

# The ASA Educator and Approved Centre Conference 2016

1 – 2 December

Burleigh Court, Loughborough University



Working together and sharing good practice  
[www.awardingbodyasa.co.uk](http://www.awardingbodyasa.co.uk)

@asaaquatics

  
the **asa**  
*swim for life*

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## Welcome

On behalf of the ASA I am delighted to welcome you to the third ASA Educator and Approved Centre Conference.

The ASA's vision is a nation swimming, and I want to start by thanking you all for your valuable and appreciated contribution to this aim. Without dedicated people such as yourselves helping to train and support the many swimming teachers and coaches, we would not have such a thriving sport.

The success of our athletes at the Rio Olympic and Paralympic Games inspired a vast number of people to try diving, water polo and synchronised swimming. Their success, and the ongoing enjoyment of the millions of young people who learn to swim each year, is down to the highly trained workforce that you help to develop.

Everything starts with teaching people and we couldn't do it without you.

This year's Conference promises to be a fantastic event. We have contributions from a number of key people within the swimming industry, including Great Britain Paratriathlon Team Head Coach Jonathan Riall. Our Workshop speakers will provide their experience and practical thinking, making the event a great opportunity, not only to learn and contribute, but also to network and build new relationships.

I hope you enjoy the event.



**Jane Nickerson**  
Interim Chief Executive Officer



### A day of top content covering

- The psychology of motivating adult learners
- Sharing best practice: Exploring examples of effective course delivery and assessment
- Strategies for on-course harmony
- Formal education isn't bad, bad formal education is bad
- New developments in the ASA Learn to Swim Framework
- How to recognise great teaching and learning and how to give accurate and useful feedback
- Making swimming deaf friendly



## Thursday 1 December

### Dinner and drinks reception, including keynote speaker

The dinner, will be held at Burleigh Court on Thursday 1 December. The evening will begin with a drinks reception at 18:30 followed by a short introduction from our keynote speaker. A three-course dinner from 20:00 will be held until approximately 21:30.

**Dress code:** smart casual

[Click here](#) to view the full menu

Meat and vegetarian options are available

**Please note,** if you have any other dietary requirements please ensure you fully complete the relevant section on the booking form.

### Biography of Keynote Speaker



Jonathan Riall is the Head Coach for the Great Britain Paratriathlon Team.

In October 2009 he took over the role of Paratriathlon Programme Manager, progressing onto the Paratriathlon

Performance Manager and subsequently Head Coach of the Paratriathlon Team GB.

There are two Performance Managers for Team GB, one for the Olympic programme and one for the Paralympic programme, which is Jonathan.

Jonathan was also Team Leader for the 2016 Rio Paralympics. Rio 2016 is the first time that Paratriathlon was staged.

## Friday 2 December – Agenda

09:00	Registration and refreshments
09:45	Open conference and welcome
10:00	Workshop 1
11.00	Refreshments
11:15	Workshop 2
12:15	Lunch and networking
13:15	Workshop 3
14:15	Refreshments
14:30	The ASA Educator and Approved Centre Awards
15:15	Conference close

# Workshops

All delegates are required to select three of the following workshops to attend when booking onto the conference:

## Workshop 1 Options (10:00 – 11:00)

### Sharing best practice: Exploring examples of effective course delivery and assessment

Ian Wood (Acting ASA Workforce Support Manager) and Adam Goymer (ASA Workforce Support Officer)

This discussion-based and interactive workshop will explore examples of best practice following the launch of the new ASA assisting and teaching swimming qualifications earlier this year. Based on predetermined topic areas, Tutors and Approved Centres Key Contacts will be encouraged to share their experiences in order to continually support and develop the future learner journey.

**Target Audience:** All teaching aquatics Educators and Approved Centre Key Contacts

### The psychology of motivating adult learners

Dr Pauline Palmer, PhD, MA, Post Grad. Diploma in Psychology, BA (Hons), Cert. Ed., Sport Social Psychologist

During the session some of the underlying psychological triggers involved in motivation will be considered, addressed and developed, leading towards more plausible strategies for successful performance. By the end of the session, attendees will have more clarity of the meaning and application of motivation with:

- Its impact on progress
- Challenging expectation and preconceptions
- Appropriate engagement in the development of individual learning and the move towards achieving self-actualisation

**Target Audience:** Educators, Approved Centres and Teachers of adult learners

### Strategies for on-course harmony

Mark Beasley (ASA Educator, Mentor)

This workshop is designed to be a sharing of experience and practice of course delivery and dealing with challenging learners and their behaviours from a wide range of settings e.g. face-to-face, on-line and through RPL. A practical workshop, the intention is to help other practitioners understand the people and human dimension to behaviours, using that to instigate coping strategies in order to facilitate and complete your course with success.

The presenter will share his experiences of challenging behaviour and how he coped with the demands of the qualification structure set against the needs of the learner. He will tackle subjects like; flexible thinking, arbitration, individual goal setting and dealing with confrontation.

This workshop will be an honest and frank discussion about the challenges we all face as Educators. Although appropriate for anyone in that setting this would be particularly useful for those newly qualified or Tutors in training. It will cover:

- Helping us to identify the flash points
- Mitigating the unnecessary but unavoidable behaviours
- Setting challenging but realistic and agreed goals
- Understanding the people dimension first

# Workshops

## Workshop 2 Options (11:15 – 12:15)

### Sharing best practice: Exploring examples of effective course delivery and assessment

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### 70:20:10 – Formal education isn't bad, bad formal education is bad

Kurt Lindley (Sports Coach UK, Development Lead Officer – Coach Developer)

The 70-20-10 rule is based on the work of Michael M. Lombardo and Robert W. Eichinger who conducted a self-report survey of around 200 executives which asked 'how do you learn'. Results published in their book 'The Career Architect Development Planner' (1st ed.) surmised that lessons learned by successful and effective managers are roughly:

- 70% from challenging assignments (on the job experiences working on tasks and problems)
- 20% from developmental relationships (feedback and working around good and bad examples)
- 10% from coursework and training (from workshops and reading)

This workshop will look at the how ASA Educators can embrace this principle and what they can do to maximise its potential. The session will also look at the concept of 'desirable difficulty' in learning and exploring how making learning easy isn't always best for retention, recall and application.

**Target Audience:** Educators and Approved Centres

### New developments in the ASA Learn to Swim Framework

Katie Towner (ASA Learn to Swim Programme Manager) and Sally Skipper (Programme Manager - Programme Development Team)

Discover more about the changes that have been made to the ASA Learn to Swim Framework along with an update on new and future products and services that are currently under development. Katie and Sally will be on hand to answer questions and stimulate discussion!

**Target Audience:** All Teaching Swimming Educators and Approved Centres

# Workshops

## Workshop 3 Options (13:15 – 14:15)

### How to recognise great teaching and learning and how to give accurate and useful feedback

Julie Gibson (Quality Advisor to the ASA Awarding Body)

We often talk about great teaching and learning, but what does it look like? In addition feedback and target setting is highlighted in many education reports as a key area for improvement. This session therefore will help you recognise great teaching and learning for your own benefit and for others too. It will also help you understand how to draw accurate judgements and offer effective feedback.

Using video and discussion based exercises, we will explore the importance of effective communication and organisational skills in all areas of our lives, including in the pool. It can be the finer points that lead to success, and often we can forget some of the important legal aspects when we are under pressure. We will explore these challenges and how to manage them effectively. It is also recognised that it can be hard to draw a judgement and offer specific feedback that leads to improvement, especially when under pressure. Again, we will explore tested techniques and discuss our findings, comparing and contrasting our judgments. This will be a lively session where different viewpoints about teaching and learning can be shared and discussed.

**Target Audience:** Educators and Approved Centres

### Making swimming deaf-friendly

Ashleigh Scott (Swimming Development Officer for National Deaf Children Society)

The National Deaf Children's Society is the leading charity dedicated to creating a world without barriers for the 45,000 deaf children in the UK and their families. Our informative workshop will be fun, interactive and aim to inspire Educators with simple and creative ways to make your tutoring role more fun and inclusive for deaf young people. This workshop aims to help you develop confidence communicating with deaf children and young people.

**Target Audience:** Educators, swimming teacher's coaches, Approved Centre co-ordinators and other aquatics professionals.

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**Target Audience:** Educators and Approved Centres

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Sally Skipper (Programme Manager - Programme Development Team)

Discover more about the changes that have been made to the ASA Learn to Swim Framework along with an update on new and future products and services that are currently under development. Katie and Sally will be on hand to answer questions and stimulate discussion!

**Target Audience:** All Teaching Swimming, Educators and Approved Centres

## Fees and attendance options

### Day Conference only

**£80.00 per delegate (Inc VAT)**

This fee includes access to the full days conference

### Dinner and Conference (without an overnight stay)

**£110.00 (Inc VAT)**

This fee includes the dinner and full access to the conference day

### Dinner, Conference and overnight stay (Single occupancy)

**£170.00 (Inc VAT)**

Accommodation cost includes breakfast

### Dinner, Conference and overnight stay (Double occupancy)

**£290.00 (Inc VAT)**

Accommodation cost includes breakfast

## Travel

### By Train

If you choose to travel via train then Loughborough train station is situated approximately three miles from the venue. From here it's just a 10 minute taxi ride or if you prefer a university shuttle bus operated by Kinchbus, travels between the University and Loughborough train station, with the service running every 10 minutes. The bus drops you off on Holywell Way, and from there you will need to make your way by foot. Please see map for further directions.

### Burleigh Court

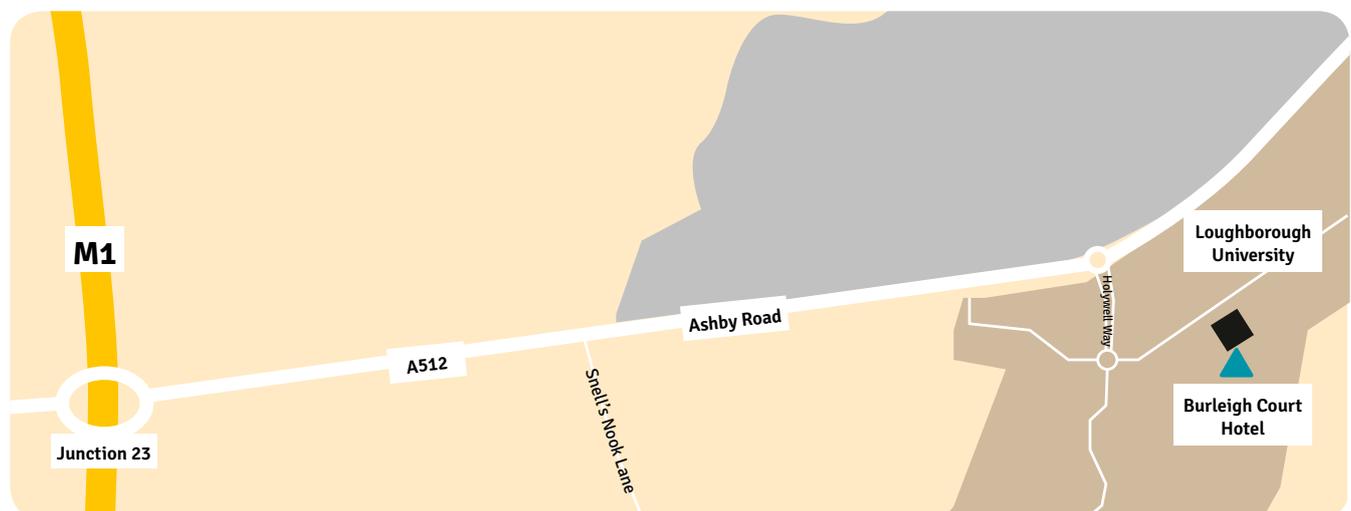
Off Ashby Road (A512), Loughborough University (West Park), Loughborough, Leicestershire, LE11 3GR  
[www.burleigh-court.co.uk](http://www.burleigh-court.co.uk)

### By car

A map and directions to Burleigh Court Hotel can be found by [clicking here](#).

### Parking

The venue is situated on Loughborough University Campus, if entering from Ashby road onto Holywell Way you will need to enter the right lane to collect you're parking pass from gate house security and they will give directions to Burleigh Court Hotel. Parking at the Hotel will be free of charge so please make sure that you have parked in the correct car park.



# Menu

## Menu 1

### Meat Option

#### Starter

Mini lamb kofta skewers with  
cucumber and mint yoghurt

#### Main

Braised blade of beef, bourgignon sauce,  
horseradish and parsley mash

#### Dessert

Chocolate truffle torte,  
chocolate and orange sauce

## Menu 2

### Vegetarian

#### Starter

Almond crusted brie with  
celery, apple and watercress salad,  
rhubarb and apple chutney (V)

#### Main

Baked field mushrooms filled  
with vegetarian chilli and topped with  
Lincolnshire poacher (V)

#### Dessert

Raspberry sablé, raspberry coulis (V)

## Win a Red Letter Day Experience

All delegates booking onto the Conference will be entered in a raffle with the chance to win a Red Letter Day Voucher to use on an experience of your choice.

Experiences include:

- Hot Air ballooning
- View from the Shard with Champagne and breakfast for two
- Powerboat experience for two
- Deluxe Spa day for two
- Family monster truck experience, and many more...



## Booking

**Before you book your place please make sure you have:**

- Chosen your booking option
- Chosen your menu option (for Thursday evening, if applicable)
- Read through the workshop summaries and chosen which three workshops you would like to attend

**Book Now**

**Please note:** Bookings Close 1 November 2016

We advise you to book on early to avoid any disappointment.

# The ASA Educator and Approved Centre Awards 2016

## Make your vote count

The Awards recognises excellence in Educators and Approved Centres. The aim is to reward and celebrate those who have demonstrated an exceptional and inspirational commitment to supporting learners and Educators. The winners will be announced as part of the Conference on 2 December.

There will be five awards presented. The winners in each category will receive a certificate and a congratulations prize.

We want to see as many nominations as possible for every category, but please be aware that we will be unable to accept late nominations. You may make multiple nominations if you wish.

Please note, you cannot nominate yourself for any award apart from the **Approved Centre Diversity Champion Award**.

### Award Categories

Please read through the following nomination categories carefully, and submit your entry before 1 November 2016 when nominations will close.

#### **ASA Educator of the Year Award – nominated by Educators**

We are looking for an Educator who has continually gone above and beyond the day to day requirements of their role to the benefit of their learners. This Educator will have displayed a learner centred approach to course delivery and assessment and shown innovation and excellence in their course design, delivery and assessment. – Nominations open to all Educators

#### **ASA Educator of the Year Award – nominated by Approved Centres**

This individual will have continually gone above and beyond the day to day requirements of their role to benefit their learners. They will have also displayed excellent commitment and professionalism in dealings with the Approved Centre - Nominations open to all Approved Centre Key Contacts

#### **ASA Approved Centre Diversity Champions Award – nominated by Approved Centres and Educators**

This award will be given to an Approved Centre who has shown outstanding innovation in promoting inclusion and diversity for learners, by making a significant effort to make a difference in other's lives through positive equality and diversity actions – Approved Centres and/or Educators should submit reasons/evidence why they should be voted Diversity Champion

#### **ASA Trainee Tutor of the Year Award – nominated by Approved Centres, Educators and Workforce Support Services**

We are looking for a Trainee who has engaged fully with the Workforce Support Services team and their Advanced Practitioner (AP), as well as demonstrating excellent communication skills with learners and others throughout their time on the programme. They should also have maximised their developmental meetings with their AP and taken opportunities when they have arisen i.e. attending CPD delivery sessions, undertaking observations etc. – Nominations open to all Educators, Approved Centres and Workforce Support Services

#### **ASA Sharing Best Practice Award – nominated by Approved Centres, Educators and Workforce Support Services**

We are looking for an Educator who has offered support and guidance, having selflessly displayed a keen interest in the development of fellow Educators. – Nominations open to all Educators, Approved Centres and Workforce Support Services



# Frequently Asked Questions

We've compiled a list of the questions we get asked the most often. If any of the below do not answer your questions please contact us directly.

## Is there a reduced rate if I want a double room on my own?

No – only the options we have are on the booking form are available.

## Is breakfast included if I am staying overnight?

Yes – Breakfast (2 December – for those staying the night before), lunch (2 December) and dinner (1 December) is available at no extra charge.

## What will I receive for my money?

- Entry to the Awards event at the end of the day on Friday
- Networking opportunity
- Keynote speaker (if applicable)
- Dinner, bed and breakfast (if applicable)
- Entry to three workshops
- Lunch and refreshments throughout the day
- Conference pack

## What if a workshop I wish to attend is fully subscribed?

Workshops are available on a first come first served basis. Options may therefore be limited if you do not enrol early.

## When do I pay?

Your place will not be booked until we receive payment, therefore this is required at the time of booking. If you choose to pay via cheque please make sure this is sent as soon as possible to secure your place.

- If you are an Educator, please send your cheque to the address below addressed to Workforce Support Services.
- If you are a Key Contact please send your cheque to the same address but addressed to the Awarding Body:

The ASA  
SportPark  
3 Oakwood Drive  
Loughborough  
LE11 3QF

## Can I receive a refund after booking my place?

If you cancel your booking before 1 November 2016 a full refund will be issued.

## When I arrive, where do I go?

As you walk through the main entrance straight in front of you will be an ASA member of staff waiting to guide you through registration.

## What if I cannot remember the workshops I have chosen?

On your confirmation email the workshops you have chosen will be listed. Please make sure that you print off a copy of this and bring this with you on the day. Workshop information will also be included in your conference pack.

## If I change my mind on which workshops I wish to attend, can I change them?

Unfortunately the workshops you have chosen at the time of booking will be allocated to you. Each workshop has a limited amount of space so we will not be able to accommodate extra delegates.

## Which members of the team will be there on the day?

All members of the ASA Workforce Support Team and the ASA Awarding Body will be in attendance.

## Will I get a chance to feedback on the day?

Yes – we value all feedback from our Educators and Key Contacts. At the end of the day we will ask you to complete a short evaluation form for all aspects of the Conference and also provide question cards for you to complete if you choose to do so.

## Are any of the other hotel facilities included?

The swimming pool, sauna, steam room and gym are available to residents staying at the hotel, other recreation facilities will be available at the delegates own cost.

## Will I receive a certificate of attendance?

Yes – all delegates will receive a certificate of attendance within their conference packs.

## What if I have other dietary requirements?

If you have other dietary requirements please make sure you complete the relevant section on the booking form and we will ensure your needs are met.

## Organised by

The ASA – Amateur Swimming Association  
Telephone: 01509 640000  
[www.swimming.org](http://www.swimming.org)

The ASA  
Pavilion 3, SportPark  
3 Oakwood Drive  
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LE11 3QF