

TEACHER AND COACH LICENSING IN SCOTLAND

APPLICATION PACK

| Contents | Page |
|--|------------|
| Introduction..... | 1 |
| Background..... | 1 |
| Definition of Terms..... | 1 |
| What is Teacher and Coach Licensing?..... | 1 |
| Benefits of a Teacher and Coach Licensing Scheme..... | 2 |
| Who issues the licence?..... | 2 |
| Scottish Swimming Staff contacts..... | 2 |
| Process for newly qualified teachers/coaches..... | 3 |
| Process for teachers/coaches who already hold ASA qualifications.... | 3 |
| Equivalent qualifications..... | 4 |
| Sanctions..... | 4 |
| Exceptions to the Licence Period..... | 4 |
| Multi level / Multi discipline..... | 4 |
| Appeals..... | 4 |
| Cost..... | 5 |
| Making an Application..... | 5 |
| Level 1..... | 6 |
| Level 2..... | 7 |
| Level 3..... | 9 |
| Level 4..... | 11 |
| Level 5..... | 13 |
| Application for Provisional Licence | 15 |
| Teacher and Coach Code of Conduct..... | appendix 1 |

TEACHER AND COACH LICENSING IN SCOTLAND

Introduction

The purpose of this paper is to outline how Scottish Swimming will deliver Teacher and Coach Licensing for teachers and coaches in Scotland.

Background

The Coaching Task Force (CTF) in 2002 made the following recommendation in relation to licensing:

“The CTF has considered in some detail the proposals to take a further step and establish a licence to practice linked to the NCC (now UKCC). It is still intended that this should be the longer-term aim but believes that initial priority should be given to establishing the NCC. Once in place it would be sensible to then work up detailed proposals for the future implementation of a licence to practice.”

The Coaching Task Force regarded the Licensing of Coaches, linked to the proposed NCC (now UKCC), as:

“A means of driving continuous professional development and introducing and maintaining quality assured standards and regulation.”

Therefore, there is a desire to see a UK wide Licence to Practice scheme that is a mandatory requirement to assist coaching as a profession to become established.

Over the past ten years, Scottish Swimming has delivered ASA education awards in Scotland. It is intended that Scottish Swimming will have a more proactive approach to the delivery of education and training in Scotland. Towards this end, Scottish Swimming intends to become an established training agency for UKCC endorsed swimming teaching and coaching awards in Scotland, set the standards for CPD in Scotland and licence teachers and coaches in Scotland.

Definition of Terms

To avoid ambiguity the following descriptors have been defined:

- Licence – a permit that allows the holder to teach and/or coach.
- Licensing – the process of granting a licence.
- Licensing authority – the organisation issuing the licence.
- Licensee – the holder of a licence.

What is Teacher and Coach Licensing?

A licence equates to accreditation to practice. Following the achievement of a recognised aquatic teaching and coaching qualification (ASA/SQA qualification or equivalent), which in future must be UKCC endorsed, candidates will be provided with information which will explain the requirements of the licence and will invite them to apply.

A licence will be valid for a specific period of time and will be renewable subject to the holder of the initial qualification meeting specific criteria. The criteria will be based upon accepted best practice but will not include a requirement for re-assessment. Whilst the licence will require the licensee to keep up to date on teaching/coaching methods and practices, the quality of the teaching/coaching will remain the responsibility of the employer, club and the individual. It is recommended that all employers incorporate a teacher/coach monitoring process within their own quality assurance procedures.

Benefits of a Teacher and Coach Licensing Scheme

The following are a list of potential benefits for a Teacher and Coach licensing scheme:

- Provides proof of competence.
- A summary statement of qualifications and experience.
- Provides some protection for children through Disclosure Scotland checks.
- Helps to promote high standards for teaching and coaching.
- Provides a framework for continuous improvement and CPD.
- Assist employers and clubs in the selection of teachers and coaches.
- Provides for a separation of qualified and unqualified staff.
- Acts as a catalyst for implementing change.
- Commits the holder to uphold the code of ethics in swimming
- External credibility for the profession and for the governing bodies of swimming.
- Part of a regulated and developing career structure.

Who issues the licence?

The licence for swimming teachers and coaches in Scotland will be issued by Scottish Swimming. The criteria that are used to license Teachers and Coaches will be the same throughout Britain.

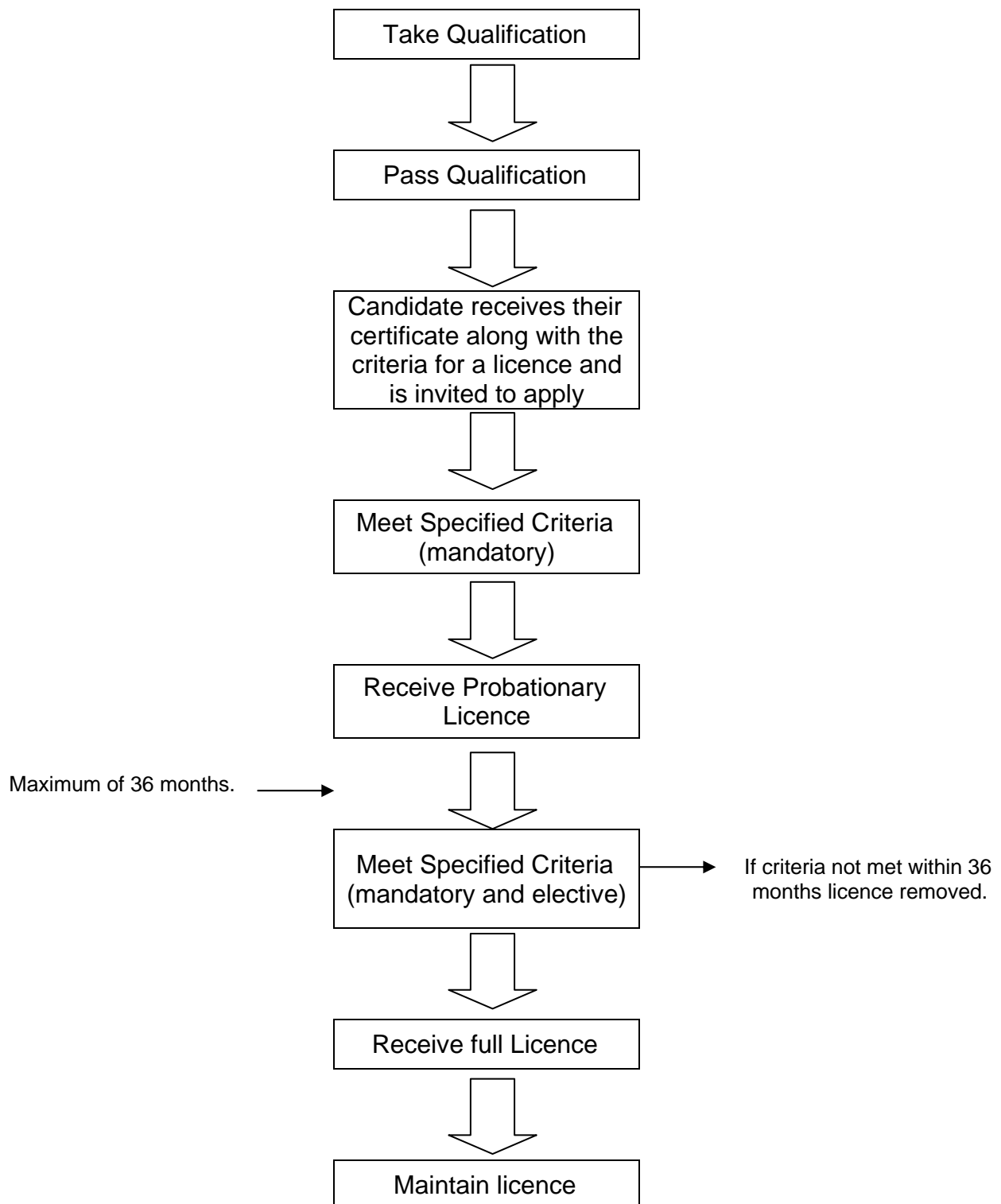
Scottish Swimming Staff contacts

| Name | Title | Telephone |
|-------------------|------------------------------------|------------------|
| Richard Gordon | Director of Coaching & Development | 01786 466 525 |
| Lorraine Campbell | Youth Development Manager | 01786 466 530 |

Email: info@scottishswimming.com

Web: www.scottishswimming.com

Process for newly qualified teachers/coaches



Process for teachers/coaches who already hold ASA qualifications

Scottish Swimming will aim to inform active teachers and coaches in Scotland who currently hold an Amateur Swimming Association (ASA) qualification about the criteria and process relating to the issuing of a licence. All existing certificate holders will be invited to apply for a licence.

Equivalent qualifications

Applicants holding qualifications not awarded by the ASA can apply to Scottish Swimming to be considered for a license. Scottish Swimming will deal with such applications on case by case basis.

Sanctions

Suspending or removing a licence are options which are available to Scottish Swimming (the Licensing Authority). Suspension will normally occur 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 person will not be licensed. Licensed status can only be reactivated once the evidence has been submitted and accepted. Any evidence submitted cannot be more than 36 months old.

In situations where a licence has been removed, all criteria will have to be met before the licence can be renewed. The only exception to this is where the teacher or 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 Scottish Swimming explaining that all other criteria have been met. A licence will be re-issued once the outstanding element has been completed. A letter can also be requested where the same criteria cannot be met due to the teacher being newly qualified and not yet active in the workplace.

Exceptions to the Licence Period

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

Multi level / Multi discipline

A licence issued at, for example, level 3 will also cover the levels below. Teachers or coaches can have a licence covering more than one discipline and at different levels, See notes following the level 2 criteria for more information.

Appeals

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

Cost

A Licence will be issued to teachers and coaches in Scotland, subject to the criteria being met, at no cost to those in membership of the following:

- Scottish Swimming;
- Institute of Swimming (IoS);
- British Swimming Coaches and Teachers Association (BSCTA).

For those teachers and coaches in Scotland wishing to be licensed, who are not in membership of Scottish Swimming, the IoS or BSCTA, must firstly provide evidence of having (a minimum of) public liability insurance covering their duties as stated within the licence application i.e. teacher or coach, and the cost for the licence will be £45.00

Making an Application

Teachers or coaches applying for a licence for the first time will be required to meet (as a minimum) the mandatory criteria.

Teachers or coaches applying to renew a licence (maximum period of 36 months) will need to provide evidence to support both the mandatory and elective criteria.

Approval to issue a Licence

All applications will be given due consideration and applicants can expect to receive an the outcome as to the success of an application within 1 month from the application being received. From 1st November 2006 Teacher Coach Licence applications will be invited using an 'open for applications' process. Licensing applications will be processed 4 times per year with applications being submitted and processed according to the following timelines:

| Submit application by | Processing time | Licence issued by |
|------------------------------|------------------------|--|
| 30 th November | December | 1 st (working day in) January |
| 28 th February | March | 1 st April |
| 31 st May | June | 1 st July |
| 31 st August | September | 1 st October |

Where appropriate, Scottish Swimming will reserve the right to request two references from individuals applying for a teacher or coach licence. Suitable referees must demonstrate knowing the applicant within the workplace (as indicated within the licence application i.e. teaching at level 1, or coaching at level 2) for a period of at least 2 years. Exceptions will be made in the case of individuals having recently gained their level 1 qualification where a suitable alternative reference will be requested.

An application form is included at the back of this pack. Please complete an application for each license applied for returning it with the required evidence using the information on page 4 of this pack. Details of who to contact for help are also provided on page 4.

Level 1

Mandatory Criteria:

- Hold ASA/SQA qualification or equivalent. (The minimum is a Level 1 Certificate).
- Evidence of a Disclosure Scotland check having been done in the last 12 months¹.
- Adherence to the Scottish Swimming Code of Conduct and acceptance of Scottish Swimming's jurisdiction on any breach of the Code.
- Evidence of Practical teaching/coaching².
- Evidence of having attended accredited child protection training (SportsCoach UK Safeguarding and Protecting Children workshop³) within the past 3 years.

Elective Criteria:

In addition to the mandatory requirements, teachers and coaches seeking a full Level 1 Licence will be expected to achieve at least 36 points from at least four different electives listed below:

| | | Maximum points to contribute to the Level 1 Licence |
|---|---|---|
| 1 | Attendance at Scottish Swimming, ASA or Welsh Swimming accredited CPD seminars relevant to the discipline and level of the certificate held - One point per hour. | 18 |
| 2 | Attendance at relevant, accredited Scottish Swimming or British Swimming training camps – One point per hour. | 18 |
| 3 | Membership of Scottish Swimming, IOS, BSCTA or similar organisation. | 6 |
| 4 | Achievement of additional UKCC endorsed aquatics qualifications at a level higher than the one already held. | 18 |
| 5 | Additional relevant qualifications – One point per hour ⁴ . | 12 |
| 6 | Documented evidence of teaching and/or coaching – One point per 10 hours. | 15 |
| 7 | Documented evidence of being mentored by a Licensed Level 2 (or above) teacher or coach – One point per hour. | 18 |
| 8 | Documented evidence of attendance at a competitive event at Scottish District level or above – One point per two hour attendance. | 4 |

The following Level 1 Licences will be available:

- Level 1 Licensed Swimming Teacher.
- Level 1 Licensed Swimming Coach.
- Level 1 Licensed Diving Coach.
- Level 1 Licensed Synchro Coach.
- Level 1 Licensed Water Polo Coach.

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

¹ Evidence of a Disclosure Scotland check in the last 12 months must be from the employer. Where an applicant does not have access to an organisation which can carry out a Disclosure Scotland check this can be arranged through Scottish Swimming. A charge will be made for this service.

² Evidence of Practical teaching/coaching can be endorsed by a line manager, head coach, supervisor, employer or equivalent.

³ Formally know as Good Practice and Child Protection workshop which is also still recognised

⁴ Additional relevant qualifications can be submitted, but they must be related directly to the teaching/coaching process and/or improvements in technical knowledge. Lifeguarding qualifications are also acceptable for which a maximum of 6 points will be allocated. Qualifications already held and for which there is no requirement for renewal can only be counted at the initial license application stage and not for subsequent applications.

Level 2

Mandatory:

- Hold ASA/SQA qualification or equivalent. (The minimum is a Level 2 Certificate).
- Evidence of a Disclosure Scotland check having been done in the last 12 months⁵.
- Adherence to the Scottish Swimming Code of Conduct and acceptance of Scottish Swimming's jurisdiction on any breach of the Code.
- Evidence of Practical teaching/coaching.
- Evidence of having attended accredited child protection training (SportsCoach UK Safeguarding and Protecting Children workshop) within the past 3 years.

Electives:

In addition to the mandatory requirements, teachers and coaches seeking a Level 2 Licence will be expected to achieve at least 54 points from at least four different electives listed below:

| | | Maximum points to contribute to the Level 2 Licence |
|----|---|---|
| 1 | Attendance at Scottish Swimming, ASA or Welsh Swimming accredited CPD seminars relevant to the discipline and level of the certificate held - One point per hour. | 18 |
| 2 | Attendance at relevant, accredited Scottish Swimming or British Swimming training camps – One point per hour. | 18 |
| 3 | Membership of Scottish Swimming, IOS, BSCTA or similar organisation. | 6 |
| 4 | Achievement of additional UKCC endorsed aquatics qualifications at a level higher than the one already held. | 18 |
| 5 | Additional relevant qualifications – One point per hour ⁶ . | 12 |
| 6 | Documented evidence of teaching (including managing other teachers), which could include managing other teachers or coaches – One point per 15 hours. | 20 |
| 7 | Documented evidence of coaching, which could include managing other teachers or coaches – One point per 15 hours | 20 |
| 8 | Documented evidence of being mentored by a Licensed Level 3 (or above) teacher or coach – One point per hour ⁷ . | 18 |
| 9 | Documented evidence of having mentored a Level 1 coach – One point per hour. | 18 |
| 10 | Documented evidence of attendance at a competitive event at Scottish National level or above – One point per two hour attendance. | 6 |

Cont'd/

⁵ Evidence of a Disclosure Scotland check in the last 12 months must be from the employer. Where an applicant does not have access to an organisation which can carry out a Disclosure Scotland check this can be arranged through Scottish Swimming. A charge will be made for this service.

⁶ Additional relevant qualifications can be submitted, but they must be related directly to the teaching/coaching process and/or improvements in technical knowledge. Life guarding qualifications are also acceptable for which a maximum of 6 points will be allocated. Qualifications already held and for which there is no requirement for renewal can only be counted at the initial license application stage and not for subsequent applications.

⁷ A current ASA Tutor may also fulfil this role.

/Cont'd

The following Level 2 Licences will be available:

- Level 2 Licensed Swimming Teacher.
- Level 2 Licensed Swimming Coach.
- Level 2 Licensed Diving Coach.
- Level 2 Licensed Synchro Coach.
- Level 2 Licensed Water Polo Coach.

Notes

1. Currently the minimum qualification required for a Level 2 Swimming Coach licence will be ASA Level 2, Units 1, 2 & 4. Once UKCC endorsed teacher coach qualifications are available the candidates would have to be certified at the appropriate level within the new structure. More information will be available on this in due course.
2. Candidates who wish to be licensed for more than one discipline at Level 2 will be required to achieve an additional 18 points per discipline. This will apply to those candidates who wish to be licensed as both a Swimming Teacher and Swimming Coach at Level 2.
3. Candidates may be licensed at Level 2 as a Swimming Coach and Level 1 as a Synchro Coach. In addition to the Level 2 licence requirements of 54 points, the Level 1 requirements of 12 additional points will also need to be met. Candidates will be required to meet the 'practical teaching and coaching' criteria within the mandatory section of each level of licence, for each discipline.

Level 3

Mandatory:

- Hold ASA/SQA qualification or equivalent. (The minimum is a Level 3 Certificate i.e. ASA Club Coach certificate).
- Evidence of a Disclosure Scotland check having been done in the last 12 months⁸.
- Adherence to the Scottish Swimming Code of Conduct and acceptance of Scottish Swimming's jurisdiction on any breach of the Code.
- Evidence of Practical teaching/coaching.
- Evidence of having attended accredited child protection training (SportsCoach UK Safeguarding and Protecting Children workshop) within the past 3 years.

Electives:

In addition to the mandatory requirements, teachers and coaches seeking a Level 3 Licence will be expected to achieve at least 72 points from at least five different electives listed below. Those seeking a Level 3 Coach Licence must achieve at least 16 points each from electives 12 and 13.

| | | Maximum points to contribute to the Level 3 Licence |
|----|---|---|
| 1 | Attendance at Scottish Swimming, ASA or Welsh Swimming accredited CPD seminars relevant to the discipline and level of the certificate held - One point per hour. | 18 |
| 2 | Documented evidence of delivering Scottish Swimming, ASA, or Welsh Swimming accredited CPD seminars, relevant to the discipline – one point per hour. | 18 |
| 3 | Attendance at relevant, accredited Scottish Swimming or British Swimming training camps – One point per hour. | 18 |
| 4 | Membership of Scottish Swimming, IOS, BSCTA or similar organisation. | 6 |
| 5 | Achievement of additional UKCC endorsed aquatics qualifications at a level higher than the one already held. | 18 |
| 6 | Additional relevant qualifications – One point per hour ⁹ . | 12 |
| 7 | Documented evidence of teaching (including managing other teachers) – one point per 20 hours | 30 |
| 8 | Documented evidence of coaching (including managing other coaches) – One point per 20 hours. | 30 |
| 9 | Documented evidence of being mentored by a Licensed Level 4 (or above) teacher or coach – One point per hour ¹⁰ . | 18 |
| 10 | Documented evidence of having mentored a Level 2 teacher or coach – One point per hour. | 18 |
| 11 | Documented evidence of attendance at a competitive event or conference at British level or above – One point per two hour attendance. | 12 |
| 12 | Coach swimmers performing at Scottish District level (or equivalent) – two points per swimmer. | 32 |

⁸ Evidence of a Disclosure Scotland check in the last 12 months must be from the employer. Where an applicant does not have access to an organisation which can carry out a Disclosure Scotland check this can be arranged through Scottish Swimming. A charge will be made for this service.

⁹ Additional relevant qualifications can be submitted, but they must be related directly to the teaching/coaching process and/or improvements in technical knowledge. Life guarding qualifications are also acceptable for which a maximum of 6 points will be allocated. Qualifications already held and for which there is no requirement for renewal can only be counted at the initial license application stage and not for subsequent applications.

¹⁰ A current ASA Tutor (Club Coach and Coach for Level 3 Coaches and Level 2 for Level 3 Teachers) may also fulfil this role.

| | | |
|----|---|----|
| 13 | Coach swimmers performing at Scottish National level (or equivalent) – four points per swimmer. | 32 |
|----|---|----|

The following Level 3 Licences will be available:

- Level 3 Licensed Swimming Teacher.
- Level 3 Licensed Swimming Development Coach.
- Level 3 Licensed Swimming Performance Coach.
- Level 3 Licensed Diving Coach.
- Level 3 Licensed Synchro Coach.
- Level 3 Licensed Water Polo Coach.

Notes

A Level 3 Swimming Development Coach will be required to meet the stated performance requirements at Scottish District and Scottish National levels using AGE-GROUP swimmers.

A Level 3 Swimming Performance Coach will be required to meet the stated performance requirements at Scottish District and Scottish National levels using SENIOR swimmers.

Any individual swimmer can only be counted once i.e. if a swimmer performs at Scottish National and Scottish District levels, only the Scottish National level can be used to contribute towards the points required.

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.

Candidates who wish to be licensed for more than one discipline will be required to achieve an additional 24 points per discipline. This will apply to those candidates who wish to be licensed as a Swimming Teacher and Swimming Development Coach or Swimming Performance Coach.

Candidates may be licensed at Level 3 as a Swimming Development Coach and Level 2 as a Water Polo Coach. In addition to the Level 3 licence requirements of 72 points, the Level 2 requirements of 18 additional points will also need to be met.

Level 4

Mandatory:

- Hold ASA/SQA qualification or equivalent. (The minimum is a Level 4 Certificate i.e. ASA Coach certificate).
- Evidence of a Disclosure Scotland check having been done in the last 12 months ¹¹.
- Adherence to the Scottish Swimming Code of Conduct and acceptance of Scottish Swimming's jurisdiction on any breach of the Code.
- Evidence of Practical teaching/coaching.
- Evidence of having attended accredited child protection training (SportsCoach UK Safeguarding and Protecting Children workshop) within the past 3 years.

Electives:

In addition to the mandatory requirements, teachers and coaches seeking a Level 4 licence will be expected to achieve at least 90 points from at least four different electives listed below. Those seeking a Level 4 Coach Licence must achieve at least 16 points each from electives 12 and 13.

| | | Maximum points to contribute to the Level 4 Licence |
|----|---|---|
| 1 | Attendance at Scottish Swimming, ASA or Welsh Swimming accredited CPD seminars relevant to the discipline and level of the certificate held - One point per hour. | 18 |
| 2 | Documented evidence of delivering Scottish Swimming, ASA, or Welsh Swimming accredited CPD seminars, relevant to the discipline – one point per hour. | 18 |
| 3 | Attendance at relevant, accredited Scottish Swimming or British Swimming training camps – One point per hour. | 18 |
| 4 | Membership of Scottish Swimming, IOS, BSCTA or similar organisation. | 6 |
| 5 | Achievement of additional UKCC endorsed aquatics qualifications at a level higher than the one already held. | 18 |
| 6 | Additional relevant qualifications – One point per hour ¹² . | 12 |
| 7 | Documented evidence of teaching (including managing other teachers) – one point per 20 hours | 30 |
| 8 | Documented evidence of coaching – One point per 20 hours. This could include managing other teachers or coaches. | 30 |
| 9 | Documented evidence of being mentored by a Licensed Level 5 teacher or coach – One point per hour ¹³ . | 18 |
| 10 | Documented evidence of having mentored a Level 3 teacher or coach – One point per hour. | 18 |
| 11 | Documented evidence of attendance at a competitive event or conference at International level – One point per two hour attendance. | 18 |
| 12 | Coach swimmers performing at Scottish National level (or equivalent) – four points per swimmer. | 32 |

¹¹ Evidence of a Disclosure Scotland check in the last 12 months must be from the employer. Where an applicant does not have access to an organisation which can carry out a Disclosure Scotland check this can be arranged through Scottish Swimming. A charge will be made for this service.

¹² Additional relevant qualifications can be submitted, but they must be related directly to the teaching/coaching process and/or improvements in technical knowledge. Life guarding qualifications are also acceptable for which a maximum of 6 points will be allocated. Qualifications already held and for which there is no requirement for renewal can only be counted at the initial license application stage and not for subsequent applications.

¹³ A current ASA Lead Tutor may also fulfil this role.

| | | |
|----|--|----|
| 13 | Coach swimmers performing at British level (or equivalent) – eight points per swimmer. | 32 |
|----|--|----|

The following Level 4 Licences will be available:

- Level 4 Licensed Swimming Teacher.
- Level 4 Licensed Swimming Development Coach.
- Level 4 Licensed Swimming Performance Coach.
- Level 4 Licensed Diving Coach.
- Level 4 Licensed Synchro Coach.
- Level 4 Licensed Water Polo Coach.

Notes

A Level 4 Swimming Development Coach will be required to meet the stated performance requirements at Scottish National and British levels using AGE-GROUP swimmers.

A Level 4 Swimming Performance Coach will be required to meet the stated performance requirements at Scottish National and British levels using SENIOR swimmers.

Any individual swimmer can only be counted once i.e. if a swimmer performs at Scottish National and British levels, only the British level can be used to contribute towards the points required.

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.

Candidates who wish to be licensed for more than one discipline will be required to achieve an additional 30 points per discipline. This will apply to those candidates who wish to be licensed as a Swimming Teacher and Swimming Development Coach or Swimming Performance Coach.

Candidates may be licensed at Level 4 as a Swimming Development Coach and Level 3 as a Swimming Performance Coach. In addition to the Level 4 licence requirements of 90 points, the Level 3 requirements of 24 additional points will also need to be met.

Level 5

Mandatory:

- Hold ASA/SQA qualification or equivalent. (The minimum is a Level 5 Certificate).
- Evidence of a Disclosure Scotland check having been done in the last 12 months ¹⁴.
- Adherence to the Scottish Swimming Code of Conduct and acceptance of Scottish Swimming's jurisdiction on any breach of the Code.
- Evidence of Practical teaching/coaching.
- Evidence of having attended accredited child protection training (SportsCoach UK Safeguarding and Protecting Children workshop) within the past 3 years.

Electives:

In addition to the mandatory requirements, teachers and coaches seeking a Level 5 Licence will be expected to achieve at least 108 points from at least four different electives listed below. For those seeking to be Level 5 Licensed Coach two of the electives must be 10 and 11.

| | | Maximum points to contribute to the Level 5 Licence |
|----|---|---|
| 1 | Attendance at Scottish Swimming, ASA or Welsh Swimming accredited CPD seminars relevant to the discipline and level of the certificate held - One point per hour. | 18 |
| 2 | Documented evidence of delivering Scottish Swimming, ASA, or Welsh Swimming accredited CPD seminars, relevant to the discipline – one point per hour. | 18 |
| 3 | Attendance at relevant, accredited Scottish Swimming or British Swimming training camps – One point per hour. | 18 |
| 4 | Membership of Scottish Swimming, IOS, BSCTA or similar organisation. | 6 |
| 5 | Additional relevant qualifications – One point per hour ¹⁵ . | 12 |
| 6 | Documented evidence of teaching (including managing other teachers) – one point per 20 hours | 30 |
| 7 | Documented evidence of coaching – One point per 20 hours. This could include managing other teachers or coaches. | 30 |
| 8 | Documented evidence of having mentored a Level 4 teacher or coach – One point per hour. | 18 |
| 9 | Documented evidence of attendance at a competitive event or conference at International level – One point per two hour attendance. | 18 |
| 10 | Documented evidence of delivering presentations at international conferences, relevant to the discipline – one point per hour. | 18 |
| 10 | Coach swimmers performing at British level (or equivalent) – eight points per swimmer. | Unlimited |
| 11 | Coach swimmers performing at British International (Commonwealth, European, World, Olympic) level (or equivalent) – sixteen points per swimmer. | Unlimited |

¹⁴ Evidence of a Disclosure Scotland check in the last 12 months must be from the employer. Where an applicant does not have access to an organisation which can carry out a Disclosure Scotland check this can be arranged through Scottish Swimming. A charge will be made for this service.

¹⁵ Additional relevant qualifications can be submitted, but they must be related directly to the teaching/coaching process and/or improvements in technical knowledge. Life guarding qualifications are also acceptable for which a maximum of 6 points will be allocated. Qualifications already held and for which there is no requirement for renewal can only be counted at the initial license application stage and not for subsequent applications.

The following Level 5 Licences will be available:

- Level 5 Licensed Swimming Teacher.
- Level 5 Licensed Swimming Development Coach.
- Level 5 Licensed Swimming Performance Coach.
- Level 5 Licensed Diving Coach.
- Level 5 Licensed Synchro Coach.
- Level 5 Licensed Water Polo Coach.

Notes

A Level 5 Swimming Development Coach will be required to meet the stated performance requirements at British and British International levels AGE-GROUP swimmers.

A Level 5 Swimming Performance Coach will be required to meet the stated performance requirements at British and British International levels using SENIOR swimmers.

Any individual swimmer can only be counted once i.e. if a swimmer performs at British and British International levels, only the British International level can be used to contribute towards the points required.

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.

Candidates who wish to be licensed for more than one discipline will be required to achieve an additional 36 points per discipline. This will apply to those candidates who wish to be licensed as a Swimming Teacher and Swimming Development Coach or Swimming Performance Coach.

Candidates may be licensed at Level 5 as a Swimming Performance Coach and Level 4 as a Swimming Teacher. In addition to the Level 5 licence requirements of 108 points, the Level 4 requirements of 30 additional points will also need to be met.

Application for Provisional Licence

Evidence requirements

All applicants are required to read 'Scottish Swimming Teacher and Coach Licensing in Scotland' before completing this application.

Please read the mandatory evidence requirements for the provisional license detailed below in conjunction with the above mentioned document. Using the checklist enclose the relevant documentation with your completed application form. Applications will not be accepted in any other format.

Place a tick  in the box to confirm evidence enclosed

Tick

- Original teaching/coaching certificate appropriate to the level of the license applied for
- Evidence of a Disclosure Scotland check having been done in the last 12 months
- Signed Scottish Swimming Code of Conduct (appendix 1)
- Evidence of Practical teaching/coaching
- Evidence of having attended accredited child protection training (SportsCoach UK Safeguarding and Protecting Children workshop) within the past 3 years.

When sending original documents please use registered post and keep a copy for your records. All supporting evidence will be returned to you with your licence or alternatively, details of why your application has been unsuccessful.

| | | | | | |
|------------------------------|--|--|-------------|---------------|----------|
| Name | | | | Date of Birth | __/__/__ |
| Address | | | | Post code | |
| | | | | | |
| Telephone | | | Email | | |
| Level of license applied for | | | Discipline* | | |

* Where the discipline is 'swimming' please indicate whether the application is for teaching or coaching

Declaration

I confirm that the information provided above and all evidence included with this application is genuine and my own to the best of my knowledge. I understand that to provide any evidence that is not my own may result in Scottish Swimming not processing my application any further.

Signature _____ Date __/__/__

Please return your application to: Education & Training, Scottish Swimming, National Swimming Academy, University of Stirling, Stirling, FK9 4LA

If you have any questions regarding this process please contact
Lorraine Campbell, Youth Development Manager
on 01786 466 520 / 07730 661 789

| | | |
|----------|--|--|
| Approved | | |
| Date | | |
| Officer | | |

