



AUSTSWIM Course Information Document Prepared by Ted Tullberg Aquatics for – Learn to Swim Victoria

Please read carefully

Dear Course Applicant,

The AUSTSWIM Teacher course will be held at Learn to Swim Victoria, 116 Cape Street, Heidelberg, VIC 3084.

Remember you need to also bring food, swim cap, (must be worn while in the water a Learn To Swim pool), swimwear, spare towel, notepad, pen and a passport size photo.

The following will be provided for you for the course (also available Online as below):-

- * A Teacher of Swimming and Water Safety Candidate Handbook
- * The AUSTSWIM Teacher of Swimming and Water Safety manual

1. Access to your AUSTSWIM Account

1) **If you enrolled on line** go to the “e-learning centre” and log in using your original email address and the password you created

Those candidates who enrol other than on-line will need to “activate their account, **“click here” (under the log in spot)**

2) Enter your unique email address this will be the address you originally entered on the data base or used on any hard copy Application. If you have a problem with this call AUSTSWIM on +61 3 9562 7900

3) Enter a password and confirm the password

4) A confirmation email will be sent, and you use the link from that email to complete the activation

5) Go to the "e-learning centre" and log in

You will find at this location;

A) The Online Requirement with a label of ‘AUSTSWIM Teacher of Swimming and Water Safety’

You may commence any time after enrolling.

The exam consists of multiple choice questions. All questions must be answered correctly to successfully complete the exam. The exam is open book and does not need to be completed in a single sitting. You can do as much as you like each time you access it until complete. DO NOT forget to “Submit” after the declaration, each individual Module of the Theory Assessment and the Survey. Candidates receive instant verification upon successful completion of the exam.

The Teacher Declaration, Theory Assessment and the Course Evaluation must be completed on line before the Online requirement is considered complete.

B) A list of Assessors in your Area

C) A Teacher of Swimming and Water Safety Candidate Handbook in Modules within the Theory Assessment

D) Video Tutorials available for one year

E) The AUSTSWIM Teacher of Swimming and Water Safety in Modules within the Theory Assessment



1. Cardio Pulmonary Resuscitation Certificate

The candidate must provide evidence of holding a current approved cardio pulmonary resuscitation (CPR) award, including one and two operator techniques and discussion and practice of modifications for children and infants. **It is not necessary to have this prior to attending the course.** To be current, the CPR must have been gained within one year previous to the date all course requirements will be completed and may be included in a Pool or Surf Bronze, Pool Lifeguard, First Aid certificate or similar award and have been issued by a Registered Training Organization. It is not necessary to send an original, a photo copy is sufficient. **If you can provide this at the course it will save extra work for you later.**

- 2. Photo ID** – Form 5 in the Handbook you receive at the course or / and online. **Please read the instructions carefully. Make sure the Guarantor meets the requirements as per Section 2 on the Form and they complete Section 3 and sign the back of the photo. If you download this form and bring completed to the course it would be helpful.**

3. Supervised Teaching Experience

It is the Candidates responsibility to find a place to complete this experience. AUSTSWIM Registered Swim Schools as found on www.austswim.com.au is the first place to look.

Refer to Forms 1 and 2 in the Handbook. Before being eligible to be verified for teaching competence a candidate must have completed an appropriate number of supervised teaching experience hours and received advice from the supervising teacher that they are ready to have their teaching competency verified.

1. Verification of Teaching Competency

To be assessed on teaching competency skills by a current licenced AUSTSWIM Assessor.

* Prepare 3 lesson plans appropriate to the lesson they have been allocated. (Forms 4a, 4b and 4c in the Handbook)

- The lesson plans must be completed, and should be planned for a duration of 30 minutes and have a minimum of 4 participants who are aged from 4 years to adults. The class size will vary depending on the ability of the students. Prior to commencing the verification of the teaching competence lesson, candidates must provide the assessor with these lesson plans.

The Verification of Teaching Competency (Form 3 in the Handbook) is to be signed by an approved AUSTSWIM Assessor:

A list of Assessors is available to you when you go to www.austswim.com.au , Click e-learning Centre on the home page and enter your Login details:

The assessor is required to hold a current AUSTSWIM Teacher of Swimming and Water Safety licence and be registered with AUSTSWIM as an AUSTSWIM Assessor.

- Where possible it is recommended that the assessor signing this form is different from the person who supervised the teaching experience hours or the person who presented the course.

Note: the assessor cannot be a relative or guardian of the candidate.

- If the candidate successfully completes all the criteria to the satisfaction of the assessor the Verification of Teaching Competency Form is to be signed and returned to the candidate.
- If the candidate does not meet all the criteria they are encouraged to complete more teaching experience before presenting for re-verification.



2. **USI This only applies to candidates attending a course in Australia** - As from January 2015 all students enrolled into nationally recognised training must register for a Unique Student Identifier (USI). **Note this is not your school student number**

A USI is a reference number that creates a secure online record of your nationally recognised training that you can access anytime, anywhere and it's yours for life and it's free.

All candidates require a USI to obtain their accreditation from AUSTSWIM.

If you have previously advised AUSTSWIM or your Course Provider of your USI or entered it when enrolling on line you do need to send again.

To obtain your USI and for further information visit www.usi.gov.au

What do I do with my USI?

1. Forward your USI confirmation email to your AUSTSWIM Course Provider
2. Include in this email your FIRST NAME, LAST NAME and DATE OF BIRTH as indicated on your ID.
3. AUSTSWIM must cross check your USI prior to issuing your AUSTSWIM accreditation.

7. Working with Children Check (WWCC) This only applies to candidates attending a course in Australia and with an Australian Postal/Physical Address. As from 1st July 2016 a copy of a current WWCC Licence Card (Not the application or receipt) must be provided to AUSTSWIM via the Course Provider before a Licence can be issued. To obtain one, visit www.aifs.gov.au for information and who to contact in your state and territory. In Victoria, this is available to candidates under 18. When the comment regarding not requiring one comes up simply continue with your application. Some employers insist on all employees holding a current WWCC no matter what their age. You only need the Volunteer version until you are a paid employee. *For AUSTSWIM licencing requirements registered teachers can provide a current WWCC or evidence of current VIT/QCT registration (QLD College of Teaching).*

Note – Registered teachers may require a WWCC / Exemption Card if providing other regulated child-related services outside of their professional duties. It is not necessary to have this prior to attending the course.

When you have completed Assessment Items except Assessment Item 3 you can email to etullberg@bigpond.net.au

Do not send a Zip file as AUSTSWIM will not open it.

Only send attachments as Photo, PDF or Word

Form 5 Photo Form must be returned by hard mail to

**Tullberg Aquatics, P.O. Box 2102,
Bennettswood, VIC 3125, Australia**

All Assessment Items MUST be completed within one year from the date of the commencement of the Course Presentation.

It is your interest to retain a copy of ALL forms sent



The following will be completed at the presentation of the course; -

1 Practical Assessment of Rescue Competencies

General Guidelines

Holders of current RLSS Pool Lifeguard or Bronze, or Surf Bronze medallion certificates or equivalent may apply for Recognition of Prior Learning (RPL) from undertaking this assessment. The certificate must be CURRENT when the AUSTSWIM Teacher of Swimming and Water safety certificate is ready to be issued. To apply for RPL the candidate must provide a copy of the certificate to the AUSTSWIM Course Provider/Presenter as evidence.

Candidates will be dressed in swimwear for all practical assessments. The successful demonstration of rescue techniques is an indication of the skills at the time of the assessment. Regular practice is required to ensure that the required skill level is maintained.

Rescue Competencies

AUSTSWIM candidates are required to show competence in performing each of the following Non-Swimming Rescues that can be used at a pool or in confined natural shallow water.

- i. Reach rescue
- ii. Rope throw rescue
- iii. Throw a flotation aid

AUSTSWIM candidates are required to show competence in performing each of the following swimming Rescues that can be used at a pool or in confined natural shallow water.

Wade Rescue

In shallow water, a weak swimmer is in difficulty 10 to 15 metres from the point of entry. An aid (rigid or flotation) is available. Using an appropriate entry, perform a 10 to 15 metre wade rescue. Show the best practice method for maintaining self-preservation and reassure the swimmer to climb out.

Non-contact Rescue (or accompanied) with defensive techniques

A conscious weak swimmer is in difficulty 10 to 15 metres from the point of entry. An aid (rigid or flotation) is available. Using an appropriate entry, perform a 10 to 15 metre non-contact rescue. Show the best practice method for maintaining self-preservation. Reassure and assist the swimmer to climb out. This rescue should be performed at the deepest part of the pool.

Contact Tow (Recover and Resuscitate) with water search procedures

A drowning person is on the pool floor. Candidates must: Enter the water from the poolside. Search for a drowning person. Recover a person or an object from a depth of 1 – 2 metres. Return to the surface using an object. Substitute the object for the person simulating unconsciousness. Perform a 10-15 metre contact tow rescue, taking the person to a point of support. Simulate rescue breathing. This rescue should be conducted at the deepest part of the pool.

Spinal Injury Management

Vice Grip

Candidates must apply a vice grip for the immobilisation of a spinal injury to the neck of a person in shallow water (face down). Check for signs of life and then wade with the casualty for 5 metres. Summon assistance.

Extended Arm Roll-Over

Candidates must demonstrate an extended arm roll-over for the immobilisation of a spinal injury to the neck of a person in shallow water (face down). Check for signs of life and wade with the person to safety. Summon assistance.

Note: the extended arm roll-over should be conducted in water that is too shallow to conduct a vice grip.

2 Continuous Aquatic Sequence



To determine candidates are comfortable and confident in an aquatic environment, the candidate is required to complete a Continuous Aquatic Sequence comprising of:

- Enter the water with an appropriate feet first entry
- Float, scull or tread water for 1-2 minutes with feet off the bottom of the pool
- Fully submerge and swim underwater for 2 – 5 metres and re-surface
- Swim 40 – 50 metres on the front with face in water (displaying comfortable breathing technique)
- Rotate or roll onto back
- Swim 40 – 50 metres on the back
- Exit the water appropriately

It is to be noted that this is to be completed as one continuous sequence without rest stops.

3 Practical Demonstration of Teaching Skills

This activity is designed to assess the candidate's ability to demonstrate for teaching purposes specific teaching of swimming and water safety skills. The method of assessment is Role play

Assessment guidelines

This activity is to occur during the practical components of the course presentation.

Candidates are required to instruct a minimum of one skill from each of 4 categories to a small group of candidates.

4 Information for you regarding Drowning statistics – Log into www.royallifesaving.com.au/facts-and-figures/research

PLEASE NOTE

If you have not received your Licence within 30 days please contact me. Please do not contact me before this time.

Candidates must be a minimum of 17 years of age to receive their Licence.

If I can assist further, please do not hesitate to contact me on email; - etullber@bigpond.net.au

The course timetable should be used as a guide only as times allocated may be subject to change due to unforeseen circumstances.

REFUND and CANCELLATION POLICY

*Notification must be made no less than 48 hours prior to the commencement of a course if you wish to cancel or transfer your enrolment.

* If no notice is given prior to the course then the candidate will forfeit the right to a refund or transfer.

*Refunds will incur an administration fee of 20% of the enrolment fee. Transfers will incur an administration fee of 10% of the enrolment fee.

*In the event of the course being cancelled by AUSTSWIM or the Provider due to insufficient enrolments, candidates will be offered a full refund or may elect to transfer to another course without penalty. Fees will be waived if a medical certificate is provided

*The enrolment fee includes;- All course requirements and resources and Insurance coverage while undertaking the Course and post course on the job requirements and for 3 years once AUSTSWIM Accreditation for the training course is issued (Conditions apply) but excludes CPR certification and photo identification.

I look forward to your attendance and know that you will receive a lot of useful skills and ideas to assist in your teaching and water safety

Ted Tullberg
COURSE PROVIDER