

THE NATIONAL EDUCATION AND TRAINING COMMITTEE

The committee has a chairperson and three members who will be voted in through a SSA nomination process. The National Education and Training committee members are voted in by their affiliates and if there is a need the committee will co-opt additional members. Members represent a good spread of designations as the committee is made up of coaches and teachers. The Committee is headed by the Swimming South Africa education and training manager.

The Committee meets twice a year and communicates electronically throughout the year. All the members are volunteers and don not get paid by the federation. All members are involved in developing their own affiliates in education and training matters and assist in running the education and training unit.

THE ROLE OF THE EDUCATION AND TRAINING MANAGER

1. Provide direction on all education and training matters and ensure that decisions made are aligned to SSA strategy.
2. Review and update educational documents as needed after every two years for efficiency and effectiveness nationally.
3. Have a clear understanding of the SSA constitution, protocol and procedure.
4. Discuss all recommendations with the CEO.
5. Draw up the agenda for meetings by consulting with all other members.
6. Keep records of all minutes of meetings, correspondences and matters relating to education and training.
7. Regularly communicate with provincial education and training coordinators.
8. Engage the provincial education and training coordinators on operational matters to be able to improve the systems.
9. Write updates, and ensure that they are circulated to all the NE&TC & PE&TC members.
10. Ensure that all learning and examination material is regularly updated and suitably adjusted.
11. Have an understanding of the NQF, SAQA and CATHSSETHA requirements regarding the best practice model within the education and training space.
12. Support the development of quality management systems that will help to expand the professional development of all those involved in aquatics.
13. Conducting of random monitoring and evaluation of provincial education and training committee work.
14. Have access to resources and funding made by the unit to run NE&TC meetings and other activities of National interest.
15. Provide administrative support to provincial education and training coordinators.

ROLES AND RESPONSIBILITIES OF THE PROVINCIAL/ DISTRICT EXECUTIVE

1. Appoint an E&T coordinator either full time or on a part time basis.
2. The appointed person will be part of the provincial E&TC.
2. The coordinator must be compensated by the affiliate – (SSA recommends R50 an hour).
3. Ensure that all training is coordinated by the E&TC.
4. Include the E&T calendar within the provincial calendar.
5. Provide the coordinator with office space and /or the tools and equipment to perform their duties effectively.
6. Cover their working expenses if they are working from their own houses e.g. internet, telephone allowance and other expenses that might be incurred.
7. Ensure that all E&T personnel are compensated according to the SSA guidelines a week after the province receives the report, registers and all the other necessary documentation pertaining to the courses or workshops they facilitated.
8. Cover travelling and accommodation costs for any E&T National meeting which are usually held at SSA offices.
9. Cover travelling and accommodation costs for any facilitation happening within their province.
10. Ensure that there are proper facilities to run courses and all the other requirements are provided e.g. projector.
11. Provide lunch for the facilitators during any courses they are facilitating.
12. Executive and affiliate should allow the coordinator to manage and deal with challenges regarding education and training matters.
13. Responsible for all copies that might be needed on the course.
14. Allow and enable the E&TC to check if all documentation is correct before any registration can take place.
15. Not allow coaches and instructors to register as anything else besides the job they are doing within the district/province.
16. Support the E&TC to implement the usage of registration cards for accredited and registered coaches /instructors

THE ROLE OF THE EDUCATION AND TRAINING COMMITTEE CHAIR PERSON

1. Have an understanding of the NQF, SAQA and CATHSSETHA requirements regarding the best practice model within the education and training space.
2. Have the necessary experience and expertise in the field of aquatics.
3. Support the development of quality management systems that will help to develop the professional development of all those involved in aquatics.
4. Chair all the meetings by engaging with all the other committee members.
5. Provide advice and guidance on all education & training matters.

THE ROLE OF THE NATIONAL EDUCATION AND TRAINING COMMITTEE

1. Provide strategic direction and assistance to their neighbouring affiliates on education and training matters.
2. Keep their eyes open regarding challenges that arise and improvements that can be made to the advantage of education and training matters.
3. Attend meetings, make a contribution and help with the implementation of new systems and procedures.
4. Maintain a steady flow of information by communicating with districts on matters arising at any given point.
5. Deal with disciplinary issues relating to education and training matters as guided by the SSA constitution.
6. Communicate provincial challenges and recommendations regarding all learning material.

ROLE OF THE PROVINCIAL EDUCATION AND TRAINING COMMITTEE/COORDINATOR

1. Have an understanding of education and training matters relating to aquatics.
2. Draw up an E&T calendar to include all districts and discuss with executive for approval.
3. Submit Provincial reports as prescribed by SSA.
4. Coordinate and manage the education and training of all the districts.
5. Communicate with the districts on all matters relating to education and training
6. Forward requests to SSA for the running of all courses on time by complying with all requirements.
7. Comply with all Education and training deadlines and requirements as outlined by SSA.
8. Recommend names of people that can be trained as facilitators, assessors and moderators within their affiliates and ensure that the province has registered facilitators, assessors and moderators.
9. Coordinate workshops for teachers, coaches and officials according to what is needed by the province.
10. Ensure that facilitator, assessors and moderators running any courses are qualified and registered with the affiliate.
11. Ensure that instructors and coaches are registered with the district-province and not as administrators.
12. Communicate challenges to the education and training manager regarding the districts.
13. Update all teachers, coaches and officials on any matters regarding E&T matters.
14. **Ensure that teachers, coaches and officials have a valid qualification before they register with the affiliate.**
15. Comply with quality management systems as set out by the federation.
16. Endorse all provincial documents before they go to SSA.
17. Communicate all matters with executive so that they are updated on all matters relating to education and training within the different districts.
18. E&T coordinator is the only person allowed to follow up with the federation regarding reverts, certificates, accreditation and any other matters relating to E&T.
19. Keep a database of all registered and qualified teachers, coaches and officials within the province.

20. Help with swim centre /school accreditation by educating parents within the province about registration and accreditation of instructors and coaches.
21. Send all district documentation to the federation after receipt from the district e.g. facilitator's reports, registers and all the other essential documents.

ROLE OF THE EDUCATION AND TRAINING DISTRICT COORDINATOR

1. Draw up a training calendar for their district and forward to the Provincial coordinator.
2. Forward requests to SSA for the running of all courses on time by complying with all requirements.
3. Comply with all Education and training deadlines and requirements as outlined by SSA.
4. Ensure that the province has registered facilitators, assessor and moderators by recommending names of people that can be trained as facilitators, assessors and moderators within their affiliates.
5. Coordinate workshops for teachers, coaches and officials as prescribed on the calendar.
6. Ensure that facilitator, assessors and moderators running any courses are qualified and registered with the affiliate.
7. Record all CPD points and keep records thereof.
8. Ensure that all candidates have submitted all pre-requisites before they sit on any of the courses.
9. Make sure that what is due to SSA in terms of payments is settled promptly.
10. Communicate challenges to the provincial education and training coordinator.
11. Update all teachers, coaches and officials on any matters regarding E&T.
- 12. Ensure that teachers, coaches and officials have a valid qualification before they register with the affiliate.**
13. Comply with quality management systems as set out by the federation.
14. Ensure that all POE's have all the documents as highlighted by the course specifics before forwarding to SSA.
15. Update all candidates on the time frames for completing and sending thereof.
16. Communicate all matters with executive so that they are updated on all matters relating to education and training.
17. E&T coordinator is the only person allowed to follow up with the federation regarding Reverts, certificates, accreditation and any other matters relating to E&T.
18. Send all documentation to the province a week after the running of any courses e.g. facilitator's reports, registers and all the other essential documents.
19. Help with swim centre / school accreditation and the registration thereof.
20. Upload all documentation to the federation a week after the running of any courses e.g. facilitator's reports, registers and all the other essential documents.

ROLES OF THE NATIONAL EDUCATION AND TRAINING ADMINSTRATOR

1. Provide administrative support and guidance to all E&T Provincial coordinators.
2. Provide order numbers on time for all the courses and workshops to PE&TCC.
3. Invoice districts and follow up on payments.
4. Follow up on reports after all courses and workshops.
5. Keep and record all E&T documents from Provinces.
6. Verify information on the registration of all people offering courses for affiliates.
7. Keep an accurate database of all coaches, teachers, officials and swim centres / schools nationally.
8. Update the database by including the newly qualified teachers, coaches, officials.
9. Update the E&T manager when there is a need to replenish stock.
10. Ensure that provinces receive E&T learning material on time.
11. Communicate and update the PE&TC for not meeting the SSA's turnaround period.
12. Record, verify and double check all POE's on receipt and upload all the information.
13. Prepare all POE's for moderation.
14. Provide PE&TC with an update after moderation if there is more information needed.
15. Print certificates accurately and send them to DE&TC.
16. Ensure that copies of certificates are included in the candidates' file.