



Swimming and Water Safety

CANDIDATE POST COURSE WORKBOOK ^{V2}

STEPS THREE AND FOUR

RTO 90666



ROYAL LIFE SAVING
NSW | ACT | TAS



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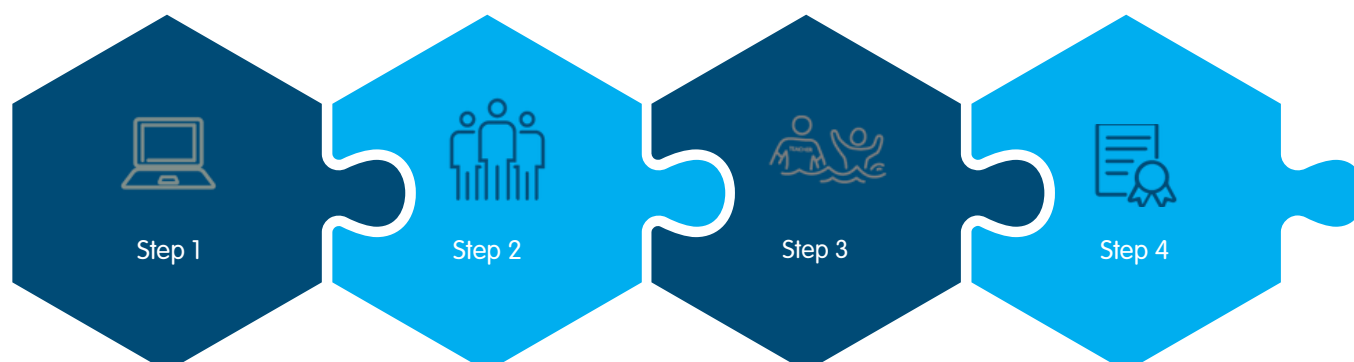
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Step Three

Swimming and Water Safety Process



Enrol into a Swim Teacher RLS NSW/ACT/TAS Swimming and Water Safety course and complete online learning.

Attend and complete RLS NSW/ACT/TAS Swimming and Water Safety one day course.

Post course: Complete and submit step three (Unit Completion) to obtain your Statement of Attainment for Swimming and Water Safety.

Post Course: Complete and submit step four (Licence Application) to receive your Swim Teacher licence, allowing you to competently and confidently teach swimming skills independently to children aged 3 and above.

Candidate Details

| | | | |
|-----------------------|--|---|--|
| Name: | | Email: | |
| Phone: | | WWCC # NSW: U18 N/A | |
| Date of Birth: | | WWVP ACT/TAS: Provide copy of card U16 N/A | |
| Training Course Date: | | Training Course Venue: | |

RLS Workplace Supervisor Details

| | | | |
|-----------|--|----------------|--|
| Name: | | Date of Birth: | |
| Phone: | | Email: | |
| Facility: | | | |

Candidate Responsibilities:

> Evidence of training

This application includes documentation of the training required to be completed 'on-the-job.' This section provides evidence of the candidate's practical application in the following three units:

- SISCAQU023 - Plan swimming lessons
- SISCAQU024 - Teach water familiarisation, buoyancy and mobility skills
- SISCAQU026 - Teach swimming strokes

> Insurance

Candidates will be covered under Royal Life Saving NSW/ACT/TAS insurance policies until the Statement of Attainment has been formally issued. This coverage ensures that all necessary provisions are in place and provides comprehensive protection until the candidate obtains their Statement of Attainment. Insurance Policies include Public Liability (PL) and Professional Indemnity (PI) insurance.

> Access to a Workplace supervisor

If you do not have access to an approved Royal Life Saving Workplace Supervisor, please contact your nearest Royal Life Saving office.

> Submitting application

You are responsible for ensuring that:

- Step three is fully completed and in good condition.
- Step four is fully completed and in good condition.
- The application is submitted to your Workplace Supervisor for final approval, the Workplace supervisor will then submit your application on your behalf to the nearest Royal Life Saving branch for processing.

Note: Applications submitted by candidates will not be accepted, and will be returned for submission by your Workplace Supervisor

Workplace Supervisor Responsibilities:

> Approved Workplace Supervisor

An Approved Royal Life Saving Workplace Supervisor is an individual with the appropriate skills, knowledge, and expertise to monitor your progress. A Royal Life Saving Workplace Supervisor must meet one of the following criteria:

- A qualified Swim Teacher, with a minimum of 2 years' experience with the Swimming and Water Safety Teacher qualification, or
- The Swim School Supervisor / Manager or equivalent or
- A Risk Manager/WHS Manager within the Council or Organisation with suitable Swim Teacher knowledge.

They should be actively involved in swim school activities and up to date with industry knowledge. Your Workplace Supervisor must be listed with Royal Life Saving as an approved Royal Life Saving Workplace Supervisor. Your Royal Life Saving Workplace Supervisor is expected to:

- Provide feedback.
- Maintain records relating to any workplace training, progress & achievement.
- Liaise with Royal Life Saving regarding any issues that may arise during the application process.
- Be available for contact by a Royal Life Saving assessor.

> Practical observation

Step Three

- To be completed after the Candidates 1 day training course.
- Complete pages 10 and 11 of this application, compiling data of the candidate's ability to teach and provide feedback for children aged 3 and above in learn-to-swim programs.

Step Four

- Training hours can be completed before and after the training course.
- Complete and sign observation on page 13 of this application, confirming the candidate's ability to confidently and effectively teach children aged 3 and above in learn-to-swim programs.

> Submitting application

Step Three

- Ensure the document is fully completed and email it to your nearest Royal Life Saving office. Contact details can be found on the back page.

Step Four

- Ensure the document is fully completed and email it to your nearest Royal Life Saving office. Contact details can be found on the back page.
- Can only be submitted with or after Step 3

If the document is not sufficiently completed, Royal Life Saving will communicate with the approved Workplace Supervisor to ensure all evidence is gathered and submitted correctly.

Beginner Lesson Plan 1

Develop two sequential comprehensive lesson plans (assisted and independent) tailored for a beginner class accommodating four participants. Ensure all sections are sufficiently covered to meet the assessment criteria (please use the National Swimming and Water Safety Framework as a guide).

www.royallifesaving.com.au/educate-participate/swimming/national-swimming-and-water-safety-framework

Assessment for planning swimming lessons - Teach water familiarisation, buoyancy and mobility skills.

Refer to your online learning Module 4 – Planning for an example of a completed lesson plan.

| | | | | | | | |
|---|--|---------|---------------|--|--|------------|--|
| Swimming and Water Safety Framework Level: - Assisted | | | | Water familiarisation, buoyancy and mobility skills /Fundamental Level 3 | | | |
| Day | | Time | | No. in class | | Pool depth | |
| Equipment Required: | | | | | | | |
| Duration: | | 30 mins | Aim of lesson | | | | |

| Time | Formation | Introduction/Warm up | Teaching points |
|------|-----------|----------------------|-----------------|
| | | | |

| Time | Formation | Main lesson activities | Teaching points |
|------|-----------|------------------------|-----------------|
| | | | |

| Time | Formation | Conclusion/Game *Relating to main activities | Teaching points |
|------|-----------|--|-----------------|
| | | | |

Select two activities from your lesson plan and offer a modification.

| Time | Formation | Original Skill | Modified Skill | Reason |
|------|-----------|----------------|----------------|--------|
| | | | | |
| | | | | |

Beginner Lesson Plan 2

Assessment for planning swimming lessons - Teach water familiarisation, buoyancy and mobility skills.
Refer to your online learning Module 4 – Planning for an example of a completed lesson plan.

| | | | | | | | |
|--|--|---------|---------------|--|--|------------|--|
| Swimming and Water Safety Framework Level: - Independent | | | | Water familiarisation, buoyancy and mobility skills /Fundamental Level 3 | | | |
| Day | | Time | | No. in class | | Pool depth | |
| Equipment Required: | | | | | | | |
| Duration: | | 30 mins | Aim of lesson | | | | |

| Time | Formation | Introduction/Warm up | Teaching points |
|------|-----------|----------------------|-----------------|
| | | | |

| Time | Formation | Main lesson activities | Teaching points |
|------|-----------|------------------------|-----------------|
| | | | |

| Time | Formation | Conclusion/Game *Relating to main activities | Teaching points |
|------|-----------|--|-----------------|
| | | | |

Select two activities from your lesson plan and offer a modification.

| Time | Formation | Original Skill | Modified Skill | Reason |
|------|-----------|----------------|----------------|--------|
| | | | | |
| | | | | |

Intermediate Lesson Plan 1

Develop two sequential comprehensive lesson plans (assisted and independent) tailored for an intermediate class accommodating four participants. Ensure all sections are sufficiently covered to meet the assessment criteria (please use the National Swimming and Water Safety Framework as a guide).

www.royallifesaving.com.au/educate-participate/swimming/national-swimming-and-water-safety-framework

Assessment for planning swimming lessons - Teach swimming strokes.

Refer to your online learning Module 4 – Planning for an example of a completed lesson plan.

| | | | | | | | |
|---|--|---------|---------------|---------------------------------------|--|------------|--|
| Swimming and Water Safety Framework Level: - Assisted | | | | Swimming Strokes /Acquisition Level 4 | | | |
| Day | | Time | | No. in class | | Pool depth | |
| Equipment Required: | | | | | | | |
| Duration: | | 30 mins | Aim of lesson | | | | |

| Time | Formation | Introduction/Warm up | Teaching points |
|------|-----------|----------------------|-----------------|
| | | | |

| Time | Formation | Main lesson activities | Teaching points |
|------|-----------|------------------------|-----------------|
| | | | |

| Time | Formation | Conclusion/Game *Relating to main activities | Teaching points |
|------|-----------|--|-----------------|
| | | | |

Select two activities from your lesson plan and offer a modification.

| Time | Formation | Original Skill | Modified Skill | Reason |
|------|-----------|----------------|----------------|--------|
| | | | | |
| | | | | |

Intermediate Lesson Plan 2

Assessment for planning swimming lessons - Teach swimming strokes.

Refer to your online learning Module 4 – Planning for an example of a completed lesson plan.

| | | | | | | | |
|--|--|---------|---------------|---------------------------------------|--|------------|--|
| Swimming and Water Safety Framework Level: - Independent | | | | Swimming Strokes /Acquisition Level 4 | | | |
| Day | | Time | | No. in class | | Pool depth | |
| Equipment Required: | | | | | | | |
| Duration: | | 30 mins | Aim of lesson | | | | |

| Time | Formation | Introduction/Warm up | Teaching points |
|------|-----------|----------------------|-----------------|
| | | | |

| Time | Formation | Main lesson activities | Teaching points |
|------|-----------|------------------------|-----------------|
| | | | |

| Time | Formation | Conclusion/Game *Relating to main activities | Teaching points |
|------|-----------|--|-----------------|
| | | | |

Select two activities from your lesson plan and offer a modification.

| Time | Formation | Original Skill | Modified Skill | Reason |
|------|-----------|----------------|----------------|--------|
| | | | | |
| | | | | |

The candidate must complete this section after teaching one of the following lessons: either Teach water familiarisation, buoyancy, and mobility skills or Teach swimming strokes.

Refer to your online learning Module 4 – Planning for information on evaluating a lesson.

Lesson Records

| | |
|------------------|--|
| Lesson Date: | |
| Lesson Duration: | |
| Aim of Lesson: | |

Learner progress notes

Examples can include improvement on skill / confidence / attempted skill

| | |
|------------|--|
| Student 1: | |
| Student 2: | |
| Student 3: | |
| Student 4: | |

Feedback from learners

Examples can include enjoyment / motivation to practice / enthusiasm for learning / patience / appreciation of encouragement

| | |
|------------|--|
| Student 1: | |
| Student 2: | |
| Student 3: | |
| Student 4: | |

Evaluation

Examples can include lesson content, communication, corrections and application, safety measures, modifications

| | |
|----------------------------------|--|
| What went well: | |
| What modifications were made: | |
| What would you change next time: | |

Workplace Supervisor to complete the below table on candidates' ability to deliver a lesson on both water familiarisation, buoyancy, and mobility skills, and Teach swimming strokes (tick or cross each * box).

| SISCAQU024 - Teach water familiarisation, buoyancy, and mobility skills | | SISCAQU026 - Teach swimming strokes | |
|--|---|--|---|
| Teach three predesigned group water familiarisation, buoyancy, and mobility lessons: | | Teach three predesigned group swimming stroke lessons: | |
| <input type="checkbox"/> | *each with a minimum duration of 30 minutes | <input type="checkbox"/> | *each with a minimum duration of 30 minutes |
| <input type="checkbox"/> | *each with at least four learners | <input type="checkbox"/> | *each with at least four learners |
| Instruct aspects of water familiarisation skills: | | Across the above three lessons collectively, teach aspects of: | |
| <input type="checkbox"/> | *entering, leaving, and moving through water | <input type="checkbox"/> | *freestyle |
| <input type="checkbox"/> | *getting face wet | <input type="checkbox"/> | *backstroke |
| <input type="checkbox"/> | *submerging and opening eyes under water | <input type="checkbox"/> | *butterfly |
| <input type="checkbox"/> | *regaining a standing position from a front and back floating position | <input type="checkbox"/> | *breaststroke |
| <input type="checkbox"/> | *breathing | For each individual lesson above: | |
| Instruct aspects of buoyancy and mobility skills: | | <input type="checkbox"/> | *teach one stroke (freestyle, backstroke, butterfly breaststroke) as the main focus for the lesson |
| <input type="checkbox"/> | *front, back and side floating | <input type="checkbox"/> | *brief learners and provide safety information tailored to the aquatic environment and types of activities |
| <input type="checkbox"/> | *gliding | <input type="checkbox"/> | *use teaching and communication techniques suited to learner needs |
| <input type="checkbox"/> | *torpedo | <input type="checkbox"/> | *modify at least two aspects of the lesson plan and activities in response to learner needs |
| <input type="checkbox"/> | *sculling | <input type="checkbox"/> | *complete accurate lesson records which include learner progress notes, feedback from learners, parents or carers, and evaluation of the lesson |
| <input type="checkbox"/> | *treading water | | |
| <input type="checkbox"/> | *stroke exploration | | |
| For each of the above three lessons: | | | |
| <input type="checkbox"/> | *Brief learners and provide safety information tailored to the aquatic environment and types of activities | | |
| <input type="checkbox"/> | *use teaching and communication techniques suited to learner needs | | |
| <input type="checkbox"/> | *modify at least two aspects of the lesson plan and activities in response to learner needs | | |
| <input type="checkbox"/> | *complete accurate lesson records which include learner progress notes, feedback from learners, parents or carers, and evaluation of the lesson | | |

Observation Summary

Workplace Supervisor to complete the box below and ensure signatures from both the workplace supervisor and the candidate.

| Workplace Supervisor Observation | The candidate demonstrated confidence and effectiveness in teaching children aged 3 and above in learn-to-swim programs. | |
|--|--|------------------------------------|
| | Yes | Not yet, requires further practice |
| Deliver 3 lessons for water familiarisation, buoyancy and mobility skills. | | |
| Deliver 3 lessons for swimming strokes. | | |
| Please provide feedback on the candidates performance: | | |
| | | |
| Candidate Signature: | | |
| Workplace Supervisor signature: | | |

Workplace Supervisor Step 3 Checklist



| | |
|--|--|
| 2 x lesson plans completed - Teach water familiarisation, buoyancy and mobility skills. | |
| 2 x lesson plans completed - Teach swimming strokes. | |
| Lesson evaluation completed for either Teach water familiarisation, buoyancy, and mobility skills or Teach swimming strokes. | |
| Practical Observation completed by Workplace Supervisor. | |
| Observation summary completed by Workplace Supervisor and signed by both the Workplace Supervisor and Candidate. | |

Once all components in Section 3 are completed, the workplace supervisor is to send the document to the nearest Royal Life Saving office via email. Contact details are provided on the back page.

OFFICE USE ONLY

In addition to the supplied Workplace Supervisor's assessment, the candidate has successfully completed the following assessment requirement for unit SISCAQU023 - Plan swimming lessons throughout their enrolment.

Competency Criteria

SISCAQU023 - Plan swimming lessons

For each of the three lessons:

| | |
|--|--|
| | *plan at least two sequential lessons for each of the following types of swim classes: |
| | *water familiarisation, buoyancy and mobility |
| | *water safety and survival skills - On course assessment completed and sighted. |
| | *swimming strokes |

* for two lessons, and according to actual feedback or case studies:

| | |
|--|---|
| | *evaluate feedback provided by learners, or their parents or carers |
| | *evaluate swim teacher feedback modify future lesson content, and document details of the evaluation and changes. |

By signing below, I hereby acknowledge the candidate has successfully completed all requirements for units:

SISCAQU023 - Plan swimming lessons (page 12)

SISCAQU024 - Teach water familiarisation, buoyancy and mobility skills (page 10)

SISCAQU026 - Teach swimming strokes (page 10)

| Assessor Name | Assessor Signature | Date |
|---------------|--------------------|------|
| | | |
| Processed by | Signature | Date |
| | | |



Step Four

The Candidate is to be mentored over a minimum 12-hour period inclusive of step 3, they must successfully teach classes for 3–12-year-olds. The candidate is to be assessed under supervision with a workplace supervisor to be deemed competent. Where possible provide a variety or change to the level of learners.

Candidate Details

(required if submitting at a later date to section 1)

| | | | |
|--------------------------|--|---|--|
| Name: | | Email: | |
| Phone: | | WWCC # NSW: U18 N/A | |
| Date of Birth: | | WWVP ACT/TAS: Provide copy of card U16 N/A | |
| Training Course Date: | | Training Course Venue: | |

RLS Workplace Supervisor Details

(required if submitting at a later date to section 1)

| | | | |
|-----------|--|----------------|--|
| Name: | | Date of Birth: | |
| Phone: | | Email: | |
| Facility: | | | |

Licence Completion

The Workplace Supervisor confirms that the candidate has demonstrated the following:

- Maintain class control at all times
- Provide a safe environment for learners
- Promptly and correctly identify any students at risk
- Promptly identify and correct swimming techniques or skills with appropriate teaching methods
- Promptly and correctly identify any hazardous or challenging behaviour and manage class accordingly
- Ensure all children are engaged in the class at all times
- Timeframes managed according to lesson plan

| | |
|---------------------------------|--|
| Candidate signature: | |
| Workplace Supervisor signature: | |

Once all components in Section 4 are completed, the workplace supervisor should send the document to the nearest Royal Life Saving office via email. Contact details are provided on the back page.

Workplace Supervisor

Step 4 Checklist



| | |
|---|--|
| Copy of current CPR qualification. | |
| WWCC or WWVP supplied. | |
| Licence completion signed by both the Workplace Supervisor and Candidate. | |

Office use only

OFFICE USE ONLY

| Processed by | Signature | Date |
|--------------|-----------|------|
| | | |

Once all components in Section 4 are completed, the workplace supervisor is to send the document to the nearest Royal Life Saving office via email. Contact details are provided on the back page.

THANK YOU

CONTACT US

| | | |
|--------------------|--|------------------|
| ✉ SYDNEY | courses@royalnsw.com.au | ☎ (02) 9634 3700 |
| ✉ HUNTER | hunter@royalnsw.com.au | ☎ (02) 4929 5600 |
| ✉ ILLAWARRA | illawarra@royalnsw.com.au | ☎ (02) 4225 0108 |
| ✉ NORTHERN | northern@royalnsw.com.au | ☎ (02) 6651 6266 |
| ✉ RIVERINA | riverina@royalnsw.com.au | ☎ (02) 6921 7422 |
| ✉ WESTERN | western@royalnsw.com.au | ☎ (02) 6395 9716 |
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