



4 July 2014

**From:** Education & Training Manager  
**To:** Affiliate Presidents  
Affiliate Secretaries  
**Cc:** Executive Committees  
Committee Conveners  
Provincial Education & Training Coordinators

**RE: Education & Training Updates Effective from 4th July 2014**

After the last National Education & Training Committee meeting which always dwells on improving systems based on recommendations from provincial affiliates the following changes have been made and are to be implemented from the 1<sup>st</sup> of September 2014:

1. All Education and training issues must be handled by provincial Education & Training Coordinators.
2. A grade 12 certificate is the minimum entry to register for a Learn to swim course alternatively a grade 11 pass accompanied by recommendation from a registered affiliated member.
3. The SSA certificates will no longer have expiry dates from the 1<sup>st</sup> September 2014 but the qualification will be valid based on annual registration.
4. Teachers and coaches who apply for RPL 3 months before their certificate expire will only pay R150- R100 to the federation and R50 to the affiliate.
5. Provincial qualified and registered facilitators must be used by affiliates to run the LTS courses if the province does not have then they must contact the federation.
6. Any out of province education and training request must be done via the Provincial Education & Training coordinator (theory exams, logging & practical assessments). The two coordinators would have to communicate and agree on the final process.
7. The candidates' file will remain with the affiliate that facilitated the course and the certificate will be issued by that Province.
8. Any other special requests will be done by the coordinator to the federation.
9. If there are any requests for extensions those letters must be included in the candidates' file for reference during moderation
10. Workshops coordinated by other swimming bodies must have been endorsed by the Federation. If the affiliate is not sure they can contact SSA

11. A DVD may be submitted for the practical assessment. (guidelines will be forwarded)
12. Note further changes have been made on the CPD table to replace E&T 14-2014
13. Affiliates must now follow the education and training procedure when they run officiating courses (for the accurate keeping of stats)

Yours sincerely

A handwritten signature in black ink that reads "E Xhakaza". The letter "E" is large and stylized, with a horizontal line above it. The rest of the name "Xhakaza" is written in a cursive, flowing script.

Eileen Xhakaza

**Education & Training Manager**