

## Form 5: Verification of Teaching Competency Guidelines

### Information for Supervisors

#### Purpose

To be assessed by an approved AUSTSWIM supervisor (refer to Supervisor Guidelines below) on teaching competency skills.

*Note: The AUSTSWIM candidate is covered by AUSTSWIM's Insurance policy to complete this assessment requirement only when they are under the direct supervision of an AUSTSWIM qualified teacher.*

*Any supervised hours undertaken outside of Australia and New Zealand, are **not** covered by AUSTSWIM's insurance policy. .*

### Candidate Guidelines

i. Before being eligible to be verified for teaching competence a candidate must have:

- Completed an appropriate number of supervised teaching experience hours and received advice from the supervising teacher that the candidate is ready to have their teaching competency verified.

ii. Once both parties agree the candidate is ready to be verified as competent, they must arrange a date and class time mutually convenient with the AUSTSWIM supervisor, candidate and coordinator of the swim school.

Candidates are then required to prepare 3 lesson plans appropriate to the lesson they have been allocated on Form 3, a,b and c. Refer to these forms for further information.

iii. Prior to commencing the verification of teaching competence lesson, candidates must provide the supervisor:

#### Information on how to conduct the assessment

- Provide the supervisor a copy of Form 5 (this form).

#### Lesson plans for the nominated group:

- The lesson plans must be completed on Form 3, a, b and c.
- The lessons should be planned for duration of 30 minutes.
- A minimum of 4 participants in the lesson.
- Participants must be aged from 4 years to adults.
- The class size will vary depending on the ability of the students.

### Verification of Teaching Competence Form (Form 2)

- The Verification of Teaching Competency Form is to be used for recording the details of the lesson, and must be signed by the:
  - verification supervisor
  - candidate demonstrating their teaching competency.
  - Where possible it is recommended the supervisor signing this form is different from the person who supervised the teaching experience hours.

Note: the supervisor cannot be a relative/ guardian of the candidate.

### Supervisor Guidelines

#### Qualifications

The supervisor is required to:

- hold a current Teacher of Swimming and Water Safety certificate and
- have completed a minimum 100 hours teaching as a qualified teacher OR have been registered and actively involved in teaching for a minimum of 2 years as a AUSTSWIM Teacher of Swimming and Water Safety.

#### Verification of teaching competence

The supervisor is required to:

Prior to the lesson/s

- Read over this form to ensure they are familiar with candidate and supervisor guidelines for verification.
- Read over Form 2 so they are familiar with the verification criteria.
- Read over the lesson plans the candidate has provided (Form 3, a, b and c).

During the lesson/s

- Observe the candidate conducting the whole lesson/s
- Check the lesson plans and the candidate's teaching methods against the checklist on Form 2 (section 2).

After the lesson/s is completed

- Briefly discuss the verification criteria with the candidate.
- It is recommended that the supervisor provides the candidate with constructive feedback on the class they have delivered.

No more than 10 minutes is recommended.

- If the candidate successfully completes all the criteria to the satisfaction of the supervisor the Verification of Teaching Competency Form (Form 2) is to be signed and returned to the candidate.
- If the candidate does not meet all of the criteria they are encouraged to complete more teaching experience before presenting for re-verification.

**Candidates are required to provide this information sheet to the supervisor prior to the verification of teaching competency.**

### Form 6: Course Evaluation Form

AUSTSWIM is committed to continuously improving the access to and quality of its courses. Please assist with the achievement of this commitment by completing this form.

**Return to:**

Please return the completed form at the end of the course to: **Aquatics & Recreation Victoria, 44-46 Birdwood Street, Box Hill South VIC 3128.**  
**FAX: (03) 9890 5099.** Alternatively return by mail to AUSTSWIM Head Office, PO BOX 139 Mulgrave VIC 3170 or Fax to (03) 9562 6450.

AUSTSWIM Course: <b>Teacher of Swimming and Water Safety</b>	Course Code:	State:
Venue:	Name (optional):	

1. Please rate your overall satisfaction with this AUSTSWIM course you have attended on scale below:

<b>Unsatisfactory</b>				<b>Excellent</b>
1	2	3	4	

7. Please rate the lecture room, pool and general facilities at the course:

<b>Unsatisfactory</b>				<b>Excellent</b>
1	2	3	4	

2. Please rate the enrolment process:

<b>Difficult to Understand</b>				<b>Easy to Understand</b>
1	2	3	4	

8. Did the Course meet your expectations?

No       Yes

3. Please rate the standard of customer service provided by the AUSTSWIM Course Provider on the scale below:

<b>Unsatisfactory</b>				<b>Excellent</b>
1	2	3	4	

9. Would you recommend an AUSTSWIM course to others?

No       Yes

4. Please rate the knowledge and effectiveness of the presenters:

<b>Poor</b>	<b>Good</b>	<b>Excellent</b>
1	2	3

10. What did you find the most beneficial about the Course?


5. Please rate the overall course content:

<b>Unsatisfactory</b>				<b>Excellent</b>
1	2	3	4	

11. What did you find the least beneficial about the Course?


6. Please rate the educational resources provided in the course:

Informative  
 Suitable format and style  
 Easy to use

Further Comments: (if you indicated unsatisfactory or poor for any of the above questions, please tell us why)
