candidates in these circumstances.

More Information

TRANSFER, REFUND & CANCELLATION OF AUSTSWIM COURSES

Transfer of Courses

Greater than 14 days from course commencement date:

- A fee of \$25.00 is payable for any request to transfer AUSTSWIM courses or electives.

Less than 14 days from the commencement date:

- Transfer requested during the period less than two weeks prior to the commencement date of the course will incur a \$50.00 transfer fee.

The difference in any increased course fee costs are also payable to transfer course dates. Transfer requests must be in writing, with payment attached, and sent to Learn to Swim Victoria more than two weeks prior to the commencement date. If a medical certificate is provided, transfers will be arranged free of charge.

Refund and Cancellation Policy

- Cancellation of an enrolment **more than two** weeks prior to a course commencement date will incur a \$50.00 administration fee.
- Cancellation of an enrolment **less than two weeks** prior to a course commencement date will incur a 20% administration fee.
- Non-attendance at a course, except for medical reasons, will result in forfeit of the full enrolment fee.

Cancellation for Medical Reasons

- If a cancellation is made for medical reasons, **prior to the commencement date** of the course, a transfer to another course will be provided free of charge.
- If a cancellation is made for medical reasons **after the commencement date** of the course, a 20% administration fee will be charged
- To receive a refund due to illness / injury a medical certificate **must** be attached.

Requesting a Refund

Refund requests are to be sent to Kathy Hanlon at Learn to Swim Victoria, and **must** include the following:

1. Letter of explanation
2. Receipt of payment
3. Stamped self-addressed envelope

All course materials must be returned in their original state before a refund can be issued. Should this not occur candidates will incur the cost to replace the resources.

In the event of the course being cancelled due to insufficient enrolments you will be offered a full refund or you may elect to transfer to another course without any transfer fee.

The TSW enrolment fee includes all course requirements and resources except CPR certification and photo identification.

Requirements for TSWS Course. You will receive resources which should be studied prior to attending the Course. You must attend the theory and practical presentations. You must obtain a pass on a theory exam held after the course. After obtaining a pass in the theory exam an AUSTSWIM Approved Assessor must assess you in practical teaching to a satisfactory standard. You must provide a copy of your current CPR certification (it is not necessary to have this prior to attending the presentation of the course), a photo identification and you must be 17 years of age or older prior to the certificate being issued. At the course you will be expected to participate and be assessed in some water work. Only a low level of fitness is required.

PRIVACY POLICY

The Course Provider adheres to the AUSTSWIM privacy policy (1.1.03) as available at www.AUSTSWIM.com Policies and Procedures, [Privacy Policy Doc 1.1.03](#)

ACCESS AND EQUITY POLICY

AUSTSWIM and the Course Provider adheres to the AUSTSWIM Access and Equity Policy Doc 2.4.03 available at www.AUSTSWIM.com Policies and Procedures, [Access and Equity principles Doc 2.4.03](#)



Candidate Enrolment Form

Course Venue:

Learn to Swim Victoria
116 Cape Street, Heidelberg Vic 3084

PERSONAL DETAILS

Given Name: _____ Date of Birth: _____

Surname: _____ Mr / Mrs / Ms / Miss

Postal Address: _____

Suburb: _____ State: _____ Postcode: _____

Phone: (Home) _____ Work: _____ Mobile: _____

Email: _____ Fax: _____

Preferred Contact: Letter / Email

Unique Student Identifier: Go to www.usi.gov.au to create yours if you do not already have one.

USI: _____ This is required.

Course Dates: Teacher Swimming & Water Safety Monday 18th & Tuesday 19th December 2017

Course Costs: \$390.00

EMERGENCY CONTACT & MEDICAL DETAILS

Person to contact in case of emergency: _____ Phone: _____

Note: The course may involve activities in deep, shallow or open water, some of which require a reasonable level of fitness and swimming ability. Is there any known reason, medical or otherwise, that would limit or restrict your ability to participate in sessions and/or activities?

NO YES

If yes, please specify: _____

Payment Details	Tax Invoice – ABN 74 005 480 973	On completion, this is a Tax Invoice
Payment must accompany the registration form. Please make cheques payable to Learn to Swim Victoria Please retain a copy of your completed enrolment form for tax purposes.		
AUSTSWIM course	\$390.00 <input type="checkbox"/>	CCV NO. <input type="text"/>
Credit Card Payment: Please debit my <input type="checkbox"/> MasterCard * <input type="checkbox"/> Visa *		
The amount to be deducted is \$390.00		
Card Number:	<input type="text"/>	
Expiry Date:	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>	
Card Holder's Name:	Signature:	Date:

AUSTSWIM Course Terms & Conditions

In consideration of my application for entry to the AUSTSWIM course being accepted, I acknowledge and agree that:

1. **AUSTSWIM** for the purposes of this application and declaration means and includes AUSTSWIM Limited, its members (including the Branches) and where the context so permits, their respective directors, officers, members, servants or agents.
2. **If accepted I will be permitted** to participate in the AUSTSWIM Course subject to my complying with the terms and conditions of the AUSTSWIM Course, this declaration, the AUSTSWIM Administrative Procedures (to the extent relevant) and any reasonable direction issued by the AUSTSWIM Course organisers or their representatives. A copy of the relevant AUSTSWIM Administrative Procedures is available upon request from AUSTSWIM.
3. **This document cannot be amended.** If I do amend it my application will be null and void. It cannot be accepted by AUSTSWIM.
4. **Insurance** is in place that provides limited cover to me whilst I am participating in the AUSTSWIM Course. (*For insurance details contact AUSTSWIM National*) I understand that this insurance may not cover me for all injury, loss or damage sustained by me and I can, in my own interests, seek and obtain personal insurances over and above the cover provided by AUSTSWIM.
5. **This declaration** comprises a contract between me and AUSTSWIM. It is necessary and reasonable for promoting and conducting the AUSTSWIM Course.
6. **Warning:** Participation in the AUSTSWIM Course can be inherently dangerous. Serious accidents may happen which may result in me being injured. I have voluntarily read and understood this warning and accept and assume the inherent risks in the AUSTSWIM Course.
7. **Exclusion of Liability:** Except where provided or required by law and such cannot be excluded, I agree that it is a term of my entry in the AUSTSWIM Course (if accepted) that AUSTSWIM is absolved from all liability however arising from injury or damage however caused (whether fatal or otherwise) arising out of my participation in the AUSTSWIM Course. I acknowledge that the services and benefits I receive in relation to the AUSTSWIM Course are "recreational services" as defined under the *Trade Practices Act 1974*. Where I am a consumer, as defined by any relevant law, certain terms and rights may be implied into a contract for the supply of goods or services for my benefit. I acknowledge that these terms and rights, and any liability of AUSTSWIM flowing from them, are expressly excluded, restricted or modified by these AUSTSWIM Course terms and conditions.
8. **Release and Indemnity:** In consideration of AUSTSWIM accepting my application for entry to the AUSTSWIM Course I:
 - (a) release and forever discharge AUSTSWIM from all Claims that I may have or may have had but for this release arising from or in connection with my participation in the AUSTSWIM Course; and
 - (b) indemnify and hold harmless AUSTSWIM to the extent permitted by law in respect of any Claim by any person including but not only another participant in the AUSTSWIM Course arising as a result of or in connection with my participation in the AUSTSWIM Course.In this **clause 8 "Claims"** means and includes any action, suit, proceeding, claim, demand, damage, penalty, cost or expense however arising but does not include a claim in respect of any action, suit, etc made by any person entitled to make a claim under a relevant AUSTSWIM insurance policy.
9. **Fitness to Participate:** I declare that I am and must continue to be medically and physically fit and able to participate in the AUSTSWIM Course. I am not and must not be a danger to myself or to the health and safety of others. I will immediately notify AUSTSWIM in writing of any change to my fitness and ability to participate. I understand and accept that AUSTSWIM will continue to rely upon this declaration as evidence of my fitness and ability to participate.
10. **Medical Treatment:** I consent to receiving any medical treatment that the AUSTSWIM Course organisers or their authorised representatives consider necessary or desirable during or after the AUSTSWIM Course. I also agree to reimburse AUSTSWIM for any costs or expenses incurred in providing me with medical treatment.
11. **Privacy:** I understand that the information I have provided overleaf is necessary for the conduct of the AUSTSWIM Course and for the objects of AUSTSWIM. I acknowledge and agree that the information will only be used by AUSTSWIM to facilitate the conduct of the AUSTSWIM Course and other courses conducted by AUSTSWIM, provided to third parties in relation to my prospective employment as a teacher of swimming and water safety and/or to provide me with promotional material from AUSTSWIM sponsors and third parties. I understand that I will be able to access my information through AUSTSWIM. If the information is not provided my application may be rejected. I acknowledge that if I do not wish to receive promotional material from AUSTSWIM sponsors and third parties I must advise AUSTSWIM in writing.
12. **Copyright in photographs and right to use:** I acknowledge and consent to photographs being taken of me during my participation in the AUSTSWIM Course. I acknowledge that the photographs are owned by AUSTSWIM and that AUSTSWIM may use the photographs for promotional or other purposes without my further consent being obtained. Further, I consent to the AUSTSWIM Course organisers using my name, image, likeness and also my performance in the AUSTSWIM Course, at any time, to promote the AUSTSWIM Course by any form of media.
13. **I have provided the information required overleaf and signed both sides of this form.** I warrant that all information provided is true and correct.

CANDIDATES APPLICATION & DECLARATION

I have read, understood, acknowledge and agree to the above declaration including the warning, exclusion of liability, release and indemnity. I acknowledge that if my application to enter the AUSTSWIM Course is successful I will be entitled to participate in the AUSTSWIM Course.

Candidate's Signature

Candidate's Name

Date

Where the applicant is under 18 years of age this form must also be signed by the applicant's parent or legal guardian.

I, _____ am the parent or guardian of the applicant.

I expressly agree to be responsible for the applicant's behaviour and agree to personally accept the conditions set out in this AUSTSWIM Course application and declaration including the provision by me of a release and indemnity in the terms set out above. I consent to the applicant's entry to, and if accepted, participation in the AUSTSWIM Course.

Parent's Signature
(where applicant is under 18)

Parent's Name

Date