



Structure of the level 1 Coaching Course

The SSA level 1 Coaching Competitive Swimming comprises of two (2) modules containing eight (8) units. Each unit carries a certain number of credits and is aligned to SAQA Unit Standard 264755. (This unit standard is an elective that is aligned to the SAQA Qualification 64369 – Further Education and Training Certificate: Sport Coaching: Juniors/Beginners).

The units are organised as follows:

Unit Details	Specific Outcomes in Unit	Facilitation Session No. and Activities	Time Spent in Hours
Unit 1: BYB Before You Begin	An introductory session to skills programme on role of a coach and ethics in coaching	Session 1: Class Discussion and Plenary	5
Unit 2	Laws governing competitive swimming	Session 2	4
Unit 3	Safety requirements for competitive swimming	Session 3	5
Unit 4	Planning and implementing practice sessions	Session 4	7
Unit 5	Coaching the skills and conditioning of swimming	Session 5	6
Unit 6	Reviewing coaching sessions	Session 6	5
TOTAL			32 hours

The certificate is assessed through a variety of methods and activities in the form of observation, written evidence and/or verbal discussion.

Each unit has specific learner outcomes and assessment criteria which must be followed and **MET** in order to achieve successful completion of a module.

The criteria for each unit are provided within the unit specifications, therefore when you are to be assessed, your performance will be assessed in accordance with defined criteria.

Candidates will be required to deliver, under the observation of an **appropriately qualified assessor**, weekly plan and two (2) detailed coaching sessions with a 45 minute duration each. These sessions must be with level 1 swimmers and they must be progressive.

The 2 practical coaching sessions are to be conducted in the candidate's place of work, at a time mutually agreed by the candidate and the assessor. If a candidate does not have level 1 swimmers they must speak to the coordinator who will help in making the necessary arrangements. The **travel costs of the assessor are to be met by the learner** and be agreed upon prior to the assessment taking place.

Candidates will be required to undertake a **written exam** to show depth and understanding of discipline specific knowledge. The mark required to pass this exam is **65%** or above.

If the candidate is required to have any **further assessments** than those afforded within the course to ascertain competency, then **any costs incurred are to be met by the candidate**.

In order for the candidate to be eligible for certification in the SSA Level 1 Coaching Swimming unit standard, **ALL** units must be successfully achieved.

- In order to achieve a unit all assessment criteria **must** be achieved.
- In order to achieve the qualification all units **must** be achieved.
- In order to achieve the qualification the minimum number of credits **must** be achieved.

There is no grading criterion for this qualification it is either **Competent** or **Not Yet Competent**.

Assessment Breakdown

ASSESSMENT		
PART One Formative Assessment	17-33	No mark allocation but it must be completed
PART TWO-Summative Assessment – Practical demonstration	34-35	Counts 5%
PART THREE -A-Summative Assessment –Knowledge Test	36-45	Counts 5%
EXAMS	Not in the manual	Counts 65%
LOGGING -20 HOURS	Not in the manual	Counts 5%
PART FOUR-B Workplace Application- Practical Assessment	46-69	Counts 20%

PART 1-FORMATIVE ASSESSMENT

- All formative assessment exercises must be completed.

PART 2- SUMMATIVE ASSESSMENT

- Candidates must be given an opportunity to coach a minimum of 2 lessons during the course and a mark must be allocated.

PART

- The knowledge test in the POE must be completed and the facilitator must allocate an overall mark.

EXAMS

- Must be written at least two weeks after the course to give candidates time to study and revise their work.

LOGGING

- 20 hours with a minimum of 2 different clubs or accredited and registered coaches from 2 different clubs.

WORKPLACE APPLICATION /PRACTICAL ASSESSMENT

- The recommended ratio between coach and swimmers is between 8-12 (depending on performance level) 8/9 - 11/12 age group.
- Coach must have a weekly plan with detailed lesson plans and the assessor will choose any lesson for the assessment.

PLEASE NOTE THE FOLLOWING:

At the end of the course candidates will have their manuals. If candidates did not complete their assignments they will be given a week to complete and submit their POE's at their affiliate's office.

After the facilitators/assessor has marked & verified the POE there might be a need for the candidate to re-do some of the work. It will then be the candidate's responsibility to get the file from the affiliate and make the necessary changes as guided by the facilitator's comments.

Candidate must feel free to contact the facilitator for clarity if they are experiencing any challenges.

Candidates will write their theory exam and the E&TC will provide the dates. The pass mark is 65%. As soon as the exams have been marked the E&TC will inform the candidate of the outcome.

Candidates who have failed the exam will have to communicate with the E&TC to arrange another date to re-write the exam (there will be additional costs). The re-write must be done within the next two weeks, if candidates fail again they will unfortunately have to re-do the course.

Candidates have 6 months to finish the course starting from the day when they receive their exam results.

The candidate can start to log hours immediately after the course, but they might be required to log more hours if the assessor deems it necessary.

After logging hours the candidate must send their log sheet to the E&TC to verify.

E&TC will communicate the date of the practical assessment with the candidate.

For the practical assessment candidates must bring their detailed weekly plans and detailed lesson plan and the assessor will choose one lesson on which they will be assessed.

The assessor will give the candidate feedback immediately as well as a copy of the assessment report which must be kept safely.

The assessor will give another copy of the assessment report to the E&TC who will slot them in the files. Candidates that have been declared not yet competent will communicate with the E&TC to arrange another assessment date. (Candidates might be required to log more hours.)

If the candidate is declared not yet competent for the 2nd time they will have to re-do the entire course (there will be additional costs).

The E&TC must ensure that all the documents are in the candidates file and can communicate with the candidate if they have any queries or if they need to re-do sections as stated above.

SSA schedules a moderation with the SETA and their availability is beyond the federation's control.

To keep accreditation current, the coach must annually register and submit the required number of CPD points. Registration fees will be included in the course fees for the year in which the candidate registers to do the course.

On receipt of the Coaching certificate candidates need to verify their registration with their respected affiliate as Swimming Coaches in order to receive all relevant information regarding workshops/conferences.

Maintenance of Coaching Certificate

To maintain the validity of your Certificate you will be required to continue with a programme of **continuous learning** and to register annually with the Provincial Affiliate.

After receiving your certificate, you will be required to register with your Provincial Affiliate and attend **SSA approved Continuous Professional Development (CPD) workshops** to attain training points which will be awarded for attendance at approved workshops.

Each year, you will be required to **re-register** yourself with your provincial affiliate. To register and make use of your Coaching Certificate you will be required to present a fee and supporting documentation:-

- A certified copy of your Certificate.
- Copies of your CPD certificates verified by affiliate.
- A certified copy of a valid & approved First Aid certificate.
- A certified copy of annual renewal of CPR competence.
- A certified copy of Full Clean Police Clearance certificate
- A completed application for registration.
- The prescribed fee for registration with the Provincial Affiliate & SSA.

Progression through the SSA Education Pathway

Once you have completed and achieved your Level 1 Coaches Certificate and registered with your Provincial affiliate, you are now equipped to introduce swimmers to the world of Competitive Swimming under the guidance of a more Senior Coach.

SSA is working in conjunction with SASCOC to RPL coaches to acquire a coaching designation which will enable coaches to register with CASA –Coaching Association of South Africa. SSA is further working with other organisations to introduce further levels of accreditation within Swimming Coaching.

These levels are envisaged to go from level 2 to level 5 within the coaching framework. At present SSA is working on its Level 2 Swimming Coaches certificate.

After the Level 2 is complete, SSA is looking forward, to the future delivery of level 3 and level 4 Coaching Accreditation and level 5, which will be performance based, thus allowing you to further your knowledge and level of accreditation in line with other International swimming federations.