

ASA LEVEL 1 CERTIFICATE FOR TEACHING (SWIMMING)

GENERAL INFORMATION

1. INTRODUCTION

The ASA Level 1 Certificate for Teaching (Swimming) comprises 3 units:

Unit 1 (core theory) this is common to all ASA disciplines at this level. Candidates who achieve a Level 1 Certificate in one discipline need not repeat this unit if taking the same level qualification in another discipline.

Unit 2 (theory) this is a theoretical unit, which covers aspects, which are specific to the discipline being studied.

Unit 3 (practical) this unit is largely practical and will enable the knowledge attained through units 1 and 2 to be applied in the practical context.

Where the units are taken separately it is necessary to complete the units in order i.e., 1, 2 and 3.

2. TITLE

Level 1 Certificate for Teaching Swimming. (Assistant Teachers)

3. PRE REQUISITE

Candidates must be at least 16 years of age at the commencement of the course.

4. ROLE

Once qualified a holder of the Level 1 Certificate for Teaching Swimming is able to assist in the teaching of a limited range of basic skills to a group consisting of up to 4 participants under supervision of a qualified ASA Teacher/Coach (Swimming). As the Level 1 Certificate holder gains additional experience, and following a risk assessment carried out by the supervising teacher, the number in the group may be increased to a maximum of six participants.

5. LEVEL OF QUALIFICATION

This is the first formally assessed and certificated qualification within the ASA structure. It is designed to introduce candidates to the basic principles of teaching/coaching, covering a limited range of skills and working with a small group of pupils (see role).

6. TIME ALLOCATION

6.1	Unit No 1 - Core Theory:	4 ½ hours
6.2	Unit No 2 - Swimming Theory:	10 hours
6.3	Unit No 3 - 1*Practical Non Swimmers to Advanced 1:	4 hours per candidate
6.4	Practical Teaching Observation (to run concurrently with 6.3)	2 hours
6.5	2*Practical Skill and Stroke Analysis:	2 hours
6.6	Tutor Demonstration:	1 hour
6.7	Discussion on issues raised during practical unit:	2 hours
6.8	Written knowledge test	45 minutes

1* This refers to the programme levels described in the ASA National Plan for Teaching Swimming.

2* Skill analysis must be led by the tutor. It is not permissible for this to be completed without the direct supervision of the tutor. This does not apply to time spent on skill analysis, which is additional to the course requirements. A maximum of 1 hour (from the allocated 2 hours) may be used on analysing skills/strokes using an appropriate video.

7. DEPTH OF KNOWLEDGE

The depth of knowledge required is described in the ASA publication 'Introduction to Swimming Teaching and Coaching' and, for tutors, the ASA Assistant Teacher Tutor Pack.

8. TOTAL LENGTH OF COURSE

Based on a course of 16 candidates and 8 teaching stations the minimum number of hours required is: -

16 ½ hours Theory (6.1, 6.2 and 6.7)
11 hours Practical (6.3, 6.4, 6.5 and 6.6)
27 ½ hours Total plus written knowledge test

The practical time is an example only. The number of candidates and the number of teaching/coaching stations will determine the actual course length. Sufficient time for breaks and change over must be allocated when calculating total course time.

The maximum time allowed for each day of a course is 8 ½ hours for “theory days” and 7 ½ hours for days, which include practical teaching/coaching.

9. **GUIDED LEARNING HOURS AWAY FROM THE COURSE**

Candidates will be expected to prepare sessions and complete additional tasks allocated by the course tutor including general reading and worksheets between sessions. The exact time required will vary from candidate to candidate. This will normally amount to approximately 6 - 8 hours.

10. **ASSESSMENT AND VERIFICATION**

10.1 Assessment of practical teaching will be on a continuous basis and through the use of the assessment check list and oral questioning

10.2 Assessment of theoretical knowledge will be through the Level 1 Log Book, oral questioning and a written knowledge test.

10.3 Each candidate should normally have a minimum of one recorded practical assessment by the course tutor, in addition to the final assessment checklist

10.4 Each course will normally be verified on a minimum of two occasions by the verifier appointed to the course

Assessment of points 10.1, 10.2 (not including the written knowledge test) and 10.3 will be by the course tutor and verified by the appointed verifier. Assessment of the written test will be by the appointed verifier

11. **RESULTS**

11.1 Candidates will be required to pass in both theoretical aspects and practical teaching/coaching

11.2 Candidates should be informed of the result of the practical teaching and log book by the course tutor/assessor

11.3 Theoretical results (written knowledge test) will only be communicated to the candidate by the ASA Education Department.

12. **COURSE ADMINISTRATION**

12.1 The maximum number of candidates for Unit 1 (core theory) is 32.

12.2 The maximum number of candidates for Units 2 and 3 is 16

12.3 Course organisers must ensure that they read the section on General Regulations and Administration before registering a course. Full details can be found on the ASA website (www.britishswimming.org) or by request from the ASA Education Department.

SYLLABUS DETAILS

LEVEL 1 - UNIT 1 - CORE THEORY

Each element within this unit has a time indication allocated to it. This is for guidance purposes only but provides some indication of the depth required. Further indication of depth can be gained through references to the relevant tutor pack, available to ASA registered tutors only, and the Introduction to Swimming Teaching and Coaching, available to candidates, both of which are published by the ASA

ELEMENT 1 - TECHNICAL KNOWLEDGE: At the end of the element the candidate will have:

Assessment Objectives

1.1) a basic knowledge of the fundamentals of aquatic activities

Syllabus density, flotation, resistance/drag (frontal, profile and viscous) propulsion including sculling and paddling action, vertical and horizontal rotation, balance.

1.2) been introduced to observation techniques
Syllabus focussed observation related to a range of aquatic activities, recording the outcomes of the observations.

1.3) a basic knowledge of the acquisition of skill and the relationship to work and rest
Syllabus practice, repetition, reinforcement and feedback, motivation, the importance of rest in relation to the acquisition of skill.

Estimated time for this element 1 hour

ELEMENT 2 - HEALTH AND SAFETY: At the end of the element the candidate will have:

2.1) an understanding of the implication of Emergency Action Procedures
Syllabus legal requirements, role of the lifeguard, role of the Level 1 Teacher, risk assessment.
NB NOP will be included at Teacher level on the basis that this is a supervising teachers responsibility

2.2) a knowledge of the use of simple rescue equipment
Syllabus reaching poles, throw bags, buoyancy aids.

2.3) a basic knowledge of pool hygiene
Syllabus pre swim requirement including showering and use of toilet.

2.4) a knowledge of common illnesses related to aquatic activity
Syllabus open wounds, infectious diseases, coughs, colds, ear and eye infections, verrucae.

2.5) a knowledge of relevant information and guidance statements
Syllabus teaching from the pool side/in the water, jumping into shallow water, head first entries, risk assessment, role appropriate to qualification; awareness of insurance implications for teachers/coaches

Estimated time for the element - 45 minutes

ELEMENT 3 - CONDUCTING A SESSION: At the end of the element the candidates will have:

3.1) a basic knowledge of the principles of session planning and recording
Syllabus aims and objectives, progressive practices, teaching points, organisation of time, space, pupils and equipment, variety, recording attendance and progress.

3.2) a basic knowledge of teaching methods
Syllabus whole part whole, part whole etc, guided discovery, *manual support.
* see note in additional guidance at the end of this unit

3.3) a basic knowledge of effective communication
Syllabus positioning on the pool side and in the water, communication - visual i.e. demonstration, mime, models; verbal and manual; one to one and small groups.

3.4) a basic knowledge of motivation techniques
Syllabus praise, positive feedback, use of incentive schemes.
Estimated time for this element - 1 hour

ELEMENT 4 - AQUATIC ACTIVITY AND HEALTHY LIFE STYLE: At the end of the element the candidate will have:

4.1) a basic knowledge of the relationship between aquatic activity and health
Syllabus health, fitness, benefits of water, preparing the body for activity.

4.2) a basic knowledge of recreational opportunities
Syllabus access to all disciplines of the sport, other water based activities.
Estimated time for this element - 15 minutes

ELEMENT 5 - SUPPORT STRUCTURES: At the end of the element the candidate will have:

5.1) a basic understanding of organisations which can support the development of the teacher/coach

Syllabus organisation of the ASA (or home countries if appropriate) including clubs, counties, districts, national, ASA teacher/coach education programme, ASA CPD programme, role of ISTC, relevant coaching associations, Sports Coach UK.

Estimated time for this element - 15 minutes

ELEMENT 6 - CHILD PROTECTION: At the end of the element the candidate will have:

6.1) an understanding of the contents of the Publication 'ASA Child Protection in Swimming - procedures and guidelines'

Syllabus what is child abuse, indications, recommended procedures, good practice, Swimline, Code of Ethics.

Estimated time for this element - 1 hour

BRIEFING, SUMMARY AND NEXT STEPS - 15 minutes

Additional Guidance

Manual Support

Manual support refers to assistance, which may be given to help the learner. In swimming this might be assistance given to a non-swimmer or beginner to achieve a horizontal position and to aid movement through the water. In diving it might be assistance given to the beginner to show the position of the hands on entry into the water. When manual support is being provided care must be taken to avoid embarrassment to the teacher or the pupil. It is recommended that where manual support is provided other adults and pupils should be in attendance.

Manual Manipulation

Manual manipulation refers to assistance, which may be given to help the learners to assimilate information related to the movement of limbs in relation to the skill being learnt. Assisting a learner to perform the Breaststroke leg action is one example. The manual manipulation of limbs should be avoided at this level, as there is the potential to cause injury.

Course Administration

The maximum number of candidates for Unit 1 is 32

LEVEL 1 SWIMMING - UNIT NO. 2 - THEORY

INTRODUCTION

This unit covers a range of theoretical aspects relevant to the teaching/coaching of swimming. Some aspects such as fundamentals and planning will have been introduced to candidates as part of Unit 1 (core theory). Where this occurs the content of Unit 2 should focus on developing a deeper understanding plus the application to the discipline of swimming

ELEMENT 1 - *NATIONAL PLAN FOR TEACHING SWIMMING: At the end of the element the candidate will have:

1.1) a basic understanding of the structure and content of the National Plan for Teaching Swimming

Syllabus scope of the plan including the 8 levels, and associated awards scheme; introduction to basic, efficient and effective technique.

Whilst the assessment and syllabus details refer to 5 of the 8 levels of the ASA National Plan for Teaching Swimming it is not intended that this will be covered in detail. At this level the NPTS is used to provide a framework for the level of swimmer required for the practical modules and the type of skills, which will be developed. The knowledge level is at an introductory level and the skills, techniques utilised will be a selection from those contained in the NPTS.

* **For courses delivered in Scotland the tutor may use the SASA Plan if appropriate**

Estimated time for this element - 45 minutes

ELEMENT 2 - TECHNICAL KNOWLEDGE: At the end of the element the candidate will have:

2.1) a basic knowledge of the fundamentals of swimming and their application

Syllabus flotation, resistance, propulsion, rotation, balance.

- 2.2) a basic knowledge of the use of a range of swimming aids and equipment
Syllabus floats, arm bands/discs, buoyancy suits, woggles, egg flips, sinkers, toys, division markers, pull buoys, pace clocks, backcrawl flags.
- 2.3) a basic knowledge of initial orientation related to non swimmers
Syllabus Use of games, water confidence activities with and without aids including an introduction to floating and submerging, early movement skills including basic travelling.
- 2.4) a basic knowledge of the development of the four competitive strokes
Syllabus practices, progressions and teaching points relevant to each of the four competitive strokes, development of basic techniques; use of widths and lanes including swimming in waves, chain, part and single widths, continuous swimming and repetitions, developing speed over short distances; timing swimmers; providing start times; spacing swimmers in a lane; establishing turn round times; stroke laws.
- 2.5) a basic knowledge of a range of skills including related practices and progressions
Syllabus safe feet first entries, e.g. steps, sitting, jumping; safe exits, regaining standing position, floating, vertical and horizontal rotation, streamlined, controlled swimming under water, sculling, treading water, rotation, hand touch turns.
- 2.6) a basic knowledge of skill and stroke analysis
Syllabus focussed observation and recording, use of BLABT, identification of appropriate action to bring about improvement.
- 2.7) a basic knowledge of relevant incentive schemes
Syllabus ASA Awards scheme, core, complementary and extension awards.
NB examples from other home countries may be used if appropriate

Estimated time for this element - 6 ½ hours

ELEMENT 3 - CONDUCTING A SESSION: At the end of the element the candidate will have:

- 3.1) a basic knowledge of planning and recording
Syllabus lesson planning and evaluations appropriate to a small group including aims and objectives; introduction, main theme, concluding/contrasting activity, skill development and stroke development, progressive practices, teaching points and organisation; equipment, methods of recording attendance and progress
- 3.2) a basic knowledge of teaching methods
Syllabus whole part whole; part whole etc; guided discovery; manual support; shallow water; multi stroke
- 3.3) a basic knowledge of the organisation of groups
Syllabus organisation relevant to non-swimmer, beginner, improver and advanced including use of random spacing, width, lanes, allocation of time to different phases of the sessions

Estimated time for this element – 1 ½ hours

ELEMENT 4 – LONG TERM ATHELETE DEVELOPMENT (LTAD): At the end of this element the candidate will have:

- 4.1) a basic knowledge of the LTAD and its application to Swimming
Syllabus five stages of LTAD with particular focus on the fundamental and swim skills stages

Estimated time for this element – 1 hour

BRIEFING, SUMMARY AND NEXT STEPS - 15 minutes

LEVEL 1 SWIMMING - UNIT NO. 3 - PRACTICAL - NON-SWIMMER TO ADVANCED 1

INTRODUCTION

This unit focuses on the application of the theoretical knowledge developed through Units 1 and 2 in the context of teaching/coaching a session(s) and covers programme levels 1 to 5 of the ASA National Plan for Teaching Swimming. At this level the NPTS is used to provide a framework for the level of swimmer

required for the practical modules and the type of skills, which will be developed. The knowledge required is at an introductory level and the skills, techniques utilised will be a selection from those contained in the NPTS.

For courses delivered in Scotland the tutor may use the SASA plan if appropriate.

Time Allocation

Each candidate will be required to teach for 4 hours divided as follows: -

Non-swimmer and Beginner	1 ½ hours
Improver	1 ½ hours
Advanced	1 hour

Additional Time Requirements

Practical skill and stroke analysis	2 hours
Tutor demonstrations	1 hour
Discussion on issues raised during the practical sessions	2 hours

At the end of the unit the candidates will be able to plan, conduct and evaluate a session(s) demonstrating an ability to:

1) prepare a basic session plan appropriate to the level of the group

Syllabus practical application of Unit 2 element 3.1

2) use a range of teaching methods appropriate to non swimmer to advanced

Syllabus practical application of unit 2 element 3.2

3) organise a small group of up to 4 pupils of similar ability including appropriate use of time and space whilst maintaining a safe teaching environment

Syllabus practical application of unit 2 element 3.3

4) use aids and equipment appropriate to the level of the swimmer

Syllabus practical application of unit 2 element 2.2.

5) introduce initial orientation related to non-swimmers

Syllabus practical application of unit 2 element 2.3

6) develop and consolidate basic technique for the four competitive strokes

Syllabus practical application of unit 2, element 2.4

7) introduce a range of aquatic skills appropriate to the level of swimmer

Syllabus practical application of unit 2 element 2.5

8) apply the principles of skill acquisition

Syllabus practical application of Unit 1 element 1.3

9) analyse skills and strokes and take appropriate action

Syllabus practical application of unit 2 element 2.6

10) communicate effectively in a variety of situations

Syllabus practical application of unit 1 element 3.3