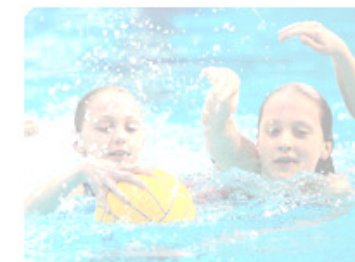


Swimming Teacher and Coach Training in South East

Contents

1. [Booking Information](#)
 - Important information to read before booking
2. [Courses & Seminars in Other Regions](#)
 - Training in other regions
3. [Who are the asa and the Institute of Swimming](#)
 - Information on the difference between the asa & the IOS
4. [Becoming a Swimming Teacher/Coach](#)
 - Information on how to become a swimming teacher or coach
5. [Existing Teacher & Coaches](#)
 - The options for existing teachers and coaches
6. [Further Qualifications Pathway](#)
 - Information for existing teachings and coach on the next step
7. [asa Courses & Programmes](#)
 - Information on asa and UKCC Courses and Programmes
 - a. [Level 1 Course Information](#)
 - Information on what the level 1 courses involve
 - b. [Level 1 Upcoming Courses](#)
 - Details of future level 1 courses
 - c. [Level 2 Course Information](#)
 - Information on what the level 2 courses involve
 - d. [Level 2 Upcoming Courses](#)
 - Details of future level 2 courses
 - e. [Level 3 Course Information](#)
 - Information on what the level 3 courses involve
 - f. [Level 3 Upcoming Courses](#)
 - Details of future level 3 courses
8. [Course Re-assessment](#)
 - Information on what to do if you need to be re-assessed in a unit
9. [Continuing Professional Development](#)
 - What is Continuing Professional Development (CPD)
10. [National Plan for Teaching Swimming](#)
 - Information on the NPTS
11. [CPD Seminars](#)
 - Details of future seminars that can help you gain Licensing points
12. [Funding Opportunities](#)
 - Details of potential funding pots and discounts you can access
13. [Courses Application Form](#)
 - Application form for IOS run Courses
14. [Seminar Application Form](#)
 - Application form for IOS run CPD Seminars



Training facilitated by the Institute of Swimming, the training and development arm of the asa

TRAINING COURSES

Booking Information

Application Form

At the end of this pack you will find a [Course Application Form](#) and [Seminar Application Form](#). Postal applications must be sent to:

FOR COURSES

IOS COURSE APPLICATION
35 Granby Street, Loughborough. LE11 3DU

FOR SEMINARS

IOS SEMINAR APPLICATION
35 Granby Street, Loughborough. LE11 3DU

Further Information

The status of a course/seminar is listed in the course/seminar information, for further information on courses & seminars please contact 0871 200 0928 customerservices@swimming.org

Funding

There are a number of funding opportunities listed towards [end of this document](#)

Invoicing

If your company/club are paying for you space on a course or seminar, please send a purchase order with your application, and your company/club will be invoiced

Booking Cut Off Date

All IOS courses and seminar must be booked **10 days in advance** of the start of the courses or seminar. This is to allow enough time to process applications and send out resources. Any applications submitted after this date will not be accepted or will be subject to an admin fee and the resources and confirmation will not be sent out until after the courses or seminar.

Swim21 & Licensing Vouchers and Other Discounts

Free CPD Seminar vouchers are issued though gaining your licence or though your club. To use a voucher, please send it in with your [application form](#) stating the voucher number in the correct field. For all other discounts and promotions please state the discount/promo code in the "Swim21/Licence Voucher Number" field on the [application form](#)

Cancellations

Course/seminar fees may be refunded only in the event of illness/injury. Please put all requests in writing to the IOS and please attach a Doctors Certificate. Courses/Seminars may be cancelled if there are insufficient enrolments. If the course is cancelled a full refund will be issued.

Exemptions and Overseas Qualifications

Please visit www.britishswimming.org for information on [Exemptions](#) and [Overseas Qualifications](#)

TRAINING COURSES

Who are the asa and the IOS?

the asa is the national governing body for swimming, diving, open water swimming, synchronised swimming and water polo in England. In order to comply with national education and training standards the asa has developed two separate and independent arms –



the asa awarding body

the asa awarding body develops, assesses, awards and quality assures all asa qualifications. It is the equivalent of other awarding bodies such as City & Guilds and OCR (Oxford, Cambridge and RSA Examinations). the asa awarding body is licensed by British Swimming to award qualifications in England and Wales. It also has the remit for quality assurance of all areas of UKCC standards.



Institute of Swimming (IOS)

The IOS is an approved training provider, like a school or college, and is part of the network of asa awarding body approved delivery centres. The IOS is the asa's preferred training provider and delivers a comprehensive programme of quality approved courses and seminars throughout the UK.

The IOS flexible delivery provides access to courses covering a range of abilities and aspirations - whether you have just begun to think about becoming a teacher/coach or are already a seasoned professional, there is sure to be a course or seminar to suit your needs.

Once you have successfully attended a certificated course and become qualified you may apply to become a member of the Institute of Swimming. As well as providing the opportunity to participate in continuing professional development (CPD) seminars, membership has many benefits, such as insurance cover, advice on all aspects of legal, technical and employment matters and of course a collective identity evidenced by the use of designated letters after the member's name.

For more information including how to join please refer to our web pages at www.britishswimming.org

Becoming a Swimming Teacher/Coach

Do you enjoy teaching your kids to swim? Maybe you would just like to try something new and have aspirations for a future career change. Becoming a swimming teacher or coach can be an extremely rewarding vocation. Then just read our easy guide to gaining an asa qualification.

First Steps

First of all you must choose your discipline. Qualifications and courses include

Teaching Aquatics

Teaching Swimming to adults and children who can't swim, up to swimming lengths

Swimming Coaching

Coaching swimming in a Club environment to competent swimmers and beyond

Coaching Water Polo

Coaching Water Polo, to competent players and beyond

Coaching Synchronised Swimming

Coaching Synchronised Swimming, to competent swimmers and beyond

Coaching Diving

Coaching Diving from poolside to high boards, to competent divers and beyond

Qualifications have been developed by the asa to meet [UK Coaching Certificate](#) (UKCC) standards and currently range from Levels 1-3, with Level 4 under development.

Start at the Beginning

The first qualification you require for any discipline is the asa Level 1 Certificate. If successful at Level 1 you can then proceed to Level 2. Both these levels focus on 'how to coach' and 'what to coach'.

The holder of an asa Level 1 Certificate is qualified to teach/coach in a support role. You will be able to actively support a more senior qualified or licensed teacher/coach, in the delivery of a pre-prepared session. You will be expected to have an understanding of the aquatic environment and a basic understanding of appropriate corrections to common faults (specific to the discipline).

Independent working

To work with your own group without supervision (other than life guarding cover) you will be required to hold an asa Level 2 Certificate.

The holder of the asa Level 2 Certificate for Teaching Aquatics will be equipped to plan, deliver and evaluate a series of consecutive sessions within the context of a self-prepared scheme of work. With regards to Coaching (Diving, Swimming, Synchronised Swimming and Water Polo), the holder of the Level 2 Certificate for Coaching will be able to plan, deliver and evaluate a series of six consecutive sessions within the context of a macro cycle prepared by a senior/licensed coach.

Onwards and Upwards

If you are interested in the coaching programme in a competitive environment, the asa Level 3 Certificate is the route to becoming a senior coach. It will enable you to plan, implement, analyse and revise annual coaching programmes to really get the most out of your athletes. You will be able to manage and lead appropriate physical and human resources to support all areas of the club programme. the asa Level 4 Certificate for Coaching is currently being developed. This will enable you to enhance your knowledge and skills and coach competitive athletes at the highest level.

Existing Teacher & Coaches

If you are an existing Teacher or Coach and want to progress your skills and qualifications further you have a number of options

Continuing Professional Development (CPD) Seminars

The IOS has developed a number of seminars and workshops that have been designed to give teachers and coaches more ideas for teaching or coaching sessions and highlight new ways of thinking. They range from new ways of teaching frontcrawl to coaching land-based sessions for divers. A list of upcoming seminars in South East can be found [further on in this pack](#)

Further Qualifications

If you would like to progress your qualifications and undertake the next level of qualification or diversify your skill to teaching/coaching another discipline, then please use the [chart of the following page](#) to find out the pathway you need to take.

Teacher / Coach Licensing

The Teacher/ Coach licence is an accreditation following the achievement of an asa teacher/coach qualification or equivalent. Teacher & coaches are invited to apply subject to meeting a number of specified criteria. The licence is valid for a three-year period and is renewed subject to the holder meeting additional specified criteria. The criteria are based upon accepted best practise but do not include a requirement for re-assessment. Whilst the licence requires the licensee to keep up to date, teaching and coaching quality will remain the responsibility of the employer, the club and the individual. The IOS recommends that all Teachers & Coaches apply for and maintain a licence.

For more information on teacher coach licensing visit www.britishswimming.org

Insurance

The IOS offers membership to all holders of asa, STA and/or RLSS UK Teachers and Coaches Certificates in all disciplines of the sport. The benefits of an IOS Membership Include:

Insurance, Civil and Public Liability Insurance, Personal Accident Insurance, Loss of Income Insurance, and Corporate Insurance.

Employment Opportunities, Your details can be listed on the Institute's directory of qualified swimming teachers and coaches, which is available to local authorities, pool operators, LEA's and swimming clubs.

Swimming Times Magazine, all members automatically receive Swimming Times magazine every month.

Discounts, members get discount prices on a number of IOS Seminars and Workshops and a range of discounts on swimming publications, equipment and services (including 10% discount on items purchased from Swimrite mail order catalogue)

For more information on becoming an IOS member please visit www.britishswimming.org

Just staying qualified

You not have to do anything extra to stay qualified; all current and past qualifications will remain valid. However it is recommended that all Teachers & Coaches apply for and maintain a licence. For more information on teacher coach licensing visit www.britishswimming.org

TRAINING COURSES

Further Qualifications Pathway

If you would like to progress your qualifications, below is the recommended pathway. For a more compressive recommendation of the best next step for you please visits www.britishswimming.org or contact your [education officer](#)

I Currently Hold	The Next Step is to either;		
	Aquatic Teaching	Swimming Coaching	Coaching Other Disciplines (Synchronised Swimming, Water Polo, Diving)
No Qualification	asa Level 1 Teaching Aquatics - Units 1 & 2	asa Level 1 Coaching Swimming - Units 1 & 2	asa Level 1 Coaching (Discipline) - Units 1 & 2
asa Level 1 (Assistant) Teaching Swimming	asa Level 2 Teaching Aquatics Units 1 – 6	asa Level 1 Coaching Swimming Unit 2 Only	asa Level 1 Coaching (Discipline) Unit 2 Only
asa Level 2 (Teacher) Swimming (Units 1-3)	asa Adult & Child OR asa Level 3 Teaching Aquatic (under development)	asa Level 1 Coaching Swimming Unit 2 Only Then asa Level 2 Coaching Swimming Units 1-6	asa Level 1 Coaching (Discipline) Unit 2 Only Then asa Level 2 Coaching (Discipline) Units 1-6
asa Level 2 (Teacher) Swimming (Units 1-4)	asa Level 3 Teaching Aquatics (under development) OR asa Adult and Child	asa Level 2 Coaching Swimming Units 1-6 OR With an acceptable CV of Current Competency candidates may progress directly to the asa Level 3 Coaching Swimming Units 1 -11	asa Level 1 Coaching (Discipline) Unit 2 Only Then asa Level 2 Coaching (Discipline) Units 1-6 (All)
asa Level 3 Club Coach	asa Level 3 Teaching Aquatics (under development)	asa Level 3 Coaching Swimming Units 1- 11	asa Level 1 Coaching (Discipline) Unit 2 Only Then asa Level 2 Coaching (Discipline) Units 4-6

For more information on all training courses and to download a booking form visit
www.britishswimming.org

asa Courses & Programmes

LEVEL 1

All qualifications at this level are made up of 2 Units.

Unit 1 is a common unit to all of the aquatic strands and Unit 2 focus on the specific aquatic strands

Pre-requisites: Minimum Age 16 years old

Unit 1 - Core Unit

Unit 1 is a common unit to all of the aquatic strands and has a focus on “how to coach” skills with a technical emphasis on movement literacy as defined by Long Term Athlete Development.

Unit 2 - Teaching Aquatics

Unit 2 has a focus on Aquatic teaching, technical knowledge and practical skills that will allow the aquatic teacher to actively **support** a more senior qualified / licensed aquatic teacher at any level, in the delivery of a pre-prepared session. This person will be expected to have an understanding of the aquatic and a basic understanding of appropriate correction to common aquatic faults.

Unit 2 - Coaching Swimming

Unit 2 has a focus on swimming coaching, technical knowledge and practical skills that will allow the coach to actively **support** a more senior qualified / licensed swimming coach at any level, in the delivery of a pre-prepared session.

Unit 2 - Coaching Synchronised Swimming

Unit 2 has a focus on synchronised swimming coaching, technical knowledge and practical skills that will allow the coach to actively **support** a more senior qualified / licensed synchronised swimming coach at any level, in the delivery of a pre-prepared session. This person will be expected to have an understanding of the sport and a basic understanding of how to utilise a checklist to identify common faults

Unit 2 - Coaching Water Polo

Unit 2 has a focus on water polo coaching, technical knowledge and practical skills that will allow the coach to actively **support** a more senior qualified / licensed water polo coach at any level, in the delivery of a pre-prepared session. They will investigate the specialist nature of the sport of water polo whilst gaining on understanding of appropriate corrections to common faults, they will also deliver a five minute ‘mini polo!’ game as part of a pre planned session. This person will be expected to use this understanding in a controlled and supervised environment. They can support across any ability or age range.

Unit 2 - Coaching Diving

Unit 2 has a focus on diving coaching, technical knowledge and practical skills that will allow the coach to actively **support** a more senior qualified / licensed diving coach at any level, in the delivery of a pre-prepared session. This person will be expected to have an understanding of the sport and a basic understanding of appropriate corrections to common faults in all group 1-4 dives, posture, take off and entry.

Level 1 Upcoming Units

For more information on all training courses and to download a booking form visit
www.britishswimming.org

TRAINING COURSES

Further Information

Please contact 0871 200 0928

customerservices@swimming.org

Booking Cut Off Date

All IOS courses and seminar must be booked **10 days in advance** of the start of the courses and seminar. This is to allow enough time to process applications and send out resources. Any applications submitted after this date will not be accepted or will be subject to an admin fee and the resources will not be sent out until after the courses or seminar.

Booking Information

[More Booking Information is available on page 2](#)

DATE	REGION	VENUE	TIME	AQUATIC STRAND	UNIT	COST	TUTOR	BOOKING FORMS
8 th & 9 th Nov FULLY BOOKED	South East	Radley College, Abingdon	Days	Swimming Coaching	2. for pre requisites see website	£150	Christine Howes	Within This Pack or www.britishswimming.org
Nov 23 rd to dec 14 th	South East	St Pirans School Maidenhead	Sundays 10-7pm	Swimming Coaching	1 & 2	£370	Jean Ashworth	Within This Pack or www.britishswimming.org
8,9,15,16 nov	South East	Guildford Spectrum POSTPONED UNTIL March 09	Various	Diving	2. for pre requisites see website	£150	Susie Bamber	Within This Pack or www.britishswimming.org
17 th – 21 st Nov	South East	Beau Sejour centre, Guernsey	Days	Teaching Aquatics	1 & 2	£370	Mary Bainbridge	Within This Pack or www.britishswimming.org

For more information on all training courses and to download a booking form visit www.britishswimming.org

TRAINING COURSES

DATE	REGION	VENUE	TIME	AQUATIC STRAND	UNIT	COST	TUTOR	BOOKING FORMS
4,5,6 13,14 Dec	South East	The Stour Centre, Ashford	Days	Teaching Aquatics	1 & 2	£370	Dawn Nicholl	Within This Pack or www.britishswimming.org
11 th 16 th Dec 6 th 8 th 15 th January 09	South East	Hartsdown Leisure Centre	Days	Swimming Coaching	2. for pre requisites see website	£150	Ellie Purvis	Within This Pack or www.britishswimming.org
3 4 10 11 18 January 2009	South East	Leon School	Days	Teaching Aquatics	1 & 2	£370	Jan Brinkley	Within This Pack or www.britishswimming.org
10, 17, 24, 31 jan 7,14, 21, 28 Feb 09	South East	Tandridge Leisure Centre	Days	Teaching Aquatics	1 & 2	£370	Maggie Crowe	Within This Pack or www.britishswimming.org
24 th 25 th January 2009	South East	Sennocke Centre, Sevenoaks	10-6pm	Synchronised swimming	2. for pre requisites see website	£150	Alison Bell	Within This Pack or www.britishswimming.org
14 th – 20 th Feb 09	South East	Aquavale, Aylesbury	Days	Teaching Aquatics	1 & 2	£370	Sue Parker	Within This Pack or www.britishswimming.org

For more information on all training courses and to download a booking form visit
www.britishswimming.org

TRAINING COURSES

DATE	REGION	VENUE	TIME	AQUATIC STRAND	UNIT	COST	TUTOR	BOOKING FORMS
15 th – 20 th feb 2009	South East	Kings College Camberley Surrey	Days	Teaching Aquatics	1 & 2	£370	Naomi Dodge	Within This Pack or www.britishswimming.org
15 th – 20 th feb 2009	South East	Didcot Wave Leisure centre	Days	Teaching Aquatics	1 & 2	£370	Chris Howes	Within This Pack or www.britishswimming.org
16 th -20 th Feb 09	South East	Elmbridge Leisure centre, Walton on Thames, Surrey	Days	Teaching Aquatics	1 & 2	£370	Sarah Davison	Within This Pack or www.britishswimming.org
Feb 09 Half term	South East	Portsmouth venue TBC	Days	Teaching Aquatics	1 & 2	£370	Ellie Purvis	Within This Pack or www.britishswimming.org
16 th –19 th February 09	South East	Hawthorns School Sports Centre, Blenchingly Nr Reigate Surrey	Days	Teaching Aquatics	1 & 2	£370	Maggie Crowe	Within This Pack or www.britishswimming.org
20 21 22 28 29 March 2009	South East	The Stour Centre, Ashford	Days	Teaching Aquatics	1 & 2	£370	Dawn Nicholl	Within This Pack or www.britishswimming.org

For more information on all training courses and to download a booking form visit
www.britishswimming.org

TRAINING COURSES

DATE	REGION	VENUE	TIME	AQUATIC STRAND	UNIT	COST	TUTOR	BOOKING FORMS
Sun March 15th to Sunday April 5th	South East	St Pirans School Maidenhead	Sundays 10-7pm	Teaching Aquatics	1 & 2	£370	Jean Ashworth	Within This Pack or www.britishswimming.org
May 09 TBC	South East	Aquavale, Aylesbury	Days	Teaching Aquatics	1 & 2	£370	Sue Parker	Within This Pack or www.britishswimming.org
24 th – 29 th May 2009	South East	Kings College Camberley Surrey	Days	Teaching Aquatics	1 & 2	£370	Naomi Dodge	Within This Pack or www.britishswimming.org
June 28 th to July 26 th	South East	St Pirans School Maidenhead	Sundays	Teaching Aquatics	1 & 2	£370	Julie Mcivor	Within This Pack or www.britishswimming.org
19 th – 24 th July 2009	South East	Kings College Camberley Surrey	Days	Teaching Aquatics	1 & 2	£370	Naomi Dodge	Within This Pack or www.britishswimming.org
27 th – 30 th July 09	South East	Hawthorns School Sports Centre, Blenchingly Nr Reigate Surrey	Days	Teaching Aquatics	1 & 2	£370	Maggie Crowe	Within This Pack or www.britishswimming.org

For more information on all training courses and to download a booking form visit
www.britishswimming.org

TRAINING COURSES

DATE	REGION	VENUE	TIME	AQUATIC STRAND	UNIT	COST	TUTOR	BOOKING FORMS
3 rd -7 th August 09	South East	Edenbridge Leisure centre	Days	Teaching Aquatics	1 & 2	£370	Maggie Crowe	Within This Pack or www.britishswimming.org
3 rd -7 th August 09	South East	Chesham Leisure centre	Days	Teaching Aquatics	1 & 2	£370	Marion Toogood	Within This Pack or www.britishswimming.org
9 10 11 16 17 18 October 2009	South East	Leon School	Friday evenings, sat and sun Days	Teaching Aquatics	1 & 2	£370	Jan Brinkley	Within This Pack or www.britishswimming.org
Nov 22 nd 29 th Dec 6 th 13 th 2009	South East	St Pirans School Maidenhead	Sundays	Swimming Coaching	1 & 2	£370	Jean Ashworth	Within This Pack or www.britishswimming.org

For more information on all training courses and to download a booking form visit
www.britishswimming.org



LEVEL 2

All qualifications at this level are made up of 6 Units.

Units 1- 3 are common unit to all of the aquatic strands and Unit 4-6 focus on the specific aquatic strands

Pre-requisites: Candidates must be at least 18 years of age at the commencement of the course. Be holders of the asa Level 1 Certificate for the particular discipline or gained exemption prior to the course from the asa.

Unit 1 – 3 - Core Units

Units 1- 3 are common units to all of the aquatic strands and has a focus on “how to coach” skills.

Unit 4 – 5 - Teaching Aquatics

Units 4 - 5 are focused on teaching aquatics and cover a range of technical knowledge and practical skills that will allow the teacher to plan, deliver and evaluate a series of consecutive sessions within the context of a self prepared scheme of work.

Unit 4 – 5 - Coaching Swimming

Units 4 - 5 are focused on swimming coaching and cover the technical knowledge and practical skills that will allow the coach to plan, deliver and evaluate a series of six consecutive sessions within the context of a macro cycle prepared by a senior/licensed coach.

Unit 4 – 5 - Coaching Synchronised Swimming

Under development

Unit 4 – 5 - Coaching Water Polo

Units 4 - 5 are focused on water polo coaching and cover the technical knowledge and practical skills that will allow the coach to plan, deliver and evaluate a series of six consecutive sessions within the context of a macro cycle prepared by a senior/licensed coach.

Unit 4 – 5 - Coaching Diving

Units 4 - 5 are focused on diving coaching and the technical knowledge and practical skills that will allow the coach to plan, deliver and evaluate a series of six consecutive sessions within the context of a macro cycle prepared by a senior/licensed coach.

Unit 6 – Coaching (all disciplines)

Unit 6 is designed to show how a candidate delivers coaching in an actual environment working with the same swimmers. In this unit the coach must plan, deliver and evaluate 6 x 1 hour sessions to swimmers working in a Swim21 environment.

Unit 6 – Teaching Aquatics

Unit 6 is designed to show how a candidate delivers teaching in an actual environment working with the same swimmers. In this unit the teacher must plan, deliver and evaluate 6 x 30min classes to swimmers working in a learn to swim environment.

Assessment of Unit 6

Unit 6 is assessed by using one of the 3 different assessment pathways. The method of assessment will be determined by how the course is set up

Vocational Placement

The candidate complete units 1-5 of their Level 2 course. Unit 6 then takes place off course at an “IOS approved placement “, which is at an organisation or your current place of work that has a number of trained expert witness’s for the candidate to attach to. If the candidate does not have a work place to do this placement please contact your education officer.

Course Based

The candidate complete units 1-5 of their Level 2 course. Unit 6 is built into the course and takes place at the same venue. The course tutor or oversees all 6 sessions, supervising the candidates’ teaching/coaching and formally assessing each candidates performance

Workplace Based Assessment

The candidate must be employed or volunteer at a suitable learn to swim scheme or Swim21 accredited club, as applicable. The candidate will be assigned an Assessor to visit them in their working environment.

TRAINING COURSES

Level 2 Upcoming Units

Further Information

Please contact 0871 200 0928

customerservices@swimming.org

Booking Cut Off Date

All IOS courses and seminar must be booked 10 days in advance of the start of the courses and seminar. This is to allow enough time to process applications and send out resources. Any applications submitted after this date will not be accepted or will be subject to an admin fee and the resources will not be sent out until after the courses or seminar.

Booking Information

[More Booking Information is available on page 2](#)

DATE	REGION	VENUE	TIME	AQUATIC STRAND	UNIT	UNIT 6	COST	TUTOR	BOOKING FORMS
15 16 22 23 29 nov 6 13 20 Dec FULLY BOOKED	South East	Edenbridge Leisure Centre	days	Teaching Aquatics	1-6	Vocational Placement unit 6 off course	£650	Maggie Crowe	Within This Pack or www.britishswimming.org
17 18 24 25 31 Jan 09 1 7 8 14 feb 2009	South east	Ashford The Stour Centre	days	Teaching Aquatics	1-6	Vocational Placement unit 6 off course	£650	Dawn Nicholl	Within This Pack or www.britishswimming.org
Jan 11 th to march 8 th 2009	South East	St Pirans School, Maidenhead	Sundays various times	Swimming Coaching	1-6	Vocational Placement unit 6 off course, at a swim 21 club	£650	Jean Ashworth	Within This Pack or www.britishswimming.org
15, 22, 29 Jan 5,12,26 feb 5,12 March 09	South east	Guildford Spectrum	days	Teaching Aquatics	1-6	Vocational Placement unit 6 off course	£650	Sue Webb	Within This Pack or www.britishswimming.org

For more information on all training courses and to download a booking form visit www.britishswimming.org

TRAINING COURSES

DATE	REGION	VENUE	TIME	AQUATIC STRAND	UNIT	UNIT 6	COST	TUTOR	BOOKING FORMS
21 st – 28th feb 2009	South East	Kings College Camberley Surrey	Days	Teaching Aquatics	1-6	Vocational Placement unit 6 off course,	£650	Naomi Dodge	Within This Pack or www.britishswimming.org
March weekends	South East	Aquavale Aylesbury	Days	Teaching Aquatics	1-6	On course	£650	Sue Parker/Estelle Fisher	Within This Pack or www.britishswimming.org
5 th 6 th 7 th 8 th 9 th 14 15 16 17 18 th april	South East	Windsor Leisure Centre	Days	Teaching Aquatics	1-6	On course	£650	Marion Toogood	Within This Pack or www.britishswimming.org
26 th April 3 rd 10 th 17 th 24 th 31 st May 7 th 14 th 21 st June 2009	South East	St Pirans School, Maidenhead	Sundays	Teaching Aquatics	1-6	Vocational Placement unit 6 off course,	£650	Jean Ashworth	Within This Pack or www.britishswimming.org
11 th – 18 th July 2009	South East	Kings College Camberley Surrey	Days	Teaching Aquatics	1-6	Vocational Placement unit 6 off course,	£650	Naomi Dodge	Within This Pack or www.britishswimming.org
20-24 th July 2009 10-14 th August 2009	South East	Leon School	Days	Teaching Aquatics	1-6	On course	£650	Jan Brinkley	Within This Pack or www.britishswimming.org

For more information on all training courses and to download a booking form visit
www.britishswimming.org

TRAINING COURSES

DATE	REGION	VENUE	TIME	AQUATIC STRAND	UNIT	UNIT 6	COST	TUTOR	BOOKING FORMS
Sept 20 th 11 th 27 th 18 th Oct 4 th 25 th Nov 1 st 8 th 15 th	South East	St Pirans School, Maidenhead	Sundays	Teaching Aquatics	1-6	Vocational Placement unit 6 off course,	£650	Jean Ashworth	Within This Pack or www.britishswimming.org

These are courses leading to an asa qualification endorsed by the UKCC and run by the IOS

DATE	REGION	VENUE	TIME	COURSE	COST	TUTOR	BOOKING FORMS
4 th – 7 th Nov 2008	South East	Meadway Sports Centre Reading	days	Level 1 Disabilities units 2 and 3 only – pre-requisite level 2 teachers	£195 + £50 ASA exam fee	Ellie Purvis	Within This Pack or www.britishswimming.org
May 9 th 2009	South East	Leon School Sports Centre	9-6pm	Helper	£50	Jan Brinkley	Within This Pack or www.britishswimming.org
	South East						Within This Pack or www.britishswimming.org
	South East						Within This Pack or www.britishswimming.org

For more information on all training courses and to download a booking form visit
www.britishswimming.org



LEVEL 3

**All qualifications at this level are delivered as a Programme, consisting of 11 stand-alone units
Units 1- 6 are common unit to all of the aquatic strands and Unit 7- 11 focus on the specific aquatic strands**

Pre-requisite: Minimum Age 18 years old. Hold the asa Level 2 Coaching Swimming (or Level 2 Certificate for Teaching (Units 1 - 4) plus CV, coaching experience and references to be sent with application or Club Coach Certificate) or gained exemption. Candidates must hold an asa Level 2 Teacher/Coach Licence.

Unit 1 – 6 - Core Units

Units 1-6 are common units to all of the Aquatic Strands and has a focus on “how to coach” skills.

Unit 7 – 10 - Teaching Aquatics

Under development

Unit 7 – 10 - Coaching Swimming

Units 7-10 focus on swimming coaching, technical knowledge and practical skills that will allow the coach to plan, deliver and evaluate a macrocycle of work. The Level 3 coach will be able to manage and lead all areas of the club programme within a Swim21 Club. It will be necessary to liaise closely with your club and agreement by the club is an essential requirement prior to acceptance onto the program.

Unit 7 – 10 - Coaching Synchronised Swimming

Under development

Unit 7 – 10 - Coaching Water Polo

Under development

Unit 7 – 10 - Coaching Diving

Under development

For more information on all training courses and to download a booking form visit
www.britishswimming.org

TRAINING COURSES

Unit 11– Coaching (all disciplines)

Unit 11 is designed to show how a candidate delivers coaching in an actual environment working with the same swimmers. In this unit the coach must plan, deliver and evaluate 12 x 1 hour sessions to swimmers working in a Swim21 environment.

Unit 11– Teaching Aquatics

Under development

TRAINING COURSES



Level 3 Upcoming Units

Further Information

Please contact 0871 200 0928

customerservices@swimming.org

Booking Cut Off Date

All IOS courses and seminar must be booked 10 days in advance of the start of the courses and seminar. This is to allow enough time to process applications and send out resources. Any applications submitted after this date will not be accepted or will be subject to an admin fee and the resources will not be sent out until after the courses or seminar.

Booking Information

[More Booking Information is available on page 2](#)

Cost: Programme Registration Fee £100
 Units 1 – 10 £125 (per unit)
 Unit 11(Vocational placement) £450

Upcoming Units: For details on upcoming units please visit www.britishswimming.org

DATE	REGION	VENUE	TIME	AQUATIC STRAND	UNIT	COST	TUTOR	CUT OFF DATE	STATUS	BOOKING FORMS
15 Nov – April 09	South East (South)	Crystal Palace National Sports Centre South East Leisure College Ledrington Road, Bromley SE19 2BB			1-10					www.britishswimming.org
Jan 09 onwards TBC	South East	K2 Crawley TBC or Guildford			1-10					

This a programme of training leading to an asa qualification endorsed by the UKCC and run by the IOS

For more information on all training courses and to download a booking form visit www.britishswimming.org

TRAINING COURSES

Course Re-assessment

If you are deemed not yet competent in any aspects of a course and would like to be re-assessed, then the following information tells you how each unit is assessed and how to go about being re-assessed for that particular assessment method

Level 1		Level 2		Level 3
Unit 1	Tutor Assessment	Unit 1	Exam	Please contact colin.huffen@swimming.org
Unit 2	Element 1 – Exam	Unit 2	Tutor Assessment	
	Element 2 – 4 Tutor Assessment	Unit 3	Tutor Assessment	
		Unit 4	Exam	
		Unit 5	Tutor Assessment	
		Unit 6	Evidence Based Assessment	

You have **18 months** to complete the course, should you fail to ask for reassessment before this period is complete you would lose the right to be reassessed.

Exams

1. Once you feel that you are ready to be reassessed, please visit www.britishswimming.org to find a course that you could attend to re-sit the exam.
2. Contact your IOS Education Officer to confirm the date and time of the exam, and to ensure that suitable arrangements can be made for you to attend.
3. Notify the asa awarding body of where and when you will be retaking the exam.
4. the asa Awarding body needs a minimum of 28 days notice to arrange exam paper to be sent out.

Tutor Assessment

1. Once you feel that you are ready to be reassessed, please visit www.britishswimming.org to find a suitable course for you to retake the unit(s).
2. Contact your IOS Education Officer to find out if there is space on the course. The IOS will endeavour to find you a place on that course providing there is one available.
3. You will be given one chance to successfully be re-assessed on units 1 & 2 (L1) and units 2 & 5 (L2) at no charge. Further reassessments will be charged at £50 each for L1 courses or £100 each for L2 courses.

Evidence Based Assessment

1. It is the IOS policy that you need to complete units 1-5 successfully before being re-assessed on unit 6.
2. Once you feel that you are ready to be reassessed, please contact your IOS Education Officer.
3. An IOS assessor would then be provided either at an IOS centre or at the candidate's place of work to reassess the candidate.
4. Due to the nature of assessment of unit 6 each re-assessment will incur a charge, which will be calculated based on set up costs to the IOS and provided to you at the time.

Continuing Professional Development

UK Coaching Framework

UK Coaching Framework is the governments plan to professionalize coaching by creating the a cohesive, ethical, inclusive and valued coaching system where children, players and athletes are supported by appropriately skilled coaches at all stages of their development in sport. It will focus on:

Enhancing the quality and quantity of coaching

Increasing the number of qualified coaches so as to bring about sustained and increased participation in sport

Improved performances in sport, underpinned by the establishment of coaching as a profession

In line with the UK Coaching Framework, the asa are required to have a teacher/coach licensing structure in place supported by quality assured a continuing professional development (CPD) Programme.

the asa Teacher/Coach Licensing Scheme

During 2006 the asa launched a licensing scheme for teachers and coaches of swimming (Levels 1-3). The long-term aim of which is to encourage employers to use the licensing scheme as part of the appointment process and to move to a situation where we have a predominantly licensed profession. The vital role of volunteers in the delivery of swimming programmes is also recognised and specific exemptions are made for those who are willing to contribute a small number of hours each week.

As licensing is a complex area due diverse contribution that many people make to swimming programmes. the asa is committed to a 2-year review process, which is currently taking place and a revised scheme will be published in due course. For more information on licensing and how to become licensed, please visit www.britishswimming.org.

the asa CPD Programme

Training providers submit CPD Seminars to the asa who put the through the [quality assurance process](#) to determine its accuracy and suitability as evidence towards the asa teacher/coach licensing scheme. These CPD Seminars are known as category 1 CPD seminars and are worth one point per hour against the asa teacher/coach licensing scheme

IOS CPD Directory

The IOS have developed a number of CPD seminars and put them thorough the asa quality assurance process. As a result the IOS have built up a directory of accredited category 1 CPD seminars. Teacher & coaches who attend an IOS category 1 CPD seminar will be awarded points towards their asa teacher/coach license (1 point per hour)

As part of the newly revised National Plan for Teaching Swimming, The IOS has developed a number of CPD seminars to enable swimming teachers to understand the philosophy and background theory to delivering the programme. [More information is available further in this document](#)

The development of the IOS CPD directory is an ongoing process and will continually be under review. Seminars will be constantly updated and reviewed to portray best practice.

National Plan for Teaching Swimming

In 2007 the National Plan for Teaching Swimming (NPTS) was revised to fall in line with current thinking and provide clear progression between each stage. It will fully encompass all aquatic disciplines.

The 'swimmer pathway' resulting from the revised syllabus will provide more opportunity and variety as well as a smooth progressive structure. This in turn will provide potential for improved retention of swimmers at the top end of a learn to swim scheme and provide a clear link into specialist club scenarios.

Supporting the newly revised National Plan for Teaching Swimming, a number of CPD seminars have been developed by the IOS, to enable swimming teachers to understand the philosophy and background theory to delivering the programme.

National Plan for Teaching Swimming CPD Seminars

TITLE	AIMED AT	DESCRIPTION
Overview	Level 2 Swimming Teachers Swimming Coordinators Head Swimming Teachers	This seminar will provide an insight into the philosophy, and synergy with other aquatic routes and a clear understanding of how the NPTS programme has been developed. This CPD 'sets the scene' it is designed to equip Swimming Teachers with ideas, which will facilitate their understanding, and so acting as a pre-requisite to viewing/purchasing the NPTS resources.
FUNDamentals	Level 2 Swimming Teachers	This seminar will provide the teacher with an understanding of the basics of LTAD and the use of FUNDamentals and games to deliver FUN and innovative swimming lessons.
AquaFUN (Synchronised Swimming)	Level 2 Swimming Teachers	An Introduction to Synchronised Swimming. Leading from basic skills to the development of a programme and enables the teacher to deliver NPTS Stages 8, 9 & 10 Synchro.
Mini-polo (Water polo)	Level 2 Swimming Teachers	This seminar provides you the skills to deliver mini polo (a basic version of water polo) and enables the teacher to deliver NPTS Stages 8, 9 & 10 Water Polo
Flip n Fun (Diving)	Level 2 Swimming Teachers	This seminar will provide you will the technical knowledge to deliver FUNDamental diving skills from the poolside. You will learn basic diving positions, dry land practices and key teaching points. It enables the teacher to deliver NPTS Stages 8, 9 & 10 Diving
Competitive Swimming	Level 2 Swimming Teachers	This seminar enables the teacher to deliver NPTS Stages 8, 9 & 10 Competitive Swimming



For more information on the National Plan for Teaching Swimming visit www.britishswimming.org or email npts@swimming.org

CPD Seminars

IOS CPD seminars are accredited by the asa and recognised as contributing towards the [asa Teacher/Coach Licensing Scheme](#)

Further Information

Please contact 0871 200 0928 customerservices@swimming.org

Booking Cut Off Date

All IOS courses and seminar must be booked **10 days in advance** of the start of the courses and seminar. This is to allow enough time to process applications and send out resources. Any applications submitted after this date will not be accepted or will be subject to an admin fee and the resources will not be sent out until after the courses or seminar.

Booking Information

[More Booking Information is available on page 2](#)

Wet Seminars: Some or all candidates will be required to swim, please bring appropriate swimwear.

Dry Seminars: No swimwear required. All candidates are advised to bring pen and paper

DATE	VENUE	TIME	AIMED AT LEVEL	SEMINAR TITLE	WET OR DRY	PRESENTER	CPD POINTS	COST	BOOKING FORMS
4 th Nov	Pavillions in the Park, Horsham	7.15-10.15pm	1 & 2 Aquatic Teacher	NPTS – Competitive Swimming This seminar enables the teacher to deliver NPTS Stages 8, 9 & 10 Competitive Swimming.	Dry	Sarah Davison	3	IOS Members £33.50 Non IOS Members £37.00	Within This Pack or www.britishswimming.org

TRAINING COURSES

DATE	VENUE	TIME	AIMED AT LEVEL	SEMINAR TITLE	WET OR DRY	PRESENTER	CPD POINTS	COST	BOOKING FORMS
8 th Nov	Bracknell Sports Centre	10-5pm	1 & 2 Aquatic Teacher	<p>NPTS – Competitive Swimming and Breaststroke</p> <p>This seminar enables the teacher to deliver NPTS Stages 8, 9 & 10 Competitive Swimming. The seminar describes all areas of Breaststroke using the ‘BLABT’ principle as the organisational structure. It looks at all aspects of Breaststroke for the beginner swimmer and gives examples of good teaching points for each technical area.</p>	wet	Nigel Aldridge	6	<p>IOS Members £43.50</p> <p>Non IOS Members £47.00</p>	<p>Within This Pack</p> <p>or</p> <p>www.britishswimming.org</p>
16 th Nov	Westminster Sports Centre Oxford	9-1pm	1 & 2 Aquatic Teacher	<p>NPTS – Fundamentals</p> <p>This seminar will provide the teacher with an understanding of the basics of LTAD and the use of FUNDamentals and games to deliver FUN and innovative swimming lessons.</p>	Wet	Jenny Gray	3	<p>IOS Members £33.50</p> <p>Non IOS Members £37.00</p>	<p>Within This Pack</p> <p>or</p> <p>www.britishswimming.org</p>
16 th November	Fareham Sports Centre	3-7pm	1 & 2 Aquatic Teacher	<p>Mini Polo</p> <p>This seminar will provide you with the technical knowledge to deliver FUNDamental mini polo skills from the poolside. It enables the teacher to deliver NPTS Stages 8, 9 & 10 mini polo</p>	Wet	Iain Masson	4	<p>IOS Members £33.50</p> <p>Non IOS Members £37.00</p>	<p>Within This Pack</p> <p>or</p> <p>www.britishswimming.org</p>

For more information on all training courses and to download a booking form visit www.britishswimming.org

TRAINING COURSES

DATE	VENUE	TIME	AIMED AT LEVEL	SEMINAR TITLE	WET OR DRY	PRESENTER	CPD POINTS	COST	BOOKING FORMS
23 rd November	Fareham Sports Centre	3-7pm	1 & 2 Aquatic Teacher	Flip n fun This seminar will provide you will the technical knowledge to deliver FUNdamental diving skills from the poolside. You will learn basic diving positions, dry land practices and key teaching points. It enables the teacher to deliver NPTS Stages 8, 9 & 10 Diving	Wet	Susie Bamber	4	IOS Members £33.50 Non IOS Members £37.00	Within This Pack or www.britishswimming.org
23 rd November	Windsor Leisure Centre	9-5pm	1 & 2 Aquatic Teacher	Introduction to Frontcrawl and Backstroke	Dry	Marion Toogood	6	IOS Members £43.50 Non IOS Members £47.00	Within This Pack or www.britishswimming.org
30 th Nov	Westminster Sports Centre Oxford	9-1pm	1 & 2 Aquatic Teacher	Aqua Fun An Introduction to Synchronised Swimming. Leading from basic skills to the development of a programme and enables the teacher to deliver NPTS Stages 8, 9 & 10 Synchro.	wet	Jenny Gray	5	IOS Members £33.50 Non IOS Members £37.00	Within This Pack or www.britishswimming.org
22 nd Nov	Woughton leisure Centre, Milton Keynes, Bucks	2-6pm	1 & 2 Aquatic Teacher	NPTS – Fundamentals This seminar will provide the teacher with an understanding of the basics of LTAD and the use of FUNdamentals and games to deliver FUN and innovative swimming lessons.	wet	Annette Probert	3	IOS Members £33.50 Non IOS Members £37.00	Within This Pack or www.britishswimming.org

For more information on all training courses and to download a booking form visit
www.britishswimming.org

TRAINING COURSES

DATE	VENUE	TIME	AIMED AT LEVEL	SEMINAR TITLE	WET OR DRY	PRESENTER	CPD POINTS	COST	BOOKING FORMS
22 nd Nov	Northdown House, Margate, Kent	12-3.15pm	1 & 2 Aquatic Teacher	Introduction to Butterfly The seminar describes all areas of Butterfly using the 'BLABT' principle as the organisational structure. It looks at all aspects of Butterfly for the beginner swimmer and gives examples of good teaching points for each technical area.	dry	Ellie Purvis	3	IOS Members £33.50 Non IOS Members £37.00	Within This Pack or www.britishswimming.org
22 nd Nov	Northdown House, Margate, Kent	3.30-7.30pm	1 & 2 Aquatic Teacher	Working with Children with behavioural difficulties This seminar designed to help non-specialist swimming teachers work with a class containing one or two children with special needs. It is intended to assist teachers to recognise some conditions they may encounter and offers some coping strategies.	dry	Ellie Purvis	4	IOS Members £33.50 Non IOS Members £37.00	Within This Pack or www.britishswimming.org
29 th Nov	Woughton leisure Centre, Milton Keynes, Bucks	2-5pm	1 & 2 Aquatic Teacher	NPTS – Competitive Swimming This seminar enables the teacher to deliver NPTS Stages 8, 9 & 10 Competitive Swimming.	dry	Annette Probert	3	IOS Members £33.50 Non IOS Members £37.00	Within This Pack or www.britishswimming.org
29 th November	Moira House School Eastourne	2-6pm	1 and 2 teachers	Flip n Fun This seminar will provide you will the technical knowledge to deliver FUNdamental diving skills from the poolside. You will learn basic diving positions, dry land practices and key teaching points. It enables the teacher to deliver NPTS Stages 8, 9 & 10 Diving	wet	Stacia Szczerbiuk	4	IOS Members £33.50 Non IOS Members £37.00	Within This Pack or www.britishswimming.org

For more information on all training courses and to download a booking form visit
www.britishswimming.org

TRAINING COURSES

DATE	VENUE	TIME	AIMED AT LEVEL	SEMINAR TITLE	WET OR DRY	PRESENTER	CPD POINTS	COST	BOOKING FORMS
6 th Dec 08	Hawthorns School Sports Centre, Blethingley, Nr Reigate Surrey	12.30-4.30	1 and 2 teachers	NPTS – Fundamentals This seminar will provide the teacher with an understanding of the basics of LTAD and the use of FUNdamentals and games to deliver FUN and innovative swimming lessons.	wet	Maggie Crowe	3	IOS Members £33.50 Non IOS Members £37.00	Within This Pack or www.britishswimming.org
11 th Jan 09	Olympos Burgess Hill	2-6pm	1 and 2 teachers	Mini Polo This seminar will provide you will the technical knowledge to deliver FUNdamental mini polo skills from the poolside. It enables the teacher to deliver NPTS Stages 8, 9 & 10 mini polo	wet	Iain Masson	4	IOS Members £33.50 Non IOS Members £37.00	Within This Pack or www.britishswimming.org
24 th Jan 09	Bluecoats sports centre Horsham	2-6pm	1 and 2 teachers	Flip n Fun This seminar will provide you will the technical knowledge to deliver FUNdamental diving skills from the poolside. You will learn basic diving positions, dry land practices and key teaching points. It enables the teacher to deliver NPTS Stages 8, 9 & 10 Diving	wet	Stacia Szczerbiuk	4	IOS Members £33.50 Non IOS Members £37.00	Within This Pack or www.britishswimming.org
25 th January 09	Amersham Leisure Centre	11-3pm	1 and 2 teachers	Mini Polo This seminar will provide you will the technical knowledge to deliver FUNdamental mini polo skills from the poolside. It enables the teacher to deliver NPTS Stages 8, 9 & 10 mini polo	wet	Michaela Smith	4	IOS Members £33.50 Non IOS Members £37.00	Within This Pack or www.britishswimming.org

For more information on all training courses and to download a booking form visit
www.britishswimming.org

TRAINING COURSES

DATE	VENUE	TIME	AIMED AT LEVEL	SEMINAR TITLE	WET OR DRY	PRESENTER	CPD POINTS	COST	BOOKING FORMS
2 nd Feb 09	Bluecoats sports centre Horsham	3.30-7.30p-10pmpm	1 & 2 Aquatic Teacher	Working with Children with behavioural difficulties This seminar designed to help non-specialist swimming teachers work with a class containing one or two children with special needs. It is intended to assist teachers to recognise some conditions they may encounter and offers some coping strategies.	dry	Ellie Purvis	4	IOS Members £33.50 Non IOS Members £37.00	Within This Pack or www.britishswimming.org
7 th Feb 09	Bluecoats sports centre Horsham	1-6pm	1 and 2 teachers	Aqua Fun An Introduction to Synchronised Swimming. Leading from basic skills to the development of a programme and enables the teacher to deliver NPTS Stages 8, 9 & 10 Synchro.	wet	Di Hughes	5	IOS Members £33.50 Non IOS Members £37.00	Within This Pack or www.britishswimming.org
7 th April 09	Hawthorns School Sports Centre, Blethingley, Nr Reigate Surrey	9-12pm	1 and 2 teachers	Introduction to Butterfly The seminar describes all areas of Butterfly using the 'BLABT' principle as the organisational structure. It looks at all aspects of Butterfly for the beginner swimmer and gives examples of good teaching points for each technical area.	dry	Maggie Crowe	3	IOS Members £33.50 Non IOS Members £37.00	Within This Pack or www.britishswimming.org
			At least Level 2 (chosen discipline) for 2 or more years and Licence (of appropriate level)	Expert Witness This seminar is only for delegates who held at least an asa Level 2 in their chosen discipline for 2 or more years and hold an asa Licence at the appropriate Level. It provides the delegate with the skills to be an expert witness as part of an IOS delivered asa Level 2 course	dry		?	IOS Members £43.50 Non IOS Members £47.00	Within This Pack or www.britishswimming.org

For more information on all training courses and to download a booking form visit
www.britishswimming.org

Funding Opportunities

The IOS is working with a number of agencies that will reduce the price of a course or CPD for many candidates

South East Swim 21 Club Course Subsidies

Requirements

- Applicants must be from a club with Swim21 Accreditation or actively working towards accreditation.
- Clubs have up to 5 bursaries per financial year

For More Information

Contact

Joan Massie

Phone

01628483960

Email

joan.massie@swimming.org

Web

www.SouthEastswimming.org

Other Funding Opportunities

Sport England

www.sportengland.org

Government Funding Portal

www.governmentfunding.org.uk

Coach Education Course Application Form

For courses leading to an level 1 & 2 asa qualifications

Please complete in BLOCK CAPITALS and return with payment

Candidate Name Mr / Mrs / Miss / Ms _____

Date of Birth _____

Candidate Certificate No. _____ Letter Confirmation Ref. _____
(Level 1 and above only) (if completed core units separately)

Home Telephone _____ Mobile / Work Tel _____

Address _____

Post Code _____

Email Address _____

Confirmations will be sent by email, unless no email address stated

Please tick if you would like to be informed of future courses/seminars running in your area

Club Name _____ IOS Number _____
(if attached to Swim 21 Club) (if member)

Course Title _____

Course Venue _____ Start Date _____

Applying for a Level 1 Course Unit 1 Unit 2 Applying for a Level 2 Course Units 1 - 3 Units 4 - 6

Method of Payment Cheque Purchase Order Funded Space

Cheque Enclosed For £ _____ Funding Information _____

Please state any Health/Medical or Learning needs of which the Course Tutor should be made aware of

.....Continue overleaf

Courses may be cancelled if there are insufficient enrolments. If the course is cancelled a full refund will be issued
 I agree to abide by the General Rules and Conditions for the use of the Centre.
 I understand that I partake at my own risk. This booking is non-transferable
 Course fees may be refunded only in the event of illness/injury. (Doctors Certificate must be provided)
 Data Protection Act (DPA) – The IOS will process the data and hold the data securely in accordance with the Data Protection Act and the data will be used to administer you as an IOS delegate Your express written consent to hold this data is required under the DPA, which by signing this form you are providing.
 I understand that the, Institute of Swimming it's agents & employees are not under any liability whatsoever in respect of personnel injury, loss or damage, whilst attending this centre.
 I agree to give my consent for an asa photographer to take the photograph of those stated above for marketing purposes.
 (please tick here if you **do not** agree to have photographs taken)

How did you find out about this seminar?

asa Website Regional Website Swimming Times Google Word of Mouth Other (please state) _____

Signed _____ Date _____

Cheques made payable to IOS.
 Cheques should not be post dated.
 Postal Applications will only be accepted with correct payment by cheque.
 Please don't send cash in the post.
 Postal Applications to be sent to:

IOS COURSE APPLICATION
 35 Granby Street, Loughborough, LEICS. LE11 3DU

OFFICE USE ONLY		Processed by
Total Fee Received	£ _____	Date Confirmation Sent _____
Method of Payment	<input type="checkbox"/> Cash <input type="checkbox"/> Card <input type="checkbox"/> Cheque <input type="checkbox"/> Full Funded <input type="checkbox"/> Part Funded <input type="checkbox"/> Website	

Seminar Application Form

For IOS continuing professional development seminars

Please complete in BLOCK CAPITALS and return with payment

Delegate Name Mr / Mrs / Miss / Ms _____

Date of Birth _____

Home Telephone _____ Mobile / Work Tel _____

Address _____

Post Code _____

Email Address _____

Confirmations will be sent by email, unless no email address stated

Please tick if you would like to be informed of future courses/seminars running in your area

Seminar Title _____

Start Date _____ Venue _____

Voucher Number (Swim21/Licence) _____ IOS Number (if member) _____

Method of Payment Cheque Purchase Order Funded Space

Payment Enclosed £ _____ Funding Information _____

Please state any Health/Medical or Learning needs of which the Course Tutor should be made aware of

.....Continue overleaf

Courses may be cancelled if there are insufficient enrolments. If the course is cancelled a full refund will be issued
 I agree to abide by the General Rules and Conditions for the use of the Centre.
 I understand that I partake at my own risk. This booking is non-transferable
 Course fees may be refunded only in the event of illness/injury. (Doctors Certificate must be provided)
 Data Protection Act (DPA) – The IOS will process the data and hold the data securely in accordance with the Data Protection Act and the data will be used to administer you as an IOS delegate Your express written consent to hold this data is required under the DPA, which by signing this form you are providing.
 I Understand that the, Institute of Swimming it's agents & employees are not under any liability whatsoever in respect of personnel injury, loss or damage, whilst attending this centre.
 I agree to give my consent for an asa photographer to take the photograph of those stated above for marketing purposes.
 (please tick here if you **do not** agree to have photographs taken)

How did you find out about this seminar?
 asa Website Regional Website Swimming Times Google Word of Mouth Other (please state) _____

Signed _____ Date _____

Cheques made payable to IOS
 Cheques should not be post dated
 Postal Applications will only be accepted with correct payment by cheque.
 Please don't send cash in the post.
 Postal Applications to be sent to:

IOS SEMINAR APPLICATION
 35 Granby Street, Loughborough. LE11 3DU

OFFICE USE ONLY		Processed by	
Total Fee Received	£ _____	Date Confirmation Sent	_____
Method of Payment	<input type="checkbox"/> Cash <input type="checkbox"/> Card <input type="checkbox"/> Cheque <input type="checkbox"/> Full Funded <input type="checkbox"/> Part Funded <input type="checkbox"/> Website		