

Swim Ireland Accredited Training Centre Information Pack

Rational for the Introduction of a Training Provider network

(Please note this is a new structure for the delivery and accreditation of the SI Qualifications)

Swim Ireland (SI) has a license agreement with British Swimming which entitles SI to the Intellectual Property of the British Swimming United Kingdom Coaching Certificate (UKCC) qualifications. The SI qualifications are in line with the requirements of Coaching Ireland and are also following the UKCC requirements, which have placed the UKCC on the National Qualifications Framework (NQF). This will mean that the SI qualifications will be recognized as an equivalent to those being delivered in the UK.

To ensure that Swim Ireland uphold and honour their license agreements with British Swimming, some quality control is required to measure the standards of course delivery, course assessment and that these will be monitored on an ongoing standard. The SI Training and Delivery Body is therefore seeking to establish a national network for the delivery and assessment of training, leading to a SI qualification. This will be supported and strengthened by the rigorous quality assurance processes which underpin the delivery and awarding of SI Qualifications (Swim Ireland Awarding Body).

Any organisation in Ireland (North and South) may apply to become Accredited Training Centre subject to meeting the approval criteria.

As part of its license to award qualifications, the SI Awarding Body is required to monitor standards at all Accredited Training Centres approved to deliver qualifications. This will include a process of internal and external verification in line with the process adapted by British swimming, UKCC endorsement criteria and Coaching Ireland.

From 1 September 2009 only Accredited Training Centres, other wise known as satellites, will be able to deliver and assess training leading to a SI qualification. Candidates wishing to achieve a SI qualification will only be able to do so at a satellite/venue accredited by the SI Training and Delivery Body.

Initial approval will be given following the successful submission of the attached application form. Following initial approval, an inspection visit will take place to ensure the criterion has been met. In those circumstances where there are discrepancies, SI will work with the training provider and an action plan will be agreed.

Delivering Swim Ireland Qualifications - What is an Accredited Training Centre

Only centres accredited by the SI Awarding Body can deliver courses leading to a SI qualification. The information contained in this guidance pack will inform you of your responsibilities as an Accredited Training Centre and will also explain what help and support you can expect from SI. It is important to recognize that you have a professional responsibility to deliver high quality training, and candidates directed to your centre will have high expectations. SI views the accredited centre structure as a partnership that will flourish if nurtured appropriately. As with most partnerships it will require time and effort on both parts, but hopefully the outcome will be high quality training leading to high quality teachers/coaches and other appropriate associated personnel.

Criteria to become an organisation accredited for the delivery of courses leading to a SI qualification.

- a. Delivery of training leading to SI accredited qualifications will take place at Accredited Training Centres/satellites and venues.
- b. The SI Awarding body will ensure that Accredited Training Centres/satellites and venues meet the standard criteria.
- c. Only SI Up-skilled and Licensed Tutors will only be able to deliver training in Accredited Training Centres/ satellite and venues.
- d. Training providers will provide the SI Awarding Body with a list of the tutors who will deliver training within their venue.
- e. Training providers accredited to deliver SI Awarding Body qualifications will be subject to a process of internal and external verification. In addition the delivery of training will be monitored by the SI Training and Delivery Body.
- f. Accredited Training Centres will be required to submit an annual schedule of courses.
- g. Training providers will be subject to a process of review as part of the ongoing accreditation process.

Benefits to the Accredited Training Centre:

- Accredited Training Centres will be accredited to deliver and assess qualifications leading to SI qualifications.
- SI Accredited Training Centres will be provided with a certificate recognising their approved status.
- All Accredited Training Centres will be advertised on the SI website and prospective candidates will be directed as appropriate.
- Candidates wishing to achieve an SI qualification will only be able to do so at an Accredited Training Centre.
- SI will provide each Accredited Training Centre with regular communications.
- Accredited Training Centres will be part of a nationally recognized qualification network.
- Accredited Training Centres will be integral to allow SI to achieve its stated objective.
- Accredited Training Centres will be recognized by National organizations: The Irish Sports Council & Northern Ireland Sports Council as working in partnership with SI.
- Candidates achieving SI qualifications through Accredited Training centres will benefit from any external funding received by SI.
- Accredited Training Centres and candidates will benefit from an improved profile as a result of working in partnership with SI.
- Candidates receiving SI qualifications will be recognized throughout the UK as having in receipt of a relevant qualification.

Swim Ireland Accredited Training Centre Application Pack

If you are interested in becoming an SI Accredited Training Centre for the delivery and assessment of courses leading to SI Qualifications you should complete and return the attached application form to:

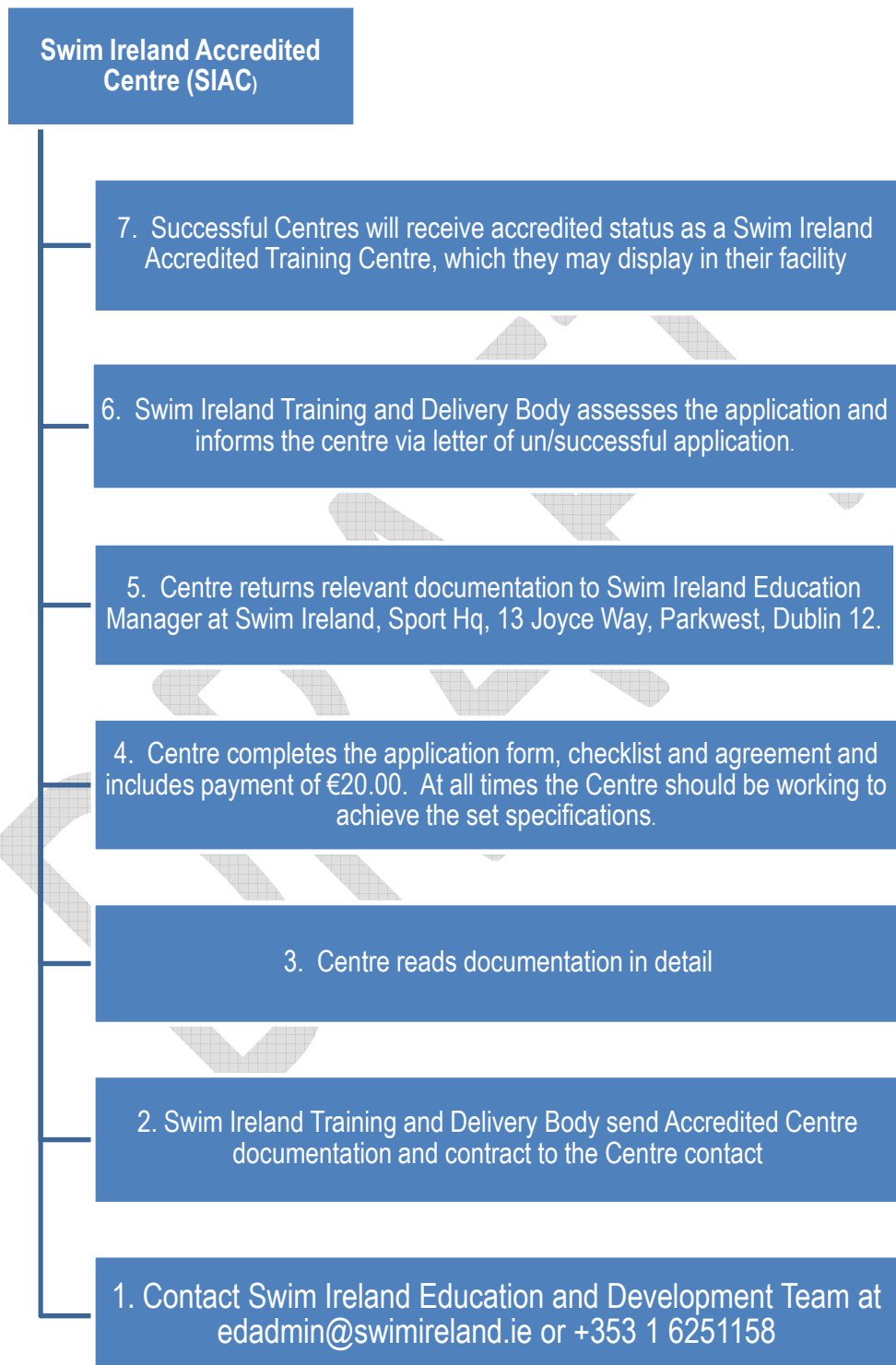
Accredited Training Centre Applications
C/O Swim Ireland Education Manager
Education and Development Team
Sport HQ
13 Joyce Way
Park West
Dublin 12

Any application for Accredited Training Centre status, which has not been deemed to have met the required criteria will be provided with reasons for the decision and will have an action plan worked out with SI staff to help you achieve status.

If you wish to discuss your application before submitting it to SI please contact the Education Manager. Details for the Education Manager can be found listed under the Education Contacts section.

The 7 Steps to becoming a Swim Ireland Accredited Training Centre

Please note that following the completion of the 7 steps displayed below, all Accredited Training Centres will receive a visit from SI to confirm details contained with the initial application.



SWIM IRELAND ACCREDITED TRAINING CENTRE APPLICATION FORM

CENTRE/ORGANISATION DETAILS

NAME OF CENTRE/ORGANISATION (please see Note 1):

CENTRE CODE, if already approved by Swim Ireland

ADDRESS:

TEL NO: _____ FAX NO: _____

E-MAIL: _____

NAME OF THE KEY CONTACT: _____

TEL NO: _____ FAX NO: _____

E-MAIL: _____

ADDRESS OF KEY CONTACT (If different from above):

DECLARATION

On behalf of (*insert main centre name*) _____

I confirm that the information provided in support of this application is to the best of my knowledge current and correct. I also agree to inform the Swim Ireland Training and Delivery Body of any changes which may affect the administration or quality of qualifications offered by Swim Ireland Awarding Body

SIGNATURE OF KEY CONTACT: _____

DATE: _____

NOTE 1 – Centres that intend to utilise more than one venue are requested to provide additional venue details on page 10. The Centre included on this form should be the main centre. The key contact must be the same person for all sites listed in this application.

TYPE OF CENTRE:

(Please tick appropriate boxes)

Leisure / Sports Centre

County council

Organisation

School

SI registered Club

Health Club

University

Private Contractor

Private Swim School

Other Please state: _____

DISCIPLINE(S) FOR WHICH APPROVAL IS SOUGHT (please tick the appropriate box/es)

Swim Ireland Level 1 and Level 2 incorporates UKCC and the NCDP from Coaching Ireland	SI Level 1	SI Level 2
Aquatic Teaching		
Diving Coaching		
Swimming Coaching		
Synchronised Swimming Coaching		
Water Polo Coaching		

Disabilities	
Aquafit	
Adult and Child	

Please fill this out if you are not an affiliated swimming club

CLUB LINKS (for Centres wishing to run Coaching courses - SI COACHING COURSES ONLY)

A link with a SI affiliated Club is required in order to organise and deliver the practical aspects of SI Levels 1 and 2 Coaching qualifications. The section below must be completed by the Club before your application can be approved. This form must be filled out if you are not a SI affiliated swimming club.

Discipline _____
Name of Club _____
Name of Contact _____
Position _____
Signature of contact _____
Date _____

Discipline _____
Name of Club _____
Name of Contact _____
Position _____
Signature of contact _____
Date _____

If more than two clubs are involved please complete additional sheets

If a link to a discipline specific club cannot be established for SI Levels 1 and 2 Diving, Water Polo and Synchronised Swimming Coaching, this link may be made through the Regional Office. For any questions on the Coaching Qualifications please contact the SI Training and Delivery Body.

Please indicate if this is the situation _____

If using your own Equal Opportunities Policy, Complaints Procedure or Appeals Procedure please indicate below and include a copy with this application.

Examples of appropriate procedures which can be adapted to suit the individual centre can be obtained from the Swim Ireland website or via the Education and Development Team at edadmin@swimireland.ie or +353 1 6251158.

Policy/Procedure included:	Yes/No
PSOP and Health & Safety Policy	
Equal Opportunities Policy	
Complaints Procedure	
Appeals Procedure	

Appropriate Insurance to run courses?	Yes/No
---------------------------------------	--------

Yearly Programme of planned courses included?	Yes/No
---	--------

Please provide the name of any Tutor appointed to deliver training in your centre(s)

Name of Tutor	Swim Ireland No:

FACILITY DETAILS

To be completed: Details of facilities to be used for training must be included within the Accredited Training Centre Application.

NAME OF CENTRE _____

Details of facilities (please refer to Appendix 1 of Guidance Document)

Pools: (Specifications)

Resources: (What are there? Classroom, equipment etc...)

Participants: (meet standards – rang of participants that are of appropriate level for the qualifications being delivered)



LIST OF ADDITIONAL VENUES _____

Full address: _____

_____ Postcode: _____

Tel No: _____

Details of facilities (please refer to Appendix 1 of Guidance Document)

Pools:

Resources:

Participants:

If more than one site is included in the application please copy this sheet and attach to your application.

Fee Enclosed Yes/No Main Centre Name: 1. _____ Additional Centres 2. _____ 3. _____ 4. _____ 5. _____	Amount €20 per centre for Admin, Postage and Certificate.	Invoice required Yes/No Purchase order enclosed Yes/No
---	---	---

Checklist for Completing Application Form

	v
Name and address included	
Key contact details included	
Programme of courses included	
List of venues included	
Evidence of sufficient resources to manage and administer the delivery and assessment of the qualifications including the accommodation of re-assessment opportunities available	
Evidence of access to sufficient, safe and appropriate physical resources to deliver the qualification/s available. Policy i.e. PSOP's in place.	
Health and safety polices available	
Equal opportunities policy available	
Complaints procedures available	
Appeals procedures available	
Yearly programme of projected courses i.e. Jan – Dec.	
Secure storage available for information concerning candidates and their achievements	
Appropriate Insurance in place	
Licensed tutors identified	
Evidence of staff inductions	
Size and depth of pool identified	
Classroom facilities identified	
A Customer service statement, monitor achievement of this customer service and report it to the Awarding Body.	

Please return to:-

Swim Ireland Approved Centres, Sport HQ, 13 Joyce Way, Parkwest, Dublin 12.

APPENDIX 1

The information provided in these tables gives guidance for the pool requirements and participants required for courses leading to a SI qualification. Measurements may be in metric. Any variation in respect of the stated minimum depths must be clearly stated in the application form and the SI Training and Delivery Body informed accordingly. Where the minimum stated depth is not available this should be discussed with the SI Awarding Body.

TABLE 1 - Pool Characteristics

Discipline	Helper plus SI Level 1 Aquatic Teaching	SI Level 2 Aquatic Teaching	SI Level 1 Coaching	SI Level 2 Coaching
Swimming	12m x 6m	Water Depth 0.9m – 1.8m	Minimum Depth 0.9m	Ideally pool to have a shallow and deep end – minimum 0.9m depth for the shallow end and 1.8m for the deep end. Please contact SI for more info on this as required
Diving			12.5m x 12.5m 3.8m Depth Minimum Water Temp 27°	
Water Polo			Advised upon request	
Synchro			12.5m x 12.5m 3.8m depth Minimum water temperature 27°	
Disability	Advised upon request			
Adult and Child		Significant shallow water area (0.9m – 1.00m) minimum water temperature of 29°		
Aquafit		12m x 6m Shallow to chest depth plus 1.5 and above for Unit 4. Minimum water temperature of 29°		

Table 2 – Participants Required

Discipline	Helper plus SI Level 1 Aquatic Teaching	SI Level 2 Aquatic Teaching	SI Level 1 Coaching	SI Level 2 Coaching
Swimming	Stages 1-7 of Swim Ireland NPTS 2007 or equivalent		Athletes from a Swim Ireland registered club	
Diving				
Water Polo				
Synchro			Athletes from a Swim Ireland registered club	
Disability	A range of significant disabilities	3 Unit course: A variety of significant learning, physical, sensory or hidden disabilities 4 Unit course A variety of severe learning, physical and sensory disabilities		
Adult and Child		Adults and Babies (4 – 48 months)		
Aquafit		Young people and adults – minimum age 14 years		

Swim Ireland Accredited Centre Sanctions Policy

1.0 Introduction

The Swim Ireland Sanctions Policy explains the process which the awarding body will follow if it is required to take action in the event that an Accredited Centre fails to work within the guidelines provided by the centre accreditation criteria and/or the qualification specific guidelines. The centre accreditation criteria and qualification specific guidelines aim to ensure that centres accredited to deliver SI qualifications are aware of their responsibilities and the criteria they must meet to maintain their qualification approval and Accredited Centre status.

Sanctions will normally only be applied after full discussion with the centre and after the centre has been provided with the opportunity to rectify any apparent short comings in any of the aspects that relate to the centre accreditation criteria or the organisation and delivery of courses leading to a Swim Ireland qualification. The possibility of the application of sanctions will usually be identified as part of the external verification process but may also be brought about as a result of a complaint, an appeal, or internally identified via administration problem.

2.0 Procedure for the application of a sanction

In the event that there is an allegation that an Accredited Centre is not complying with the Swim Ireland centre accreditation criteria and/or any qualification specific requirements, an initial evaluation of evidence will be carried out by the External Verifier (sanction levels 1 and 2) or the SI Awarding Body Quality Management Team (sanction levels 3 and 4). With regard to level 1 and 2 sanctions the external verifier will liaise with the SI Awarding Body throughout the process. If the evidence provided is sufficient, consistent and supports the view that the centre is in breach of the centre accreditation criteria and/or any qualification specific requirements an appropriate sanction may be applied. Where evidence is not sufficient and/or is inconsistent further investigation will be undertaken by the SI Awarding Body.

3.0 Sanction levels

The level of sanction applied will be dependent upon the scale and level of the risk the irregularity poses to the candidates, the reputation of the awarding body or the integrity of the qualification.

Level 1 - Non-compliance with the Swim Ireland Accredited Centre Criteria and/or the specific requirements of the qualification, but where there is no threat to candidates, the integrity of the qualification or to the reputation of Swim Ireland.

Sanction Outcome: Future claims for certification can only be made with the agreement of the EV. The sanction to remain in place until the EV is satisfied that corrective action has been taken.

Level 2 - Non-compliance with the Swim Ireland Accredited Centre Criteria and/or the specific requirements of the qualification to the extent that there is a threat to candidates and/or to the reputation of Swim Ireland and a serious concern regarding the integrity of assessment decisions, which may result in invalid claims for certification. This level of sanction may also be applied when previous corrective actions have not been implemented.

Sanction Outcome: Candidate certification withheld until such point that the appropriate corrective actions have been implemented. The sanction to remain in place until the EV is satisfied that corrective action has been taken.

Level 3 -Non-compliance with the Swim Ireland qualification requirements for a specific qualification(s) to the extent that there is a serious breakdown in the organisation and/or delivery and/or quality assurance of specific qualifications, causing a threat to candidates and/or the integrity of assessment decisions and/or to the reputation of Swim Ireland. This level of sanction may also be applied when previous corrective actions have not been implemented.

Sanction Outcome: Withdrawal of qualification approval for a specific qualification(s) until such point that the appropriate corrective actions have been implemented. The sanction to remain in place until the Awarding Body Quality Management Team is satisfied that corrective action has been taken.

Level 4 - Non-compliance with the Swim Ireland Accredited Centre Criteria to the extent that there is a serious breakdown in the management of all Swim Ireland qualifications offered by the centre, causing a threat to candidates and/or the reputation of Swim Ireland. This level of sanction may also be applied when previous corrective actions have not been implemented.

Sanction Outcome: Withdrawal of Accredited Centre Status until such point that the appropriate corrective actions have been implemented. The sanction to remain in place until the Awarding Body Quality Management Team is satisfied that corrective action has been taken.

3.1 Examples of when sanctions might be applied

NB: It is important to note that normally sanctions should only be applied if the centre has failed to implement corrective action identified as part of the EV process or as a result of a complaint, an appeal, or internally identified via an administration problem.

Sanction	Examples
<p>Level 1 - Non-compliance with the Swim Ireland Accredited Centre Criteria and/or the specific requirements of the qualification, but where there is no threat to candidates, the integrity of the qualification or to the reputation of Swim Ireland.</p>	<p>1 - Candidate support documentation such as appeals, complaints procedures not made available to all candidates or no indication where candidates can access these.</p> <p>2 - Centre regularly has more than the stipulated number of candidates on a course</p> <p>3 - Centre internal verification procedures not implemented in line with the awarding body requirements</p> <p>4 - Record keeping regarding candidate achievement not evident or insufficient</p> <p>5 - The learning programme is insufficiently detailed to the extent that it is unclear how the needs of candidates and/or course are to be met.</p>

<p>Level 2 - Non-compliance with the Swim Ireland Accredited Centre Criteria and/or the specific requirements of the qualification to the extent that there is a threat to candidates and/or to the reputation of Swim Ireland and a serious concern regarding the integrity of assessment decisions, which may result in invalid claims for certification. This level of sanction may also be applied when previous corrective actions have not been implemented.</p>	<p>1 - There are insufficient personnel within the centre to facilitate the required administration, management, delivery, assessment and/or quality assurance of the qualification.</p> <p>2 - Assessors and Internal Verifiers used by the centre do not hold the qualifications stipulated in the Centre Accreditation Criteria.</p> <p>3 - Required documentation/records including assessment/ verification documentation are not sufficient to allow an appropriate assessment decision to be made.</p> <p>4 – Standardisation/moderation activities have not been undertaken and variations in the application of standards are evident.</p> <p>5 - Previously agreed corrective measures relating to Level 1 have not been implemented.</p>
<p>Level 3 - Non-compliance with the Swim Ireland qualification requirements for a specific qualification(s) to the extent that there is a serious breakdown in the organisation and/or delivery and/or quality assurance of specific qualifications, causing a threat to candidates and/or the integrity of assessment decisions and/or to the reputation of Swim Ireland. This level of sanction may also be applied when previous corrective actions have not been implemented.</p>	<p>1 - Facilities and resources are not safe for the delivery/assessment of the qualification(s) and put candidates in danger.</p> <p>2 - There are significant faults in the delivery, assessment and/or verification/moderation across the breadth of all Swim Ireland qualifications awarded within the centre.</p> <p>3 - The assessment process disadvantages candidates and/or is not conducted in a fair manner which meets the needs of all candidates.</p> <p>4 - Assessed evidence is not the authentic work of candidates.</p> <p>5 - Previously agreed corrective measures relating to Level 1/2 have not been implemented.</p>
<p>Level 4 - Non-compliance with the Swim Ireland Accredited Centre Criteria to the extent that there is an irretrievable breakdown in the management and quality assurance of all Swim Ireland qualifications offered by the centre, causing a threat to candidates and/or the integrity of assessment and/or the reputation of Swim Ireland. This level of sanction may also be applied when previous corrective actions have not been implemented.</p>	<p>1 - Claims for certification are made before all requirements of assessment are satisfied.</p> <p>2 - Serious anomalies are identified in the implementation of policies and procedures; maintenance of records and/or security of the documentation.</p> <p>3 - There are significant faults in the management of the qualifications across the breadth of all Swim Ireland qualifications awarded within the centre.</p> <p>4 - Fraudulent claiming of competence occurs.</p> <p>5 - Previously agreed corrective measures relating to Level 1/2/3 non-compliance have not been implemented.</p>

DRAFT