



Recognition of Professional Development Programs Guidelines for Applicants

Organisations and employers delivering professional development programs relevant to AUSTSWIM teachers are eligible to apply for recognition. Having your programs recognised by AUSTSWIM enables AUSTSWIM teachers to gain professional development hours for re-registration purposes.

Programs considered for recognition

A. Content

Programs that aim to increase AUSTSWIM teacher's knowledge and skills when delivering swimming and water safety programs are considered for recognition. For example topics relating to:

- Swimming and water safety
- Child physical or psychological development
- Teachers own professional development, for example how to communicate with parents, voice projection, presentation skills

B. Presenter

The following presenters should be considered:

- AUSTSWIM Course Presenters
- Professional presenters from national member organisations and allied professions are eligible to deliver topics in which they hold relevant qualifications and experience.
- Non-professional presenters who have industry qualifications and extended industry experience in a specific field.

What is AUSTSWIM Re-registration?

The aim of AUSTSWIM re-registration is to formally ensure that teachers remain abreast of theoretical developments within the aquatic industry, and maintain practical proficiency for the teaching of water familiarisation, swimming and water safety. AUSTSWIM teachers are required to re-register every 3 years with AUSTSWIM, by the expiry date shown on the AUSTSWIM registration card.

What AUSTSWIM teachers must do to re-register?

- Complete minimum 10 hours of professional development (must be accredited or registered with AUSTSWIM)
- Complete a minimum of 40 hours practical teaching
- Provide details of current CPR award
- Return application form with signed declaration, photo and payment

Program Recognition Guidelines

1. Organisations can apply to register professional development programs by completing the attached application form (refer to section 5).
2. Payment must accompany the application. Applications will not be considered without payment.
3. Applications should be lodged at least **30 days** prior to program commencement. Late applications will be considered however there will be no guarantee of accreditation.
4. You will be notified in writing within 7 days of AUSTSWIM receiving your application.
5. Applications lodged after the program date will not be considered.

6. Approval of program content will be dependent on its relevance to the aquatic industry and presenters experience in the aquatic industry.
7. AUSTSWIM reserves the right to request one representative attendance at the session(s).
8. If the program is approved the program organiser:
 - must forward to AUSTSWIM within 4 weeks of the program date an attendance class list for record purposes.
 - Must issue all attendees a program certificate (a sample template will be provided).

Application process

1. Complete and submit the 'Professional Development Accreditation Application Form'.
2. AUSTSWIM will review application. If further information is required you will be contacted.
3. If the application is approved a confirmation letter will be forwarded to you within 14 days of AUSTSWIM receiving the application.
4. If the application is not approved you will be contacted within 14 days of AUSTSWIM receiving the application.

Associated fee

A flat fee is charged for accreditation of the non-accredited program or conference for assessing and processing the application.

Program Accreditation Fee: \$33.00 (GST inclusive)

Repeat delivery of previously approved programs

1. In instances where the program organiser intends to deliver a previously approved program **within 12 months** of it being approved the program may be delivered with no additional accreditation fees.
 - i. However the program organiser must complete and return the application form (Appendix 4.2.37) at least 30 days prior to the program being delivered.
2. Note: AUSTSWIM teachers can only claim attendance the program once in the 3 years for re-registration purposes. Therefore if they attend repeat delivery programs they cannot use the hours towards re-registration.

7. Revoking / Rejecting Applications

AUSTSWIM reserves the right to reject or revoke an application. If an application is revoked, participants are not eligible to claim the professional development hours and the applicant will receive a full refund of any fees incurred.

8. Questions

Please contact AUSTSWIM on 1300 885 666.

4. Program Presenters

If there are more than two presenters please attach additional presenter information

Presenter 1 Name:
<i>Relevant Qualifications</i>
<i>Relevant Experience</i>
Presenter 2 Name:
<i>Relevant Qualifications</i>
<i>Relevant Experience</i>

5. Payment Details

Attach payment of **\$33.00** (GST Inclusive)

Enclosed is a cheque/money order. Please make cheques payable to AUSTSWIM Ltd (ABN 72 515 751 227)

Please charge my: VISA MasterCard

Card No: _____ / _____ / _____ Expiry Date: _____ / _____

Cardholders Name: _____ Signature: _____ Date: _____

6. Declaration

I understand that failure to comply with the attached guidelines may result in withdrawal of accreditation.

Name: _____ Signature: _____

Date: _____

Return application form to:

AUSTSWIM
PO Box 546
East Melbourne Victoria 8002
Phone: 1300 885 666.or Fax (03) 9639 8555

AUSTSWIM Office Use

Date Received: _____ Assessed by: _____
 Approved: _____ Date first approved: _____
 Previously registered workshop: Y / N Confirmation/Invoice sent: _____
 Class list received: Y / N