AUSTWIM Teacher Licence Renewal Audit Template

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Background information

In the event of a random audit, AUSTSWIM teachers may be required to submit all relevant paperwork to AUSTSWIM relating to their prior period of AUSTSWIM Teacher Licence. For example the period they have just applied to have renewed.

This register will provide a template for AUSTSWIM teachers to record all details to assist with compiling information should an audit be performed. This register will provide information on the following:

- Professional Development
- Practical Teaching Hours
- CPR Qualifications

Please note – this register is not to be sent to AUSTSWIM unless advised to do so through notifi cation of an audit through AUSTSWIM.

Professional Development
The AUSTSWIM Teacher is required to attend a minimum of 10 hours of professional development in order to fulfil the re-newal requirement. Documentation of attendance will be required if the AUSTSWIM teacher is randomly audited. AUSTSWIM teachers must be able to reasonably prove that the professional development they have undertaken will positively contribute to their experience as a teacher.

Practical Teaching Hours
The AUSTSWIM teacher is to record hours and dates of Practical Teaching in order to fulfil the minimum 40 hour re-newal requirement within 3 years.

In the case that the AUSTSWIM teacher is self employed or a sub contractor, a statutory declaration must be completed and signed by a Justice of the Peace. This must be attached to the teaching register.

AUSTSWIM recommends that AUSTSWIM teachers complete the register every 6 months during the period of registration to ensure all teaching has been recorded correctly during that period.

AUSTSWIM teachers are only required to document 40 hours of practical teaching. If the AUSTSWIM teacher holds more than one AUSTSWIM Award, 40 hours of practical teaching is required to be spread across all awards.

All documented teaching experience must be validated by the aquatic coordinator or supervisor in order for it to be recognised. A contact phone number for the supervisor must also be provided.

CPR Qualification
The AUSTSWIM teacher is required to provide evidence of the CPR award information supplied on the re-registration application form (it must have been current at the time of applying for re-registration).

Further Information

Please contact AUSTSWIM on 1300 885 529 or email info@austswim.com.au

In the event of an audit, please return this document and supporting evidence to: AUSTSWIM PO Box 139 Mulgrave VIC 3170

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Personal Details

AUSTSWIM Number:_____ Expiry Date: _____

Title: _____ First Name: _____Surname: _____

Postal Address: _____

Phone: (H)_____(W)_____(M)_____

Email Address: _____

Professional Development Register

Date of PD	Duration (in hours)	Course Provider	Description	Documentation attached
Sample 11/05/05	*3 hours*	*NSW Sport & Recreation*	*Child protection workshop*	*Yes*
Total Hours				

Practical Teaching Hours Register

If this form is insufficient to document all hours, please generate another copy to record information. Remember – you are only required to document 40 hours incorporating all awards currently shown on your photo registration card.

Date	Level	Venue	Hours	Supervisor Name and Signature and contact number
Sample	*1/7/05 – 1/07/06*	*TSW Castle Hill RSL*	25 hours	*Jo Bloggs Jo Bloggs 0400 123 456*

CPR Qualification

Please note – supporting documentation must be attached. This can be in the form of a certifi cate, transcript or evidence on the letter head of the course provider. CPR must be performed through a recognised CPR provider.

Date of Certification	Certification Gained	Training Organisation	Documentation Attached
Sample 11/5/2010	*CPR*	*RLSS*	*YES*

I warrant that all the information provided is true and correct.

Name: _____ Date: _____

Signature: _____

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