



1. ROLES AND RESPONSIBILITIES OF A FACILITATOR

- 1.1 To ensure that they hold a valid SSA qualification which can either be Todswim, LTS or coaching level
- 1.2 They must ensure that they register themselves with their respective affiliate on an annual basis
- 1.3 Must keep clear records of all courses facilitated, when, where and have records of all the candidates that sat on any courses
- 1.4 Must take the daily registers and give originals to the PE&TC and keep copies for their own records
- 1.5 The facilitator must be present for the duration of the entire course
- 1.6 The facilitator must communicate their availability to facilitate with their affiliate.
- 1.7 They need to continuously evaluate themselves and keep abreast with the latest education & training trends
- 1.8 Facilitators are expected to facilitate courses on behalf of their affiliates or as requested by SSA to help other affiliates.
- 1.9 On confirmation of course dates they need to be sure of the number of candidates on the course, the availability of manuals, venue, time and availability of all facilitation equipment.
- 1.10 They must double check that all the pre-requisites have been complied with by all candidates- especially the first aid and police clearance
- 1.11 They must complete the rest of the documents with all the candidates –enrolment form and code of conduct and certified ID copy and one ID size photo
- 1.12 Any candidate that does not have the pre-requisites must not be allowed to sit on the course
- 1.13 The facilitator must conduct the pre-swim practical's and anyone that does not meet the required pre-requisites cannot be allowed to continue to be on the course
- 1.14 Facilitator must explain the entire process of completion and highlight the key issues
- 1.15 The facilitator can keep contact with the candidates as a mentor and advisor on educational matters
- 1.16 The facilitator should use the platform to encourage, motivate and create a better understanding of the roles of education and training and not to raise their challenges and unhappiness with either the affiliate or the federation
- 1.17 The facilitator should mark all exams without any form of biasness

2. ROLES AND RESPONSIBILITIES OF AN ASSESSOR

- 2.1 An assessor is already a qualified facilitator and possibly facilitates for the affiliate



2.2 Must also hold a valid SSA qualification to either facilitate or assess and also register annually

2.3 An assessor can be asked by the PE&TC to mark exams

2.4 Must keep accurate records all the time sign for all the exams they receive or hand back to the PE&TC

2.5 Marking of exams must be done within 14 days of being given the exams if there are delays a reasonable extension must be requested via the PE&TC k all exams fairly without any biasness with a red pen and sign them off.

2.6 After marking the exams he/she will hand the exams back to the PE&TC-Submit a facilitators report to the PE&TC a week after running the course

2.7 The final mark must be clearly written

2.8 Communicate clearly with the PE&TC which candidates were declared not competent so that the Coordinator can communicate the correct information

2.9 No facilitator or assessor can discuss marks with any candidates and candidates must be discouraged to make contact except when they would like advice and guidance on their teaching or coaching

2.10 The PE&TC will send off the exams to a moderator within the affiliate if not send them to SSA for moderation

2.11 The assessor must also run practical assessments depending again on their qualification they can assess LTS candidates, coaching level 1-2 assessments

2.12 The above candidate should have undergone the generic training done by SSA

2.13 All the costs of travelling must be paid by the affiliate and assessor must keep clear records of all payments (suggestion is to use the order numbers provided by SSA so that if there are any comebacks both parties are covered and also for auditing purposes)

2.14 All practical assessment documents must be handed over to the PE&TC to include in the candidates' files

12.15 When all the docs are in the file the file can then be sent to SSA and the affiliate must keep its own copies and accurate records

12.16 Assessors must also assess pools for centre accreditation if they have undergone the mentorship programme of SSA which has equipped them with all the knowledge of accrediting a centre

3. ROLES AND RESPONSIBILITIES OF A MODERATOR

3.1 The PE&TC must ask the moderator to collect exams for moderation



3.2 Moderator must hold an SSA valid qualification and register annually with the affiliate

3.3 Moderator may not keep exams for more than two weeks

3.4 The moderator must use a green pen and randomly take 10% of the files for moderation.

3.5 Moderation feedback must be discussed with the facilitator/assessor and the PE&TC must be kept in the loop

3.6 After moderation the exams must be given back to the PE&TC

3.7 Moderators can also be asked by SSA to moderate RPL documents and also be part of RPL interview panel

3.8 If there are large discrepancies between the facilitator/assessor's marking and that of the moderator then a meeting must be scheduled by the moderator to discuss a standard going forward.

3.9 The PE&TC can then inform candidates about their exam marks