

ASA Teacher/Coach Licensing Scheme

Enhancing the status and quality of our teachers and coaches



ASA Teacher/Coach Licensing Scheme

On 1st January 2006 the ASA will be introducing a Licensing Scheme for Teachers and Coaches of Swimming (Levels 1-3). Licensing for Levels 4 and 5 (Swimming) will be introduced on 1st April 2006 along with a scheme covering all other swimming disciplines. Licensing is part of the government plans for enhancing the status and quality of teachers and coaches across all sports.

This paper aims to explain the process and criteria of the licence and hopefully answer any specific queries which you may have. The long term aim 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 licenced profession.

The vital role which volunteers play 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.

Licensing is a complex area and it is important that the ASA embraces the diverse contribution which many people make to swimming programmes. To this effect the Association is committed to a 2 year review process.

Most people involved with swimming and its associated disciplines recognise the need to have a well regulated 'professional' workforce and licensing can contribute towards the achievement of the aim.

Clarification of Terms

To avoid ambiguity the following descriptors may be helpful

- Licence – a permit that allows the holder to teach/coach
- Licensing – the process of granting a licence
- Licensing authority – the organisation issuing the licence – the ASA
- Licencee – the holder of a licence

What is a Teacher/Coach Licensing Scheme?

A licence equates to accreditation to practise and following the achievement of an ASA teacher/coach qualification candidates will be invited to apply subject to meeting a number of other specified criteria. The licence will be valid for a 3 year period and will be renewable subject to the holder meeting additional specified criteria. The criteria will be based upon accepted best practise but will not include a requirement for re-assessment. Whilst the licence will require the licencee to keep up to date, teaching quality will remain the responsibility of the employer, club and the individual. It is recommended that all employers incorporate a teacher monitoring process within their own quality assurance procedures.

Benefits of a Licence Scheme Include:

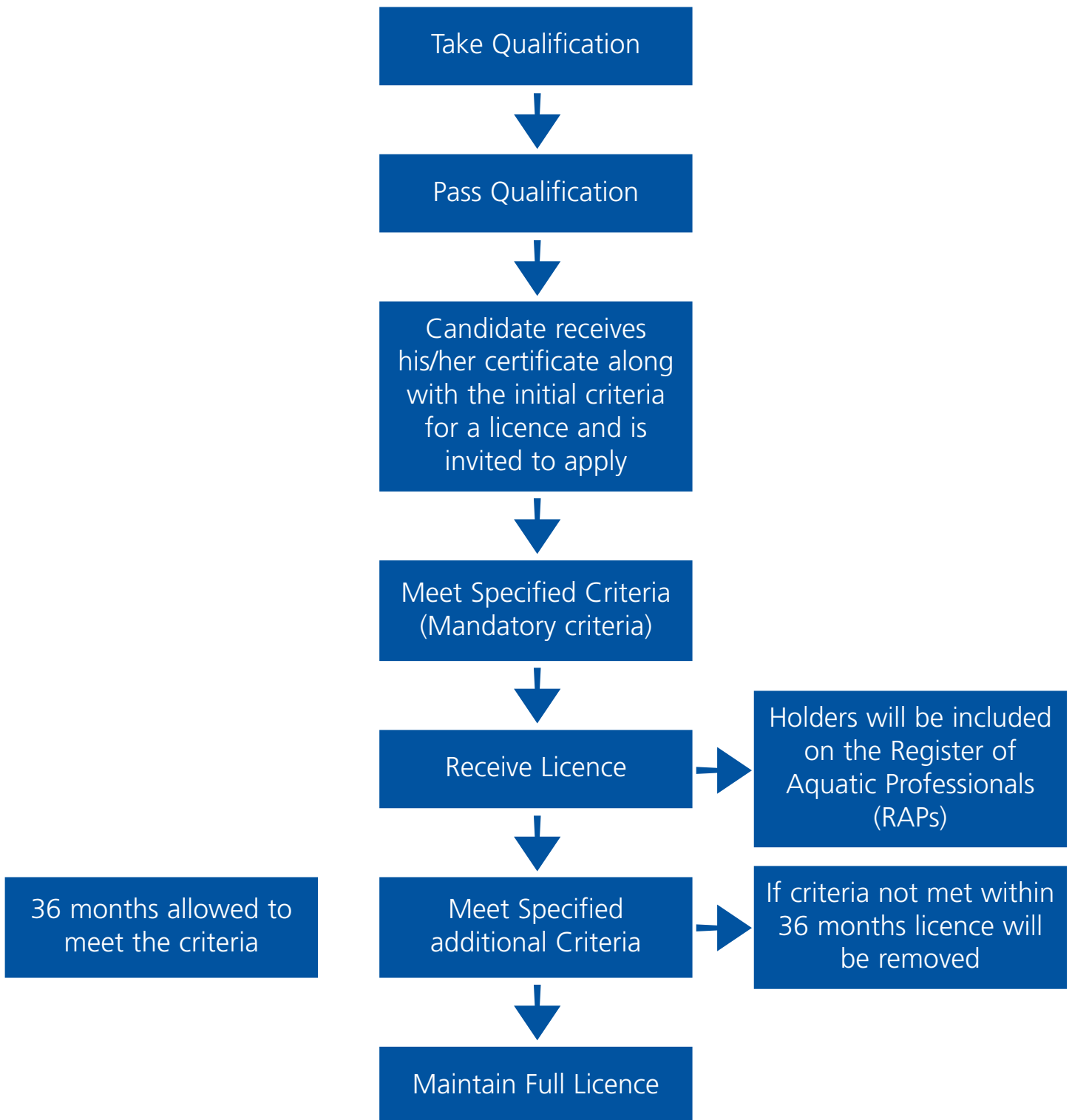
- Provides proof of competence; summary statement of qualifications and experience
- Provides some protection for children through the Criminal Records Bureau (CRB)
- Helps to promote high standards for teaching/coaching
- Provides a framework for continuous improvement and CPD
- Assist employers and clubs in the selection of teachers/coaches
- Provides for a separation of qualified/unqualified and licenced/unlicenced staff
- Provides a vehicle which can be used to implement change
- Commits the holder to uphold the code of ethics in swimming
- External credibility for the profession and for the ASA
- Part of a regulated and developing career structure
- Licence can be suspended or removed

Who Issues The Licence?

The licence will be issued by the Awarding Body section of the ASA



Process for Newly Qualified Teachers/Coaches



Due to the requirement for licenced teachers/coaches to be actively engaged in teaching/coaching and the link between being licenced and being employed, it is acknowledged that this could present difficulties for newly qualified level 1 teachers. In these circumstances the achievement of the Level 1

Certificate for Teaching (Swimming) should be accepted for employment purposes, subject to working within the certificate role descriptor, with a clear timescale during which the employee should be working towards a licenced status. A maximum period of 36 months is recommended.



Process for Teachers/Coaches who already hold ASA Qualifications

The ASA and IoS will use its best endeavours to inform all those who currently hold an ASA qualification about the criteria and process relating to the issuing of a licence. All existing certificate holders will be invited to apply and the process detailed for newly qualified teachers/coaches will be followed from the point of application for the licence.

Register of Aquatic Professionals

In conjunction with the introduction of licensing the Institute of Swimming (IoS) has established a Register of Aquatic Professionals (RAPs). RAPs creates a framework which enables practising teachers and coaches to demonstrate adherence to a number of criteria related to good practise. Any licenced teacher/coach working within the stated ASA disciplines will be included on RAPs. Membership of the IoS and/or RAPs will provide a range of benefits for teachers and coaches as follows:-

Register of Aquatic Professionals The register of licenced Swimming Teachers and Coaches

ASA / WASA Member	IoS Member	Others
Cost: Free of charge	Cost: Free of charge	Cost: £45.00 per year
Benefits:-	Benefits:-	Benefits:-
<ul style="list-style-type: none"> ● Licence card ● One voucher for one free CPD attendance per year whilst in membership. ● Members may also choose to pay £20 per year and receive Swimming Times Magazine monthly. ● Inclusion on published list of RAPs members (if required). 	<ul style="list-style-type: none"> ● Licence card ● One voucher for one free CPD attendance per year whilst in membership. ● Note: Membership of the IoS is £38 and includes insurance, free Swimming Times Magazine monthly, ASA membership plus 20% discount off ASA/IoS accredited CPD seminars. ● Inclusion on published list of RAPs members (if required). 	<ul style="list-style-type: none"> ● Licence card ● One voucher for one free CPD attendance per year whilst in membership ● Six vouchers for 50% discount off ASA/IoS accredited CPD seminars valid for three years. ● Free Swimming Times Magazine monthly. ● Preferred rates for advertising in Swimming Times Magazine and British Swimming website. ● Inclusion on published list of RAPs members (if required).

NB It is estimated that the full cost of an accredited CPD seminar will be approximately £30.00.

Sanctions

Suspending or removing a licence are options which are available to the Licensing Authority (ASA Awarding Body). Suspension will normally occur in situations where an issue has been raised of a serious nature which requires further investigation. Removing a licence may follow on from the initial suspension or will be activated when the holder of a licence fails to meet the requirements for renewal. Where the appropriate evidence required by the renewal process is not submitted the individual concerned will be considered unlicensed. Licenced status can only

be reactivated once the evidence has been submitted and accepted. Any evidence submitted cannot be more than 36 months old.

In those situations where a licence has been removed all the criteria will have to be met before the licence can be renewed. The only exception to this is where the teacher/coach, as a result of being unlicensed, cannot meet the criteria related to actively teaching/coaching. In this situation the teacher/coach will be provided with a letter from the Licensing Authority explaining that all other criteria have been met. A licence will be re-issued once the outstanding element has been completed.



Extension to Licence Period

In exceptional circumstances such as working abroad, starting a family, significant change in personal circumstances, illness etc a 12 month extension may be granted.

Multi Level/Discipline

A licence issued at, for example, Level 3 will automatically cover the levels below. Some teachers/coaches may have a licence covering more than one discipline and at different levels.

Appeals

An appeals process and panel has been established to deal with any issue where a licence has been removed or refused and where this decision is challenged.

Who Needs To Be Licenced?

It is recognised that the ASA club structure for swimming and its associated disciplines relies heavily on time given by volunteers and that a large number of volunteers contribute a relatively small number of hours per week. Collectively these hours amount to a considerable contribution without which many clubs would cease to exist.

The opportunity to become licenced is open to all who meet the stated criteria but the requirement to become licenced does not apply to all.

Licensed status will apply as follows:-

- Volunteers (those who do not receive any payment other than, perhaps, expenses for travel etc) who teach/coach for more than four hours per week should be licenced.
- Those who are paid a fee for their services and who work for more than two hours per week should be licenced.
- Volunteers and paid employers not covered by the above need not be licenced.

- School teachers who teach swimming and/or the other swimming disciplines within the context of a school programme only need not be licenced. It is recognised, however, that school teachers will be expected to meet requirements specified by their own professional bodies, the DfES and/or the LEA.

Initial Application

Those applying for their first licence are required to meet the mandatory criteria only. Applications for a licence renewal (maximum period 36 months) will need to provide evidence against both the mandatory and the electives.

Example Scenarios

Example 1

NEW INDIVIDUAL WHO HAS JUST PASSED LEVEL 1 TEACHING QUALIFICATION

- Pass the qualification
- The certificate and licensing letter is sent out from the ASA Awarding Body
- The person is invited to apply for a licence
- The person then returns the following evidence on to the ASA Awarding Body:
 - Level 1 Teaching Certificate
 - CRB Check (current within 6 months)
 - Signed ASA Child Protection / Code of Conduct
 - Accredited child protection certificate
 - Signed letter as evidence of teaching
- On receipt of evidence the person then receives a licence and follows the 3 year renewal process



Example 2

EXISTING INDIVIDUAL WHO QUALIFIED AS AN ASA LEVEL 2 TEACHER 15 YEARS AGO

- A licensing letter is sent out from the ASA Awarding Body
- The person is invited to apply for a licence
- The person then returns the following evidence to the ASA Awarding Body:
 - CRB Check (current within 6 months)
 - Signed ASA Code of Conduct
 - Current (within 3 years) scUK child protection certificate
 - Signed letter as evidence of teaching
 - Level 2 Teaching Certificate
- The person then receives a licence and follows the 3 year renewal process

Example 3

EXISTING INDIVIDUAL WHO QUALIFIED AS AN ASA LEVEL 2 TEACHER 15 YEARS AGO BUT WHO IS CURRENTLY NOT TEACHING

- A licensing letter is sent out from the ASA Awarding Body
- The person is invited to apply for a licence
- This person decides not to apply for a licence due to personal circumstances as they are currently not teaching
- 5 years later the person decides to start teaching again
- The person applies for a licence to the ASA Awarding Body with the appropriate evidence of:
 - CRB Check (current within 6 months)
 - Signed ASA Code of Conduct
 - Current (within 3 years) scUK child protection certificate
 - Signed letter as evidence of teaching
 - Level 2 Teaching Certificate
- The person then receives a licence and follows the 3 year renewal process



LEVEL 1

Mandatory

- Hold ASA qualification or equivalent (The minimum is for a Level 1 Certificate)
- Current CRB Certificate¹
- Adherence to ASA Code of Ethics/Conduct and acceptance of ASA jurisdiction on any breach of the Code
- Evidence of Practical teaching/coaching
- Evidence of having attended accredited child protection training (SportsCoach UK Good Practise Child Protection workshop)²

Plus achieve 36 points from the electives listed below. A minimum of 3 different electives must be included although the maximum points in each of the electives may not be achieved.

Electives	Maximum points that can contribute towards the licence
1. Attendance at ASA accredited CPD events relevant to the discipline and level of the certificate held. CPD in this context embraces a range of learning opportunities including, seminars, workshops, training camps and clinics. Points calculated on the basis of 1 point per hour	18
2. Attendance at relevant regional/national conferences – 1 point per hour	18
3. Membership of IOS, BSCTA or similar professional organisation	6
4. Achievement of additional ASA (or equivalent) qualifications	18
5. Evidence of teaching/coaching – 1 point per 10 hours	15
6. Additional relevant qualifications – 1 point per hour ³	12
7. Documented evidence of being mentored by a licenced Level 2 (or above) teacher/coach. 1 point per hour.	18
8. Attendance at a competitive event at county level or above. 1 point per 2 hour attendance to be signed off by an event official	4
9. Delivery of ASA (or equivalent) teachers/coaches courses or accredited CPD. 1 point per hour	12
10. Publication of articles in nationally recognised magazines/journals (minimum 1000 words)	6
11. Additional relevant evidence not included above can be submitted for consideration.	

Candidates who wish to be licenced for more than one discipline will be required to achieve an additional 12 points per discipline.

NB The level 1 licence is common to both teachers and coaches

¹The CRB Certificate must be no more than 6 months old when presented as part of the licence application process. Where an applicant does not have access to an organisation which can carry out a CRB check this can be arranged through the ASA Legal Department. A charge will be made for this service.

²All teachers/coaches are required to attend this workshop (or similar workshop designated by Sport England as being acceptable for clubmark). However at the point of applying for a licence renewal those who have previously attended this workshop will be able to meet these criteria by attending an ASA child protection up-date. This will apply unless there are significant changes in what is considered good practise in this area.

³Additional relevant qualifications may be submitted for consideration but must be directly related to the teaching/coaching process and/or improvements in technical knowledge. Lifeguards/saving qualification are also acceptable for which a maximum 6 points will be allocated. Qualifications already held and for which there is no requirement for renewal e.g. DfES Qualified Teacher Status can only be counted at the initial licence application stage and not for subsequent applications.



LEVEL 2

Mandatory

- Hold ASA qualification or equivalent (The minimum requirement is for a Level 2 Certificate)
- Current CRB Certificate¹
- Adherence to ASA Code of Ethics/Conduct and acceptance of ASA jurisdiction on any breach of the Code
- Evidence of Practical teaching/coaching
- Evidence of having attended accredited child protection training (SportsCoach UK Good Practise Child Protection workshop)²

Plus achieve 54 points from the electives listed below. A minimum of 4 different electives must be included although the maximum points in each of the electives may not be achieved.

Electives	Maximum points that can contribute towards the licence
1. Attendance at ASA accredited CPD events relevant to the discipline and level of the certificate held. CPD in this context embraces a range of learning opportunities including, seminars, workshops, training camps and clinics. Points calculated on the basis of 1 point per hour	24
2. Attendance at relevant regional/national conferences – 1 point per hour	18
3. Membership of IOS, BSCTA or similar professional organisation	6
4. Achievement of additional ASA (or equivalent) qualifications	18
5. Evidence of teaching/coaching – 1 point per 15 hours	18
6. Additional relevant qualifications – 1 point per hour ³	12
7. Documented evidence of being mentored by a licenced Level 3 (or above) teacher/coach. 1 point per hour. ⁴	18
8. Documented evidence of having mentored a Level 1 teacher/coach. 1 point per hour	18
9. Attendance at a competitive event at county level or above. 1 point per 2 hour attendance to be signed off by an event official	6
10. Delivery of ASA (or equivalent) teachers/coaches courses or accredited CPD. 1 point per hour	12
11. Publication of articles in nationally recognised magazines/journals (minimum 1000 words)	6
12. Additional relevant evidence not included above can be submitted for consideration.	

Candidates who wish to be licenced for more than one discipline at Level 2 will be required to achieve an additional 18 points per discipline. This will also apply to those who wish to be licenced as a teacher and coach (Swimming). It may be that case that a candidate may be licenced at Level 2 for swimming and Level 1 for Synchro. This will require the Level 1 requirements (12 additional points within the discipline) to be met.

NB At Level 2 there will be 2 licence categories; teacher and coach. The minimum qualification required for a coach licence is the Level 2 Unit 4. Additional qualifications will be included once the UKCC is operational.

¹The CRB Certificate must be no more than 6 months old when presented as part of the licence application process. Where an applicant does not have access to an organisation which can carry out a CRB check this can be arranged through the ASA Legal Department. A charge will be made for this service.

²All teachers/coaches are required to attend this workshop. However at the point of applying for a licence renewal those who have previously attended this workshop will be able to meet these criteria by attending an ASA child protection up-date. This will apply unless there are significant changes in what is considered good practise in this area.

³Additional relevant qualifications may be submitted for consideration but must be directly related to the teaching/coaching process and/or improvements in technical knowledge. Lifeguards/saving qualifications are also acceptable for which a maximum 6 points will be allocated. Qualifications already held and for which there is no requirement for renewal e.g. DfES Qualified Teacher Status can only be counted at the initial licence application stage and not for subsequent applications.

⁴A candidate working towards a Level 3 qualification will also be acceptable. The minimum requirement for what constitutes working towards is that the individual must be enrolled in a Level 3 course/programme. A current ASA tutor may also fulfil this role.



LEVEL 3

Mandatory

- Hold ASA qualification or equivalent (The minimum requirement is for a Level 3 Certificate)
- Current CRB Certificate¹
- Adherence to ASA Code of Ethics/Conduct and acceptance of ASA jurisdiction on any breach of the Code
- Evidence of having attended accredited child protection training (SportsCoach UK Good Practise Child Protection workshop)²

Plus achieve 72 points from the electives listed below. A minimum of 5 different electives must be included although the maximum points in each of the electives may not be achieved. For development and performance coaches point 11 must be included as one of the electives.

Electives	Maximum points that can contribute towards the licence
1. Attendance at ASA accredited CPD events relevant to the discipline and level of the certificate held. CPD in this context embraces a range of learning opportunities including, seminars, workshops, training camps and clinics. Points calculated on the basis of 1 point per hour	18
2. Attendance at relevant regional/national conferences – 1 point per hour	18
3. Membership of IOS, BSCTA or similar professional organisation	6
4. Achievement of additional ASA (or equivalent) qualifications	18
5. Additional relevant qualifications ³	12
6. Evidence of direct involvement with a teaching programme e.g. managing other teachers, monitoring other teachers etc – 1 point per 20 hours	10
7. Evidence of teaching/coaching – 1 point per 20 hours	20
8. Evidence of teaching – 1 point per 20 hours	20
9. Documented evidence of being mentored by a licenced Level 4 (or above) teacher/coach. 1 point per hour. ⁴	18
10. Documented evidence of having mentored a Level 1 or 2 teacher/coach. 1 point per hour	18
11. Coach swimmers performing at:	
County level	– 2 points per swimmer
Regional level	– 4 points per swimmer
National level	– 8 points per swimmer
12. Delivery of ASA (or equivalent) teachers/coaches courses or accredited CPD. 1 point per hour	12
13. Publication of articles in nationally recognised magazines/journals (minimum 1000 words)	6
14. Additional relevant evidence not included above can be submitted for consideration.	

Candidates wishing to be licenced in more than one discipline will follow the process outlined at Level 2 but based on 24 points. At Level 3 there will be 3 licence categories; teacher, development coach and performance coach. The Level 3 development coach is required to meet the stated requirements at county, regional or national age group level. The Level 3 performance coach is required to meet the stated requirements at regional or national youth and open level. Any individual swimmer can only be counted once i.e. if the swimmer performs at national and regional level only the national level can be used to contribute towards the points required. In those circumstances where a swimmer is coached by two different coaches both coaches can claim the points subject to the coach working with the swimmer for a minimum of one third of the total training time.

¹The CRB Certificate must be no more than 6 months old when presented as part of the licence application process. Where an applicant does not have access to an organisation which can carry out a CRB check this can be arranged through the ASA Legal Department. A charge will be made for this service.

²All teachers/coaches are required to attend this workshop. However at the point of applying for a licence renewal those who have previously attended this workshop will be able to meet these criteria by attending an ASA child protection up-date. This will apply unless there are significant changes in what is considered good practise in this area.

³Additional relevant qualifications may be submitted for consideration but must be directly related to the teaching/coaching process and/or improvements in technical knowledge. Lifeguards/saving qualifications are also acceptable for which a maximum 6 points will be allocated. Qualifications already held and for which there is no requirement for renewal e.g. DfES Qualified Teacher Status can only be counted at the initial licence application stage and not for subsequent applications.

⁴A candidate working towards a Level 4 qualification will also be acceptable. The minimum requirement for what constitutes working towards is that the individual must be enrolled in a Level 4 course/programme. A current ASA tutor (Club Coach and Coach for Level 3 and Level 1 and Level 2 teaching for Level 3 teacher) may also fulfil this role.

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