

# Swim Teacher Licensee Handbook

Teacher: Swimming & Water Safety



# Acknowledgements

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# Section 1: Royal Life Saving Society

Royal Life Saving believes everyone can be a lifesaver.  
Whether as a responsible member of the community or for a lifesaving career,  
the skills you learn are skills for life.

**‘Whomsoever you see in distress, recognise in them a fellow human being’.**

## Introduction

Royal Life Saving Society - Australia (est. 1904) works to prevent drowning and facilitate healthy, active lifestyles by equipping all Australians with water safety skills.

There is no one reason why Australians drown, so there is no one simple solution. For that reason, our approach needs to reflect the complexity of the range of issues that result in drowning deaths.

To make sure we reach all Australians, whoever they are and wherever they live, we tackle these goals using an all-encompassing approach, designed to meet our stakeholders' diverse needs, beliefs and values

Royal Life Saving is driven by:

- Innovative, reliable, evidence-based health promotion and advocacy;
- Strong and effective partnerships;
- Quality programs, products and services;
- Continuing as a committed national organisation.

For the past 129 years, the Royal Life Saving Society - Australia has worked to harness the strengths of the communities we work with to reduce drowning and turn everyday people into everyday community lifesavers.

As a dynamic, charitable organisation, our areas of activity include:

- |                           |                                |
|---------------------------|--------------------------------|
| • Advocacy                | • Community Development        |
| • Education               | • Research                     |
| • Training                | • Lifesaving Sport             |
| • Health Promotion        | • Leadership and Participation |
| • Aquatic Risk Management | • International Partnerships   |

Our guiding values are safety, quality, integrity and a humanitarian tradition. Royal Life Saving is active all over Australia. Our Members, volunteers, trainers, employees and lifesavers are found in almost all communities. Our approach is inclusive and some of our biggest achievements occur away from large capital cities.

## Why Choose Royal Life Saving Queensland?

- |  |  |
|--|--|
| • Nationally Recognised qualification        | • Access to current industry resources   |
| • Industry recognised Licence                | • Professional Development opportunities |
| • Free access to RLSSQ CPR courses           | • Formal affiliation with RLSSQ          |
| • Free first licence following RLSSQ courses | • Pathway to become a Trainer            |
| • Access to a re-registration portal         | • Support a great cause                  |



# Section 2: Your Role and Obligations

## Swim Teacher - Key Legislation

Key information about legislative and regulatory requirements impacting Swim Teachers include:

- Occupational Health and Safety Act 2004
- Occupational Health and Safety Regs 2017
- Public Health and Wellbeing Regs 2019
- Equipment (Public Safety) Regs 2012
- Disability Discrimination Act 1992
- Working with Children (Risk Management and Screening) Act 2000
- Racial Discrimination Act 1975
- Privacy and Data Protection Act 2014
- Privacy Act 1988
- Fair Work Act 2009
- Competition and Consumer Act 2010

## Swim Teacher - Key Industry Guidelines

The Royal Life Saving Society Australia (RLSSA), Guidelines for Safe Pool Operations (GSPO) are the Nationally Recognised best practice Industry guidelines. They have been developed and maintained by the National Aquatic Industry Steering Committee, made up of expert representatives from across the country. This document includes various experts relating to the key components which impact Swim Teachers operating in the aquatic industry.

## Guidelines for Safe Pool Operations

Management standards and practices provide the managers of public pools and aquatic facilities with useful information about the minimum requirements and best practices in the operation of public pools and aquatic facilities. The Guidelines for Safe Pool Operations (GSPO) is an example of a venue-based risk management tool provided as a voluntary guide for operators which assists an operator in satisfying their legislative duties and providing a high standard of care for visitors to their centre.

Although the GSPO is published by Royal Life Saving, it represents the collective opinion of the aquatics industry and a range of expert personnel across Australia through its development process. The Guidelines relate to all facilities in which members of the public are encouraged to attend for recreational, fitness or educational purposes. The RLSSA Guidelines for Safe Pool Operations clearly set out the requirements for a safe aquatic facility and are a must for managers of aquatic facilities.

The GSPO includes 92 guidelines across the following seven sections of aquatic facility operation:

- General Operations
- Technical Operations
- First Aid
- Facility Design
- Supervision
- Low Patronage Pools
- Programs

Royal Life Saving undertakes a regular review of the Guidelines for Safe Pool Operations.



<https://www.royallifesaving.com.au/aquatic-centres/managers/guidelines-for-safe-pool-operations>

A subscription is required to view the full GSPO.



# National Swimming and Water Safety Framework

## Introduction

The Royal Life Saving Society - Australia (RLSSA) believes that every individual in Australia should be provided with a balanced water safety, personal survival and swimming education. To facilitate this belief, RLSSA has developed the RLSSA National Swimming and Water Safety Framework (NSWSF).

The framework provides parents, swim teachers, aquatic educators, educational institutions and governments with a basis for developing, providing or selecting an appropriate swimming and water safety program. The framework is based on the success of the RLSSA's Swim and Survive program (Active levels) and has been developed in consultation with the aquatic industry.

## Desirable Standards

The RLSSA National Swimming and Water Safety Framework represents the skills that the RLSSA believes are desirable in the provision of swimming and water safety opportunities to individuals of all backgrounds. The RLSSA strongly believes that if all individuals attained the relevant standard within the framework then the number of people involved in aquatic emergencies would be significantly reduced.

## Minimum Targets

The RLSSA provides support and advice to those groups who have chosen to set minimum targets for achievement by individuals under their care. These targets reflect what can be realistically achieved given a range of variables such as financial commitment, climatic conditions and access to swimming and water safety programs. It is expected that by working with such groups the RLSSA will ultimately ensure the achievement of the desirable standards.

## Alignment

The framework standards are especially relevant to primary school-aged children and have been aligned to years of schooling. This alignment provides a guide for the provision of swimming and water safety experiences by parents, schools and education systems. The RLSSA believes that the standards are attainable in the context of an ongoing comprehensive and developmentally sound water safety, personal survival and swimming education.

## The Content

RLSSA recognises that at any point in a child's water safety and aquatic education they may be achieving above or below the appropriate year standard. An individual with limited aquatic experience is not expected to perform at the relevant standard. However, the seven standards within the framework set out a skill-based continuum from which an individual's progression in swimming and water safety may be mapped and planned. It caters equally to learners of all abilities and allows programs to be structured to an individual's needs.

The Swim Teacher training delivered by RLSSQ supports the delivery of the National Swimming and Water Safety Framework, and the Framework is introduced in the course content. RLSSQ is committed to attending and contributing to all meetings and symposiums associated with the continued development of the National Swimming and Water Safety Framework, leveraging the expertise of staff in the Education, Aquatic Risk and Research teams.

For further information on the National Swimming and Water Safety Framework please visit:

<https://www.royallifesaving.com.au/programs/national-swimming-and-water-safety-framework>

# Safeguarding Children

Royal Life Saving Queensland is a Child Safe Organisation and has a strong stance against child abuse. We are committed to the protection of all children from all forms of abuse. We are clear about our behavioural expectations of every person in our community.

RLSSQ have developed a Child Safe Statement, that details our approach to protecting children. It provides a high-level statement of professional boundaries / ethical behaviour, as well as acceptable and unacceptable relationships.

The terms of agreement between RLSSQ and affiliated Licensees is to provide to RLSSQ its policies and procedures that comply with the RLSSQ Child Safe Policy and declare compliance, and relevant jurisdictional laws and regulations in relation to the protection of children and young people.

Where the Licensee (or organisation the Licensee represents), does not have appropriate Safeguarding Children policies and procedures, they must read and declare compliance with RLSSQ's Code of Conduct as part of the Licence registration / re-registration process. The declaration confirms that the Licensee will comply with the Queensland Child Safe Standards and have read and understood the RLSSQ Policy.

It also confirms awareness of the need to advise RLSSQ's Child Protection Officers (on 07 3823 2823) if a Licensee has any concerns about a Child or Young Persons' safety, becomes aware of any current or historical incidents regarding Child or Young Persons' safety or is aware of non-compliance to Policy. If a child or young person is in immediate danger the Licensee must call the Police on triple zero (000).

Copies of the Policy are available at <https://www.rlssq.com.au/?show=Membership>

Royal Life Saving Queensland's Coded and Policies apply to all; directors and managers, employees (full time, part time, casual), contractors, members, volunteers, office bearers (including trainers), coaches, swim teachers and officials of Royal Life Saving Society Queensland.

You will be working in a workplace where respect for others is essential, and is integral to the Organisation's way of doing business. All persons with whom the Organisation has any form of relationship, must be treated with care, sensitivity and fairness to ensure that these persons have confidence in the Organisation's understanding, competence and capacity. You must treat other persons and employees with respect and consideration to ensure an environment which is free from harassment.

Royal Life Saving Queensland reserves the right to introduce, review or amend policies, procedures or codes of practice at any time without notice, as required.



## Section 3: Your Qualification

### RLSSA GSPO. SV2. Swimming and Water Safety Teachers

#### 2.2. Initial Training and Qualifications - All Swimming and Water Safety Teachers

##### 2.2.1. To perform the duties of a Swimming and Water Safety Teacher an individual should hold a:

- a) Current Cardiopulmonary Resuscitation (CPR) certificate issued by a Registered Training Organisation and a;
- b) "Working with Children" check or equivalent as required by relevant State or Territory legislation
- c) Statement of Attainment with the SISSS00112 - Swimming and Water Safety Teacher skill set endorsed as part of the Sport, Fitness and Recreation Training Package as delivered by a Registered Training Organisation (RTO) or;
- d) Statement of Attainment with the following competencies as delivered by a Registered Training Organisation (RTO)
  - SISCASQU002 - Perform basic water rescues
  - SISCASQU008 - Instruct water familiarisation, buoyancy and mobility skills
  - SISCASQU009 - Instruct water safety and survival skills
  - SISCASQU010 - Instruct swimming strokes

##### 2.2.2. For those teaching specialist groups Swimming and Water Safety Teachers should also hold a current Statement of Attainment with the following competencies:

- Infant and Pre-School Programs SISCASQU011 - Promote development of infants and toddlers in an aquatic environment and/or;
- Programs for Disabled Persons SISCASQU012 - Assist participants with a disability during aquatic activities.

### RLSSQ Swim Teacher Course

The RLSSQ Swim Teacher training course, provides successful candidates with the qualification required to be a Swim Teacher (SISSS00112 - Swimming and Water Safety Teacher). This qualification allows successful candidates to teach from four (4) years and older students. Further information on the course is available from [www.swimteacher.com.au/swim-teacher-courses/](http://www.swimteacher.com.au/swim-teacher-courses/)

RLSSQ offers this course in the following manner:

- **Two-day (face to face) full course**, where candidates will participate in theory and practical content.

RLSSQ will soon offer two exciting extension courses:

- RLSSQ Teacher of Infants and Toddlers (SISCASQU011 - Promote Development of Infants and Toddlers in an Aquatic Environment) – Proposed to be available January 2021
- RLSSQ Teacher of Disabled Participants (SISCASQU012 - Assist Participants with a Disability During Aquatic Activities) – Proposed to be available January 2021

**Enrolment information:** Visit [www.swimteacher.com.au/](http://www.swimteacher.com.au/) to search for and enrol into upcoming courses.

**Entry requirements:** Minimum age for entry to the RLSSQ Swim Teacher course is 16 years, however candidates will not be able to receive a Licence until they are 17 years old.

**Course prerequisites:** None

**Licensee requirements:** Please see next section (4), for information regarding your licence in information.



**Health and fitness:** Candidates are to have a reasonable level of health and fitness and a reasonable level of swimming ability allowing them to complete fitness and strength tests including:

- Swim 50 meters using a recognised front stroke, and
- Swim 50 metres using a recognised back stroke, and
- Tread water for a minimum of one (1) minute.

**Training policies:** RLSSQ Compliance policies are available at <https://www.rlssq.com.au/?show=Membership> under important membership policies and includes detailed information on:

- |                                  |                                   |
|----------------------------------|-----------------------------------|
| • Recognition of Prior Learning  | • Course terms and Conditions     |
| • Credit Transfer                | • Code of Practice                |
| • Privacy                        | • Complaints Appeals and Feedback |
| • Language Literacy and Numeracy | • Fees, Charges and Refunds       |

**Upon Completion:** On successful completion of the RLSSQ Swim Teacher course, and all course materials you are able to receive a 'Statement of Attainment', meeting industry standards. However, you are not yet able to independently deliver swim teaching activities and need to obtain an appropriate licence, in line with the requirements of the RLSSA GSPO.

The RLSSQ Swim Teacher Course fee, includes the cost of your initial three-year Licence with RLSSQ.





## Section 4: Your Licence

### RLSSA GSPO. 2.8. Licensing

- 2.8.1. All Swimming and water safety teachers should be licenced no more than every 3 years by process of verification of skills assessment and ongoing professional development.
- 2.8.2. Licensing of Swimming and water safety teachers should include but not be limited to:
- Requiring and citing evidence of training and assessment including CPR and basic water rescue techniques
  - Requiring evidence of on-going professional development in both water safety and teaching techniques
  - Requiring an assessment that the swimming and water safety teacher remains a fit and proper person to fulfil their duties

### GSPO 2.8. Licensing Schemes

- 2.8.3. Organisations permitted to issue licences for Swimming and Water Safety Teachers in Australia must:
- Require the citing of evidence of training and assessment activities
  - Require skills assessments in line with this guideline
  - Require regular training and assessment in basic water rescue skills
  - Require evidence of sufficient ongoing professional development
  - Require working with children checks
  - Have specific mechanisms to engage industry in all decision making in relation to its governance
  - structure and program development of Swimming and Water Safety Programs
  - Support the implementation of the National Swimming and Water Safety Framework for its programs
  - Verify and provide information upon request, as to whether an individual holds a current and valid
  - licence, except where the law requires such information not to be disclosed
  - Maintain documented procedures for the suspension, withdrawal or reduced scope of a licence and any subsequent appeals or complaints

## RLSSQ Swim Teacher Licence

Royal Life Saving offers a Swim Teacher Licence which meets industry standards. The Licence is valid for three (3) years from the date of completion and allows candidates to conduct lessons for students aged four (4) years and older. The initial Licence for candidates who complete an RLSSQ Swim Teacher Course is included in the course fee. A Licence fee is applicable for anyone who has obtained a current base qualification from an alternative provider. The cost of the RLSSQ Swim Teacher Licence is \$199 (including GST).

Candidates require the following to submit a registration request for a license:

- Current SISSS00112 - Swimming and Water Safety Teacher (e.g. RLSSQ Swim Teacher Course)
- Current HLTAID001 or HLTAID009 Provide Cardiopulmonary Resuscitation (CPR) qualification
- Current Working with Children Check (WWCC) / Positive Notice Blue card linked to RLSSQ
- Completed industry onboarding

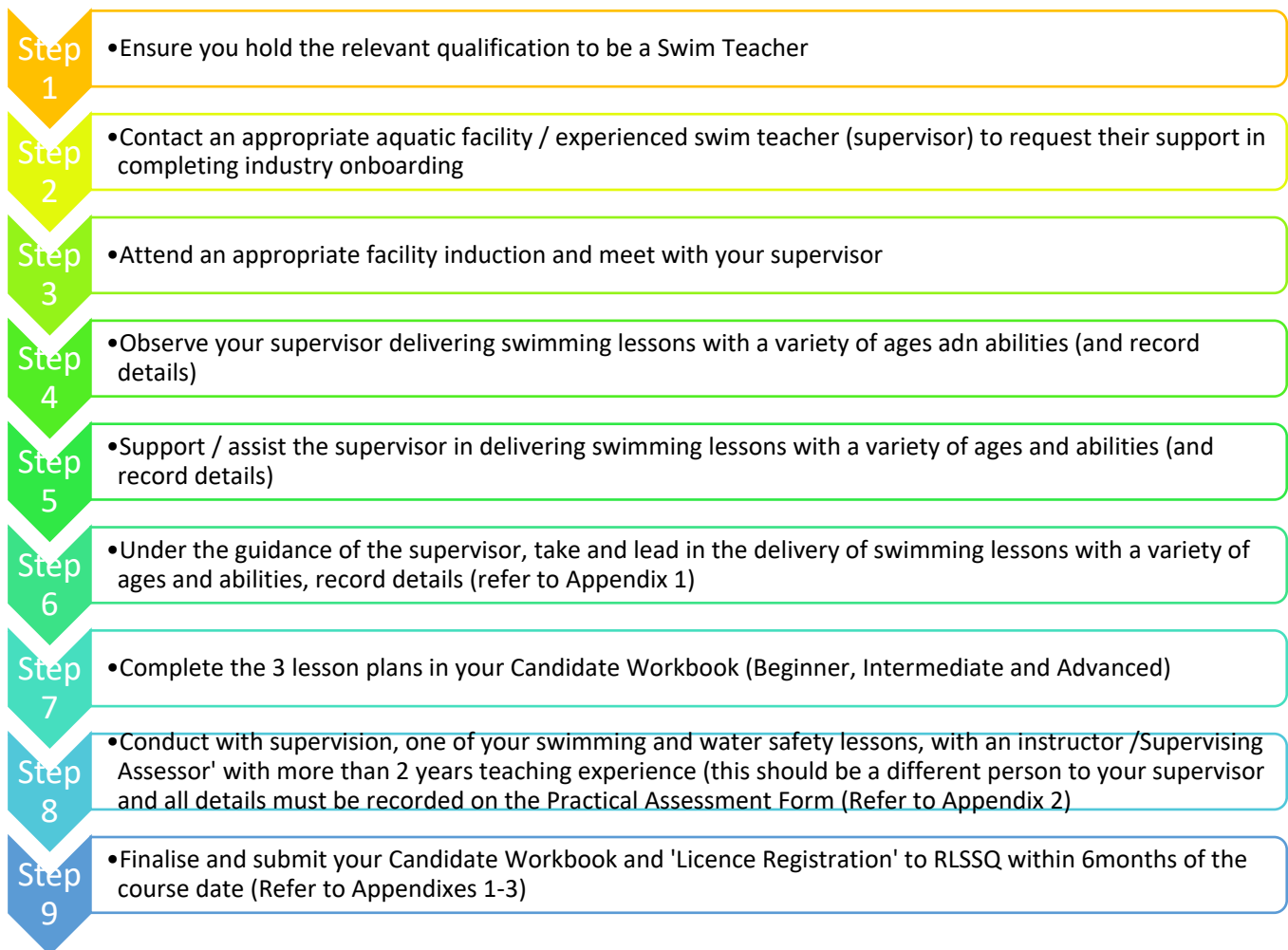
Candidates require the following to submit a re-registration request for a license:

- SISSS00112 - Swimming and Water Safety Teacher (e.g. RLSSQ Swim Teacher)
- Current HLTAID001 - Provide Cardiopulmonary Resuscitation (CPR) qualification
- Current Working with Children Check (WWCC) or Positive Notice Blue card
- Demonstrated evidence of Professional Development and Practical Teacher Hours

Royal Life Saving may reject an application for a licence (or terminate/suspend a licensee) for any reason it chooses, including reasons such as conflict of interest, work history breach of our code of conduct and/or no longer being considered a fit and proper person.

## Industry Onboarding/Practical Assessment

It is vital that practical industry experience is gained by a new Swim Teacher independently, prior to delivering swimming and water safety lessons. Industry onboarding involves partnering with appropriately trained and experienced teacher/s in order to learn, develop and become industry ready.



If **successful** in completing your 'Industry Onboarding Record' and 'Practical Assessment form' submit these, along with your Licence Registration form (appendixes 1-3) to [admin@rlssq.com.au](mailto:admin@rlssq.com.au)

If **unsuccessful** in completing your 'Industry Onboarding Record', repeat steps 4- 6 to gain further experience, prior to repeating steps 7-8 or contact RLSSQ for information or support.

### Important Information:

- Your supervisor/s must be qualified / licenced with a minimum of 12 months or 700 hrs teaching experience. Information to support Supervisors is provided in Appendix 5.
- Your supervisor/s should provide detailed feedback to you throughout the onboarding process and at all times maintain overall lesson responsibility for all students.
- Undertaking the industry onboarding with a variety of supervisors is recommended.
- Candidates should only progress from steps 5 to 6 and 6 to 7, when the supervisor advises you're ready and you have completed a minimum of 20 hours of teaching activities.
- A 'Practical Assessment Form' is provided to record your practical experience and provide information on your work ready skills. This form should be completed by a different supervisor / supervising Assessor and must be qualified / licenced with a minimum of 2 years or 1400 hrs teaching experience.
- Lesson activities should be delivered to groups with a minimum of four participants with varied ages and abilities.
- If it is identified that the Supervisor/ Assessor does not hold the relevant qualifications / experience, your licence and qualification may be revoked.

The provision of your completed; Industry Onboarding Record, Practical Assessment form, Licence Registration Form will enable the issuance of your RLSSQ Swim Teacher Licence.

Note: Royal Life Saving reserves its right to transfer or assign Swim Teacher Licenses to another entity at a future date.

## Onboarding/Practical Assessment Alternative for Exceptional Circumstances

For those who may reside in a location (Rural/Remote) that does not have a qualified supervisor, RLSSQ offers you an alternative to complete the industry onboarding process and receive your licence.

If you believe you are eligible for the alternative for onboarding and assessment, please contact us to discuss with our Training Manager the process on 07 3823 2823.

### Industry onboarding hours alternative:

- Those who do not have access to a qualified supervisor, must complete their industry hours for competence under supervision of a person that holds a Lifeguard or Bronze Medallion certificate (i.e., completing a minimum 20 hours under the supervision of a Lifeguard to ensure student safety).

### Practical assessment alternative:

- Candidates must submit 2 recorded lessons of a minimum of 30minutes for a Beginner, Intermediate and/or Advanced class of at least 4 students to RLSSQ ([enquiries@swimteacher.com.au](mailto:enquiries@swimteacher.com.au)), along with a copy of their completed industry hours and 3 lessons plans (as per Candidate Workbook).
- The Training Manager will view and provide feedback on the recorded lessons and if the candidate is deemed *competent* then a completed Practical assessment form will be provided back to the candidate.
- If deemed *not yet competent*, the Trainer will provide the Candidate with feedback and ask for an additional video until the candidate is deemed competent.

Upon receiving competence in the practical assessment, the candidate will be required to complete the online application for license registration, found at [swimteacher.com.au](https://swimteacher.com.au).



# Licensee Affiliation, Complaints, Appeals and Termination Process

## RLSSQ Policies

As an affiliate (Licensee) of RLSSQ, you are required to meet and maintain the behavioural and performance requirements in order to remain eligible to maintain your status. Whilst RLSSQ will endeavour to develop, encourage and support positive relationships, policies and procedures are in place to respond to instances where these behavioural or performance standards have not been met.

The RLSSQ Policies contain the details which Licensees should make themselves familiar with. They include but are not limited to:

- Code of Conduct
- Anti-Discrimination and equal Opportunities
- Grievance Procedure for Unlawful Workplace Behaviour

Royal Life Saving Queensland's Codes and Policies apply to all; directors and managers, employees (full time, part time, casual), contractors, members, volunteers, office bearers (including trainers), coaches, swim teachers and officials of Royal Life Saving Society Queensland.

The Codes and Policies set down the principles for conducting business and dealing with Royal Life Saving Society Queensland members, affiliates, customers, suppliers, partners, clients, peers and stakeholders. The overarching purpose of the Code is:

- to act with integrity and professionalism
- to exercise proper courtesy, consideration and fairness when dealing with clients, employees and stakeholders
- to avoid conflicts of interest and act in accordance with contractual requirements regarding conflicts or potential conflicts and
- observe the law and the spirit of the law

You must:

- obey the law
- treat all persons fairly and with respect
- present yourself in keeping with your professional duties, and
- refrain from any form of conduct that may undermine the reputation or work of the Organisation or the Organisation's stakeholders.

You are expected to pursue opportunities to:

- improve your skills and knowledge, and
- address any issues relating to health and safety aspects of the workplace.

You must comply with any law or legitimate obligations that are relevant to Royal Life Saving Society Queensland duties and functions and contractual obligations with external stakeholders and other parties. This includes laws that apply to the whole community, laws and government policies that apply to the Organisation's business, contractual obligations with clients and other parties. You must also comply with Organisation policies and procedures including the applicable policies and procedures of other organisations.

Full information on the RLSSQ Policies and Procedures is available at [rlssq.com.au/?show=Membership](http://rlssq.com.au/?show=Membership)

Royal Life Saving Queensland reserves the right to introduce, review or amend policies, procedures or codes of practice at any time without notice, as required.

### Note:

- Royal Life Saving Queensland reserve the right to transfer or assign licences to another license holder.

## Section 5: Your Health and Fitness

### RLSSA GSPO. 2.3. Health and Fitness Assessment

- 2.3.1. A Swimming and water safety teacher should be in good health and physical fitness for the specific duties they are required to undertake in their role.
- 2.3.2. The owners or operator of aquatic facilities and their employees, such as Swimming and water safety teachers, have a Duty of Care to the aquatic users. Part of this Duty of Care extends to the health of a Swimming and water safety teachers and their ability to perform aquatic rescues.
- 2.3.3. Swimming and water safety teacher employed at an aquatic facility are responsible for managing their health and wellbeing and to inform facility management should their ability to perform their duties become compromised.
- 2.3.4. The owner or operator of aquatic facility is responsible for ensuring that on an annual basis or following an injury that a Swimming and water safety teacher is able to and is managing their health and wellbeing.
- 2.3.5. The owner or operator of an aquatic facility should ensure that as a result of a health assessment or self-declaration medical questionnaire a Swimming and water safety teachers is categorised using the following assessment categories:
  - Category 1 - Fit Unrestricted
  - Category 2 - Fit with restrictions
  - Category 3 - Unfit pending further assessment
  - Category 4 - Permanently Unfit
- 2.3.6. If a Swimming and water safety teacher falls into category 3 or 4, the employment of the Swimming and water safety teachers should cease or not commence until further assessment is undertaken or further medical evidence is provided.
- 2.3.7. Reassessment should be after a 30-day period.
- 2.3.8. Swimming and water safety teachers should notify employers in writing of any deterioration of their health that occurs during their employment and after a medical assessment.

RLSSQ has developed a simple form to enable facility operators to complete and record the health and fitness requirements of Swim Teachers. A link to the document is included below. A component of your 'Licensee Registration / Re-registration Form' includes the need to declare your health and fitness level, consistent with the requirements of the GSPO.

If a Swim Teacher falls into category 3 or 4, they should work with their employer to fulfil the obligations as set out in the GSPO. The Swim Teacher is not required to advise RLSSQ of this outcome, unless they are seeking to have their Licence cancelled.



# Section 6: Your Professional Development

## **RLSSA GSPO. 2.5. Currency Training and Professional Development**

- 2.5.1. Swimming and water safety teachers should undertake regular professional development to maintain currency in areas of safety and swim teaching methodology.
- 2.5.2. It is recommended that Swimming and water safety teachers practice their skills throughout the year, either formally or informally due to the professional nature of the qualification.
- 2.5.3. Swimming and water safety teachers working at a seasonal pool should participate in a facility specific in-service training session at the aquatic facility they are employed at just prior to the start of the season and one at least every three months thereafter until the close of the season.
- 2.5.4. All other Swimming and water safety teachers should participate in a minimum of four organised training sessions per year to ensure currency of necessary skills and competencies. These can include program specific curriculum competencies and assessments, stroke progression and development, open water topics, personal development such as communication, teaching strategies etc.
- 2.5.5. Currency and professional development sessions should be varied and cover all aspects of the role of Swimming and water safety teachers and may include but are not limited to:
  - a) Teaching methodologies
  - b) Swimming and water safety programs
  - c) Practice of initiative assessment of and response to simulated incidents
  - d) Resuscitation
  - e) Aquatic rescue techniques
- 2.5.6. It is recommended that training sessions regularly include practical water work.

## **GSPO. 2.6. Annual Skills Assessments**

- 2.6.1. In line with the Assessment Guidelines of the SISSS00112 - Swimming and Water Safety Teacher skill set and the Australian Resuscitation Council Guidelines for Cardiopulmonary Resuscitation, Swimming and water safety teachers are required to demonstrate an up to date knowledge and skill under assessment conditions of Cardio Pulmonary Resuscitation.
- 2.6.2. This annual skills assessment should be delivered and assessed by a Registered Training Organisation (RTO) in line with the assessment criteria of the competency.

RLSSQ are committed to offering a range of flexible and relevant professional development opportunities covering the training and technical competencies associated with being a Swim Teacher.

A component of your 'Licensee Re-registration Form' includes the need to provide evidence of a minimum of 10 hours of professional development, and a minimum of 40 teaching hours over a three (3) year period.





# Section 7: FAQ's

## Getting Started

### **Q: How much will I be paid as a Swim Teacher?**

A: Rates of pay vary from one facility to another. For further information please contact your prospective employer (noting they may not be able to advise you of rates of pay), or the Fair work Ombudsmen at

[www.fairwork.gov.au](http://www.fairwork.gov.au). Most employers will pay the Class 2 Fitness Industry Award, however this will vary between employers.

### **Q: Is my qualification valid interstate?**

A: RLSSQ delivers nationally accredited training, which meets the requirements of ASQA. Certificates and qualifications obtained in Queensland, are subsequently transferable to other States and Territories.

## Training Course

### **Q: What do I need prior to attending the course?**

A: RLSSQ will require you to provide a Unique Student Identifier (USI) as a part of the enrolment process. Information on obtaining / retrieving a USI is available from <https://www.usi.gov.au/>.

You will also need a reasonable level of health and fitness and a reasonable level of swimming ability.

### **Q: How old do I need to be to enrol / attend the RLSSQ Swim Teacher course?**

A: Candidate needs to be a minimum of 16 years old to enrol into the RLSSQ Swim Teacher course, however candidates need to be 17 years of age before being issued with a licence.

### **Q: When do I need to complete CPR training and obtain a WWCC?**

A: The CPR qualification and WWCC are not required prior to the course, although they are required ahead of the industry onboarding / registration for the Swim Teacher Licence.

## Licence

### **Q: Do I need a Licence?**

A: Yes, it is a requirement of the RLSSA GSPO that Swim Teachers hold a current Licence from an appropriate Licensor.

### **Q: Can I get an RLSSQ Swim Teacher licence if I completed my course with another provider?**

A: Yes, by providing current copies of your Swim Teacher qualification, CPR qualification, WWCC, and completing the RPL form along with a completed 'Licence Registration / Re-registration Form' and the associated fee, you can be considered for a licence.

### **Q: Where can I complete my industry onboarding?**

A: There are over 800 aquatic facilities offering swimming lessons in Queensland, many of whom would welcome being approached by a prospective new employee. It is recommended that you contact your preferred facility to enquire, should you require any assistance you should contact RLSSQ.

### **Q: How much onboarding do I need to complete?**

A: Candidates should complete a minimum of 20 hours of onboarding activities under supervision. The onboarding should be across a range of participant groups / types. Supervisors should not sign off candidates until they are confident that they are Industry ready, even if they have completed their minimum hours.

### **Q: What if my preferred 'onboarding' supervisor / facility require support?**

A: Support enquires for supervisors / facility representatives overseeing onboarding activities can contact RLSSQ for guidance and / or support on 07 3823 2823 or [admin@rlssq.com.au](mailto:admin@rlssq.com.au)

**Q: Does having RLSSQ trained or licenced Swim Teachers impact my Swim and Survive agreement?**

A: No, the RLSSQ qualification and Licence is suitable for Swim Teachers across all swimming lesson programs including Swim and Survive.

**Q: Do I need to register RLSSQ to my working with children check (WWCC)?**

A: Yes, RLSSQ should be a 'linked organisation' to your WWCC. This can be completed online at the WWCC website.

**Q: What age can I teach from with the Swim Teacher Licence of Swimming and Water Safety?**

A: Licence holders can teach students from four (4) years old and up. To be qualified to teach younger students, candidates must complete the extension course Infant and Toddlers.

**Q: How long do I have to complete the Onboarding after my Course?**

A: participants of the Swim teacher course, have 6 months from the course date to complete and submit their Candidate Workbook, along with their License application. Participants may request an extension for extenuating circumstances i.e. surgery that requires a participant to bed rest for an extended period. All requests must be put in writing and be supported with documented evidence.

## Professional Development

**Q: How much professional development is required ahead of a licence re-registration?**

A: The RLSSQ Swim Teacher licence requires a minimum of 10 hours of professional development activities to be completed, during the three-year licence period. In addition, evidence of a minimum of 40 hours of teaching is required. It is the role of the individual Swim Teacher to undertake, maintain and submit evidence of professional development and teaching delivery. Evidence may be requested by RLSSQ at any time as part of internal quality assurance processes, as well as during the licence reregistration process.

**Q: Does RLSSQ accept recognition of professional development, if it is not completed with RLSSQ?**

A: Yes, RLSSQ acknowledge that there are many organisations offering professional development opportunities to Swim Teachers and want to encourage all Swim Teachers to complete as much professional development as possible.

**Q: Does RLSSQ offer professional development opportunities?**

A: Yes, RLSSQ offers a range of professional development, which may be organised by the individual or the individual's employer. Professional development may be delivered by the Training, Project or Education departments at RLSSQ.



# Glossary of Terms

**Accredited training:** Any training program leading to vocational qualifications and credentials that are recognised across Australia.

**Guidelines for Safe Pool Operations (GSPO):** The nationally recognised industry guidelines to guide and support facility owners and operators in achieving their health and safety obligations.

**Industry onboarding:** The process of inducting a new swim teacher into the industry, whereby they are provided with the opportunity to practice and refine their skills and knowledge under supervision.

**Legislation:** A single law or a collection of laws made by Legislators.

**Royal Life Saving Society Queensland (RLSSQ):** The peak body for water safety in Queensland and has the mission to prevent aquatic related death and injury in all Queensland communities.

**National swimming and water safety framework (NSWSF):** This framework aims to provide parents, swim teachers, educational institutions and governments with a basis for developing, providing or selecting an appropriate swimming and water safety program.

**Professional Development (PD):** Intensive and collaborative process, earning or maintaining credentials, which may include further training, attending conferences, and informal learning opportunities.

**Qualification:** An official record of a demonstrated skill or competency by an authorised Registered Training Organisation (RTO).

**Registered Training Organisations (RTO):** Training providers registered by ASQA (or, in some cases, a State regulator) to deliver vocational education and training (VET) services.

**Royal Life Saving Society Australia (RLSSA):** RLSSA operates as Australia's leading water safety educator. Over one million Australian's undertake a Royal Life Saving course or program every year.

**SISSS00112 - Swimming and Water Safety Teacher:** This nationally accredited skill set is for those wishing to instruct Swimming and Water Safety activities, as issued by a Registered Training Organisation (RTO).

**SISCAQU011 - Promote Development of Infants and Toddlers in an Aquatic Environment:** This nationally accredited skill set is for those wishing to instruct Swimming and Water Safety activities to infants and toddlers, as issued by a Registered Training Organisation (RTO).

**SISCAQU012 - Assist Participants with a Disability During Aquatic Activities:** This nationally accredited skill set is for those wishing to instruct Swimming and Water Safety activities to disabled participants, as issued by a Registered Training Organisation (RTO).

**Swim teacher licence:** A maximum (three-yearly) industry required licence demonstrating adherence with and acknowledgement of minimum industry standards and suitability to fulfil the role of a swim teacher in Queensland.

**Training:** The action of teaching a particular skill or type of behaviour.



## Appendix 1: Industry Onboarding Record

Course		Course date		Course code
Name		USI		
Email		Phone		

## Log of Training Experience

It is vital that practical industry experience is gained by a new Swim Teacher (for all courses), prior to delivering lessons independently. Industry onboarding involves partnering with appropriately trained and experienced persons in order to learn, develop and become industry ready.

1. Ensure you hold the swim teacher qualification, CPR qualification and WWCC
2. Contact an appropriate aquatic facility / swim teacher (Supervisor) to request their support in completing Industry Onboarding
3. Attend an appropriate facility induction and meet with your supervisor
4. Observe the supervisor deliver swimming lessons with a variety of ages / abilities (and record details)
5. Support / assist the supervisor deliver swimming lessons with a variety of ages / abilities (and record details)
6. Under the guidance of the supervisor, take the lead in delivering swimming lessons with a variety of user groups (and record details)
7. Continue supervised teaching experience until you are confident and ready to be assessed in delivering a lesson
8. Finalise and submit your 'Industry Onboarding Record', 'Practical Assessment' and 'Licence Registration' to RLSSQ

In order to obtain a Swimming Teacher Licence, candidates are to record all evidence of teaching. Please ensure the supervisor validates (signs off) on all relevant teaching. Candidates must complete a minimum of 20 hours of teaching activities for the industry onboarding record. If a candidate is not yet Competent after completion of 20 hours, they should continue (and document) their supervised hours until competent to complete the 'Practical Assessment' and teach independently.

❖ If more lines for experience are required please copy next page.

[illegible]

# Industry Onboarding Record

Course		Course date		Course code
Name		USI		
Email		Phone		

[illegible]

**RLSSQ Staff to complete:**

Staff Name	Signature	Date	Approved Satisfactory / Unsatisfactory
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## Appendix 2: Licence Registration form

All candidates must complete this form in full to enable Licence issuance. Should you need any support, please contact RLSSQ training team on 07 3823 2823 or [admin@rlssq.com.au](mailto:admin@rlssq.com.au)

Student Details					
Mr / Mrs / Ms / Miss		Date of Birth			
First Name(s)		Surname			
Postal Address					
Suburb		Post Code		State	
Email					
Phone Number	(M):		(W):		
Course	Teacher of Swimming and water safety			Course Date	
Course Location			Trainer		

All criteria below must be completed, and evidence attached before licence can be issued.

Registration Checklist	
Criteria	Signature
Read and agree to the Swim Teacher Licensee Handbook	
Read and agree to the Child safety Code of Conduct	
Provide current HLTAID001 – Cardiopulmonary Resuscitation (CPR) certificate	
Provide current Working with Children Check (WWCC) / Positive Notice Blue card	
Declare an appropriate level of health and fitness, consistent with the GSPO	
Provide a recent (taken within past 6months) Passport size photo of yourself	
Guarantor must sign the back of the photograph and complete the below section	

Please provide a passport size and style photograph of yourself. The photo must be:		Your Guarantor must:
No more than six months old	<b>Please do not:</b>	Be 18 years or over
Between 35 mm in width and 45 mm in height	Use pins, staples or sticky tape to adhere the photo	Not be related or live at your address
Of good quality in colour, focus and paper	Fold or crease the photo	Have known you for more than 12 months
Head shot and shoulder shot only, showing you looking straight at the camera		Endorse the back of the photo 'this is a true photo of (your full name)' and sign their name
Affixed using a paperclip only.		Complete the below section

Guarantor to complete			
The Guarantor must endorse the photograph of the applicant along with filling out their details below before forms can be submitted.			
I (the guarantor) declare that the statements that I have made are true and correct		Signature	
Full Name		Date	
Email		Contact number	



# Appendix 3: Licence Re-Registration form

All candidates must complete this form in full to enable Licence issuance. Should you need any support, please contact RLSSQ training team on 07 3823 2823 or [admin@rlssq.com.au](mailto:admin@rlssq.com.au)

Student Details				
Mr / Mrs / Ms / Miss		Date of Birth		
First Name(s)		Surname		
Postal Address				
Suburb		Post Code		State
Email				
Phone Number	(M):		(W):	

All criteria below must be completed, and evidence attached before licence can be issued.

Registration Checklist	
Criteria	Signature
Read and agree to the Swim Teacher Licensee Handbook	
Read and agree to the Child safety Code of Conduct	
Provide current HLTAID001 – Cardiopulmonary Resuscitation (CPR) certificate	
Provide current SISSS00112 – Swimming and Water Safety Teacher skill set	
Provide any current extension course evidence (if applicable): SISCAQU011 – Promote Development of Infants and Toddlers in an Aquatic Environment SISCAQU012 – Assist Participants with a Disability During Aquatic Activities	
Provide current Working with Children Check (WWCC) / Positive Notice Blue card	
Declare an appropriate level of health and fitness, consistent with the GSPO	

Professional Development			
Please list all professional development undertaken in the previous 3 years. Requirements include: <ul style="list-style-type: none"> <li>Minimum of 40 hours of teaching activity</li> <li>Minimum of four (4) separate sessions and a minimum of 10 total hours of Professional Development</li> <li>Cover of the GSPO requirements</li> </ul>			
Date	Type / Name of PD undertaken	Provider	hours

# Licence Re-Registration form

Professional Development			
<b>Skills and Experience in Teaching</b> Please list all skills and experience undertaken in the previous (3) years relating to swim teaching. To be eligible to re-register, applicants must have completed a minimum of 40 hours of teaching activities			
Date	Referee name	Referee contact number	hours

Endorsement/s and Extension Courses		
Please tick which endorsement you would like applied to your re-registration		
Code	Course	Requested
TSWS	Teacher of Swimming and water safety	<input type="checkbox"/>
TIAT	Teacher of Infants and Toddlers	<input type="checkbox"/>
TDP	Teacher of Disabled Participants	<input type="checkbox"/>

*Note: Appropriate qualifications and associated extension courses are required for each endorsement.*

## Three-year re-registration fee: \$195

Payment			
Payment Method	<input type="checkbox"/> Visa	<input type="checkbox"/> Mastercard	<input type="checkbox"/> Bankcard
Name on card			
Card number			
Expiry Date		CCV	
Signature of card holder		Date	
Candidate Signature (if different to payee)		Date	

Please return completed form re-registration form to:

- **Email** – [admin@rlssq.com.au](mailto:admin@rlssq.com.au)
- **Mail** – PO Box 1093, Capalaba, QLD 4757
- **In person** – 1204 New Cleveland Road, Gumdale, QLD 4154

# Appendix 4: Supervisor Support

## Introduction

Following completion of the RLSSQ Swim Teacher course, successful candidates are required to undertake industry onboarding and a practical assessment prior to being issued a licence. This onboarding should happen under the guidance of a Supervisor who is qualified / licenced and has a minimum of 12 month or 700 hrs teaching experience. The practical assessment must be conducted under the supervision of a Supervising Assessor, who is qualified / licenced and has a minimum of 2 years or 1400 hrs teaching experience. Both Supervisor and the Supervising Assessor should be actively involved in swim school activities within the aquatic industry.

## Overview

The role of the supervisor is to support and guide the new Swim Teacher as they hone their new skills in a safe and practical environment and gain experience (minimum 20 hours) teaching a range of different student cohorts under the supervision of the Supervisor. The objective is to develop the skills, knowledge and confidence of the new Swim Teacher until they're able to teach independently.

The requirements of the new Swim Teacher are to gain an appropriate understanding of both teaching strategies as well as the skills and knowledge to explain, demonstrate and instruct in-water swimming and water safety techniques. The notes below provide a high-level overview of the different knowledge and skills which are taught on the training course and should be covered through the onboarding process. Further information is set out in the Swim Teacher Licensee Handbook or can be sought by contacting RLSSQ via email or phone.

### Section 1: Water Safety and Aquatic Rescue

- Aquatic hazards associated with pools, inland waterways and coastal areas
- Knowledge of the rescue four A's (awareness, assessment, action, aftercare)
- Demonstrate safe entry, patient approach, types of rescue and self-preservation

### Section 2: Role of a Swim Teacher

- Understanding the importance of good instruction, engagement and communication
- Demonstrate great teacher traits in both behaviour and content delivery
- Knowledge of applicable guidelines and professional development requirements

### Section 3: Teaching and Learning Strategies

- Willingness to understand and respond to different types of students
- Knowledge of the learning cycle, learning styles, instructional strategies and principles
- Demonstrate sound group management techniques and follow session plans

### Section 4: Water Familiarisation

- Understanding of and capacity to teach buoyancy (flotation) related activities
- Knowledge of and ability to teach safe water entry and exit techniques
- Teach activities involving submersion, breath control, front / back float, gliding and kicking

### Section 5: Swimming Strokes

- Teach the principles and progressions associated with freestyle and backstroke
- Teach the principles and progressions associated with breaststroke and butterfly
- Teach the principles and progressions associated with sidestroke and survival backstroke

### Section 6: Safe Diving

- Teach the principles and oversee the safe delivery of push and glide dives
- Teach the principles and oversee the safe delivery of sitting / seated dives
- Teach the principles and oversee the safe delivery of standing crouch and standing dives



Royal Life Saving Society Queensland Inc  
ABN 60 478 008 791 RTO 5431

1204 New Cleveland Road, Gumdale Qld 4154

[www.rlssq.com.au](http://www.rlssq.com.au)  
[www.lifesavingtraining.com.au](http://www.lifesavingtraining.com.au)  
[www.swimteacher.com.au](http://www.swimteacher.com.au)