



INTRODUCTION

The purpose of this paper is to outline the details of Tutor licensing in Scotland.

Since September 2008 Scottish Swimming has been the recognised training provider for UKCC endorsed swimming teaching and coaching awards in Scotland. Part of the role of Training Provider includes Scottish Swimming setting the standards for CPD in Scotland and licensing teachers, coaches, and the tutor workforce in Scotland.

DEFINITION OF TERMS

To avoid ambiguity the following descriptors have been defined:

- Tutor Licence – a permit that allows the holder to tutor Scottish Swimming educational courses.
- Licensing – the process of granting a licence.
- Licensing authority – the organisation issuing the licence.
- Licensee – the holder of a licence.

WHAT IS TUTOR LICENSING?

The tutor licence is in two parts which are:

1. Probationary Licence
2. Full licence

A licence equates to accreditation to practice. Following the successful completion of the Scottish swimming tutor training programme, candidates will be provided with information which will explain the requirements of the licence and will invite them to apply for a probationary licence. This will be upgraded to a full licence once they have successfully completed competency assessment, SportScotland PDA and Assessor qualification.

A licence will be valid for a two year period and will be renewable subject to the holder of the initial qualification meeting specific criteria. The criteria will be based upon accepted best practice. The licence will require the licensee to keep up to date on appropriate teaching/coaching methods and practices as well as and tutoring and assessing skills.

BENEFITS OF A TUTOR LICENSING SCHEME

The following are a list of benefits for a Tutor licensing scheme:

- Provides proof of competence.
- A summary statement of qualifications and experience.
- Provides some protection for children through membership of the PVG Scheme.
- Promotes and maintains high standards of Tutoring.
- Acts as a catalyst to implementing change.
- 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 aquatic Tutors in Scotland will be issued by Scottish Swimming.



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. (See Appendix III)

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 Tutor, as a result of being unlicensed, cannot meet the criteria related to actively tutoring. In this situation the Tutor 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. (The above situation would be relevant where the tutor has been employed to deliver courses as part of their job description.)

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. (Appendix I)

COST

A Licence will be issued to Tutors in Scotland, subject to the criteria being met, and provided the tutor membership fee for that year has been received.

MAKING AN APPLICATION

Tutors applying for a licence will be required to meet (as a minimum) the mandatory criteria.

Application is via Scottish Swimming Membership System

<https://scottishswimming.azolve.com>



TUTOR LICENCE

MANDATORY CRITERIA:

- Member of Scottish Swimming with Teacher or Coach Category Level 2 or higher in the chosen discipline(s).
- Successfully completed technical competency delivery checklist.
- Successfully completed Scottish Swimming tutor training programme, or hold SportScotland PDA sport Educator qualification in Sport qualification, hold a Level 3 vocational qualification in training and development or equivalent, (Tutors 2016 onwards)
- Relevant PVG Scheme membership record on Scottish Swimming membership system
- Adherence to the Scottish Swimming Code of Ethics/Conduct.
- Signed/Agreed to Scottish Swimming Tutor code of conduct.
- Evidence of having tutored or co-tutored at least 2 teaching and/or coaching courses in the appropriate discipline(s), in each year of the last 2 years (where applicable) or relevant involvement in Scottish Swimming education
- Evidence of having attended accredited child protection training (sportscoach UK Good Practice in Child Protection workshop) within the past 3 years.
- Current up to date Teacher or Coach Membership on Scottish Swimming Membership system.
- Hold a valid Assessors qualification.

TUTOR / ASSESSOR: ROLES AND RESPONSIBILITIES

- To undertake candidate induction and ensure that correct paperwork is completed
- To support the candidate through the qualification
- To provide remediation and re-assessment for candidates where necessary
- To assess candidate evidence against the National standards.
- to record assessment decisions and provide feedback to candidates on submitted evidence
- To identify and support candidates who require assessment arrangements
- To discuss candidate assessment arrangements with colleagues to ensure a standardised approach
- To attend and participate in Standardisation Meetings
- For regulated qualifications, to maintain a CPD record and make this available to SQA's External Quality Assurance staff on request
- To contribute to the centre's review of policies, procedures, learning and assessment material and resources
- To participate in any Assessment Appeal, as indicated in the centre appeals procedure
- To participate in any complaint as indicated in the centre complaints procedure
- To attend and participate in any visits by SQA Quality Assurance staff, as required
- To be aware of the risk of malpractice and act according to the centre procedure.

If you have any specific queries please contact Scottish Swimming Education on:

Phone: 01786 466 520, or

E-mail: education@scottishswimming.com



As part of ongoing Quality Assurance it is essential that Scottish Swimming ensures that Tutor Workforce has current, up to date and standard qualification.

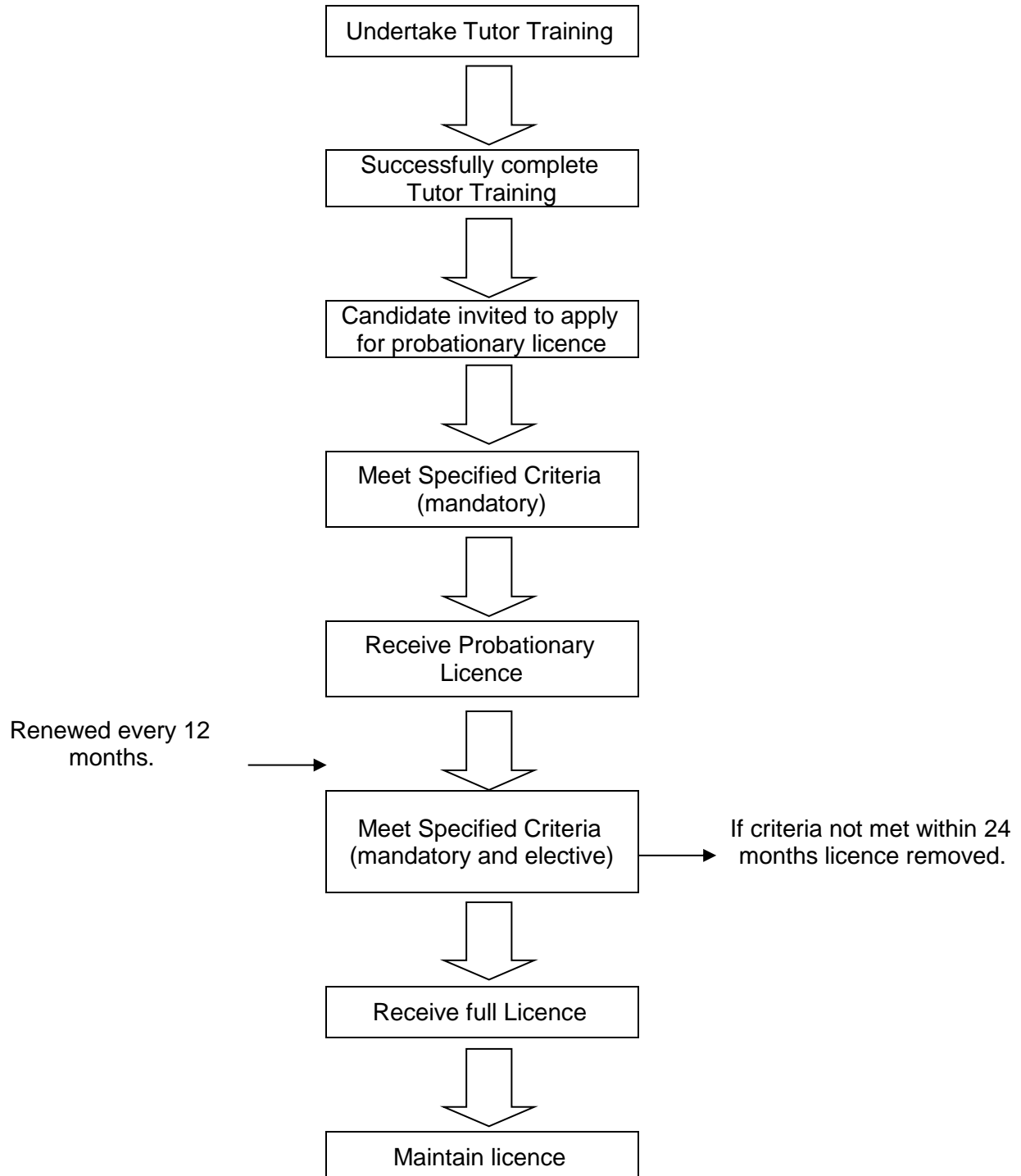
The documents below will ensure that there is a thorough checklist of the qualifications required to be able to deliver the consistently high standards of courses and to allow everyone involved in the pathway to be clear on their roles and responsibilities.

Courses Requiring Tutor Licence	
Aquatics Teacher	Synchro
Diving	Early Years
Water Polo	Assessor
Aquatics Coach	Internal Verifier
Criteria	
Member of Scottish Swimming	
Certification of Scottish Swimming Tutor Qualification	
Evidence of a Disclosure Scotland/ PVG check having been done in the last 36 months	
Evidence of Agreement to Scottish Swimming Tutor Code of Conduct in the last 24 months	
Evidence of having tutored or co-tutored at least 2 teaching and/or coaching courses in the appropriate discipline(s), in each year of the last 2 years (or relevant involvement in Scottish Swimming Education)	
Evidence of having attended accredited child protection training (sportscoach UK Safeguarding and Protecting Children) within the past 3 years	
Evidence of teaching/coaching/tutoring in the appropriate discipline(s) over the last 12 months	
Evidence of CPD with related impacted to your tutoring in last 24 months	
Hold a teacher/coach licence at a minimum of level 2 in the appropriate discipline(s)	
Hold a valid Assessor Qualification	
Hold a valid Internal Verifiers Qualification (Internal Verifiers only)	
Hold a PDA (Sports Educators) Certificate (Tutors 2016 onwards)	



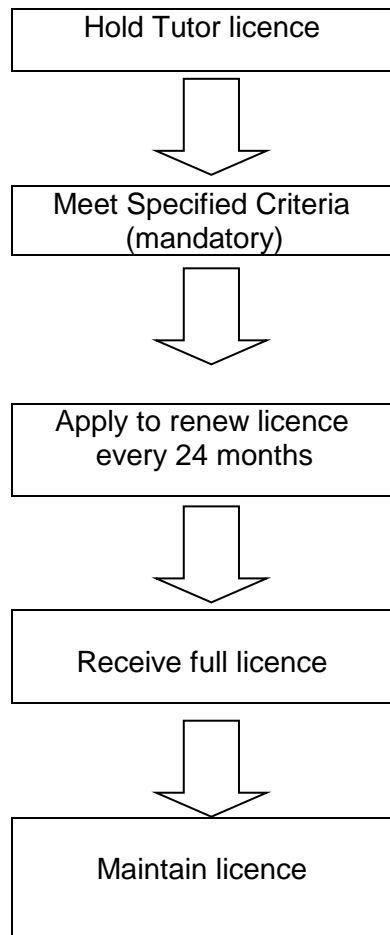
Appendix I

Process for newly qualified Tutors





Process for Licenced Tutors



If criteria not met within 12 months licence removed.



Appendix II - Tutor Code of Conduct (Nov 2015. V2)

A responsible tutor facilitates the development of teachers and coaches through delivering Scottish Swimming approved qualifications. This is achieved by:

- Identifying and meeting the needs of individuals using the best learning approach possible.
- Developing teaching and coaching skills through a structured Scottish Swimming approved qualification route.
- Creating an environment in which individuals are motivated to learn and complete their course.

Tutors should comply with the principles of good ethical practice listed below. A licensed tutor must at all times:

- Follow all guidelines laid down by the Scottish Swimming and hold appropriate insurance cover and qualification
- Clarify, at the outset, with candidates exactly what is expected of them and what candidates are entitled to expect from their tutor.
- Encourage and guide candidates to accept responsibility for their own behaviour and learning.
- Ensure the activities they direct or advocate are appropriate for the course, candidates and pupils within lessons
- Provide honest feedback that is in the form of positive praise or constructive feedback.
- Direct candidates to appropriate resources for further learning and understand that they may not know all answers.
- Place the well-being and safety of the candidate above the expectation of results
- Abide by the Scottish Swimming and Club Child Protection policies and procedures
- Respect the rights, dignity and worth of every person and treat everyone equally within the context of their sport.
- Develop an appropriate working relationship with candidates, based on mutual trust and respect. Tutors must not exert undue influence to obtain personal benefit or reward. In particular, tutors must not use their position to establish or pursue a sexual or improper relationship with a candidate.
- Co-operate fully with Scottish Swimming and appointed assessors, and verifiers
- Never act in a manner that brings Scottish Swimming into disrepute.
- Always promote the positive aspects of their sport (e.g. fair play) and never condone rule violations or the use of prohibited substances.
- Keep up to date with changes in the discipline area that they are delivering
- Consistently display high standards of behaviour and appearance.
- Let Scottish Swimming Education know of any (potential) conflict of interest that may or arises for a course.

DECLARATION: I agree to abide by the above principles and understand that any breaches of the code will be dealt with in accordance with SASA judicial laws. I understand that a breach may result in removal of my licence.

Signed:

Date:

Print Name:



Appendix III – Job Descriptions

Scottish Swimming UKCC Tutor/ Assessor Job Description

Job Title:	Scottish Swimming Tutor & Assessor
Tenure:	Self Employed
Hours:	Variable
Benefits	<ul style="list-style-type: none"> • Ability to deliver course throughout Scotland • Support from National governing body • Access to upskilling opportunities • National conference attendance
Reports to:	Scottish Swimming Education Team
Key interface with:	<ul style="list-style-type: none"> • Workforce Development Manager • SQA Approved Centres • Coarse Organisers • Internal & External Verifiers • Support Tutors • Centre managers & staff • Candidates
Job based at:	Scotland wide
Overall purpose of the job:	To deliver Scottish Swimming Education courses
Key responsibilities:	<ul style="list-style-type: none"> • Maintain contact with course organiser • Plan, organise & deliver courses, using methods and materials suitable for candidates • Prepare and adapt appropriate teaching materials • Identify/assess the needs of the learners and deliver and support with relation to these needs • Comply with Scottish Swimming Code of conduct and code of ethics, so that all learners are treated respect and dignity • Evaluate the effectiveness of learning. • Assess learners work and ensure learners are given effective feedback on their progress. • Ensure all relevant paperwork and online tasks are completed and returned to Scottish Swimming • Attend relevant training and development sessions • Ensure that personal CPD is carried to ensure effective and up to date delivery.
Success Criteria:	<ul style="list-style-type: none"> • Learners achieving effective level of achievement or have relevant action plan for further development • Consistent and high standard of delivery • Inspired and engaging courses
Qualification / Knowledge Standards:	<ul style="list-style-type: none"> • Good presentation & communication skills • Interpersonal Skills • UKCC Scottish Swimming Tutor Certificate



Scottish Swimming Internal Verifier Job Description

Job Title:	Scottish Swimming Internal Verifier
Tenure:	Self Employed Rate: Early Year & Level 1 = £50 per course Level 2 = £60 Level 3 = £70
Hours:	Variable
Benefits	Training provided by Scottish Swimming
Reports to:	Scottish Swimming Education Team
Key interface with:	<ul style="list-style-type: none"> • Workforce Development Manager • SQA Approved Centres • Coarse Organisers • External Verifiers • Tutors • Candidates
Job based at:	Scotland wide
Overall purpose of the job:	<ul style="list-style-type: none"> • Independently verify the qualifications and assessments provided and report the findings to Scottish Swimming. • Access online system (Onefile) to examine candidate portfolios of evidence • Visit SQA approved Satellite centres to verify centre compliance with SQA Standards.
Key responsibilities:	<ul style="list-style-type: none"> • To verify assessment decisions and to manage the quality of SQA delivery • To identify and address learning and development needs of Assessors • To support and advise Assessors to ensure consistent best practice. • To cross reference with other Internal verifiers to ensure consistency verification including attendance at standardisation days. • Liaise with External verifiers , arrangements and preparation for EV visits
Success Criteria:	<ul style="list-style-type: none"> • Consistent standards of verification • Clear concise reports relating to actions required • Completion of Verification and signing
Qualification / Knowledge Standards:	<ul style="list-style-type: none"> • Good Verbal & written skills • UKCC Scottish Swimming Tutor Qualification • A1 & V1 Award (D32.33 & D34) • Experience of working within the industry • Ability to work effectively as a team • Commitment to quality of service