



# Swim England Educator Licensing Handbook

April 2019 – 2020



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# Swim England Educator Training

Our tutors, assessors and presenters deliver the training for Swim England teaching and coaching courses across all disciplines.

The Swim England Educator Training team are here to support and develop our educators and to ensure our workforce continues to provide a high quality teaching and learning experience.

All qualified Educators, therefore, are required to have an annual licence. This confirms their commitment to maintaining high professional standards and keeping up to date with regular CPD training.



## Your licence

Swim England expect that all licensed educators have their licence visible and it's easily identified that you are a licensed educator when delivering or assessing any Swim England qualification, course or CPD.

If you, or the Approved Training Centre you work for, wish to know what disciplines or CPDs you are licensed to deliver please contact [educatortraining@swimming.org](mailto:educatortraining@swimming.org).



# Licensing information

## Licence categories

In order to recognise the different educator roles Swim England has, there are various licence categories.

- **Trainee Tutor/Assessor and Newly Qualified Tutor/Assessor:** Applicants applying for this licence category must be currently completing the Swim England Tutor Training programme.
- **Tutor/Assessor:** Applicants applying for this licence category must have completed the Swim England Tutor Training programme, hold tutor status and have been licensed within the past 12 months.
- **Assessor:** Applicants applying for this licence category must have completed the Swim England Assessor training requirements, hold assessor status and have been licensed within the past 12 months (unless a new applicant).
- **CPD Presenter:** Applicants applying for this licence category must have been accepted to deliver Accredited Swim England or other Swim England Qualifications department approved CPDs.



## Methods of payment

### PayPal

- This payment can be made at the end of the licence form application.

### Cheque payment

- Payable to Swim England and sent to the address below:  
Swim England Educator Training  
SportPark  
3 Oakwood Drive  
Loughborough  
LE11 3QF

### Card payment

- Card payment can be made via PayPal guest at the end of the online licence application by choosing the guest option.
- To make a telephone payment please call: 01509 640462 and have your card details ready.



# Licensing application process

[Click here to complete online licence application/renewal form.](#)

Upload required evidence and submit the completed online form to the Educator Training team.

**Please note:** All licences will expire on 31 March each year so ensure you send all the required information well in advance of this date (28 days prior to the expiry date is recommended).

**Please note:** This may delay your licence being issued.

If required evidence **has not** been provided, the Educator Training team will request any additional supportive evidence required.

If required evidence has been provided.

Additional evidence received.

Your licence will be issued.

**Please note:** Licence will be issued within 10 working days upon receipt of your application and all correct elements.

Expiry dates of your safeguarding, insurance and DBS will be shown on the letter sent with your licence card and on your confirmation email when your licence is posted. It is the Educators responsibility to keep note of these expiry dates, renew when necessary and to notify Educator Training.



# Providing evidence

## What evidence do I need for my initial licence/renewal?

Swim England educator role	Evidence and information required
	All educators must submit the below specified evidence as well as their individual category elements below.
	Elements required for <b>all</b> educator roles
All educators must complete these elements	<ul style="list-style-type: none"> <li>• Passport sized photo.</li> <li>• Safeguarding training.</li> <li>• Public or Civil Liability Insurance Certificate.</li> <li>• Agree to adhere to the Educator Code of Conduct and licence terms and conditions.</li> <li>• Relevant continual professional development.</li> </ul>
	Additional evidence required per educator role
Trainee tutor/assessor and newly qualified tutor/assessor	<ul style="list-style-type: none"> <li>• DBS enhanced disclosure.</li> </ul>
Tutor/assessors	<ul style="list-style-type: none"> <li>• DBS enhanced disclosure.</li> <li>• Delivery and assessment of a minimum of one Swim England qualification/course, at the highest level.</li> <li>• If delivering and assessing multiple disciplines, evidence of delivery and assessment is needed at the highest level for all disciplines.</li> <li>• Evidence of attendance at Swim England Regional Conference or Camp (<b>coaching swimming only</b>).               <ul style="list-style-type: none"> <li>• Swim England county or Regional Conference OR Swim England County or Regional Camps.</li> </ul> </li> <li>• Licence fee £40.</li> </ul>
Senior coach assessor	<ul style="list-style-type: none"> <li>• Assessing Qualification Certificate OR attended Swim England Assessor Training (initial licence application ONLY).</li> <li>• Evidence that demonstrates vocational competence for each qualification you wish to assess (initial application ONLY).</li> <li>• Assessment of a minimum of one Swim England qualification, at the highest level.</li> <li>• Evidence of attendance at Swim England Talent Pathway activity or camp.               <ul style="list-style-type: none"> <li>• Swim England National Coaches Conference or a Swim National Camp event.</li> </ul> </li> </ul>

Senior coach assessor (continued)	<ul style="list-style-type: none"> <li>• Attendance at a Swim England annual standardisation event.</li> <li>• Evidence of maintaining coaching experience with swimmers at a national level or above.</li> <li>• If assessing multiple disciplines, evidence of assessment is needed at the highest level for all disciplines.</li> <li>• Licence fee of £40.</li> </ul>
CPD presenter	<ul style="list-style-type: none"> <li>• Delivery qualification certificate (initial licence application ONLY) OR have completed Swim England's CPD Presenter Training (available as an online learning experience or delivered face to face educator training (required every three years)).</li> <li>• Delivery of a minimum of one Swim England CPD seminar.</li> <li>• Licence fee of £30.</li> </ul>



# Providing evidence

## How can this evidence be provided?

	Licence requirements	How can I evidence this?	How often does this have be provided?
<b>Elements required for ALL educator roles</b>	Passport sized photograph ( <b>all educators</b> ).	Upload a passport sized (413x531 pixels) photo in either. PDF, JPEG or GIF format through the online form.	Once: when applying for your initial licence.
	Safeguarding training ( <b>all educators</b> ).  The following are approved by Swim England: <ul style="list-style-type: none"> <li>Swim England Safeguarding seminar</li> <li>UK Coaching Safeguarding and Protecting Children workshop</li> <li>If you have a safeguarding certificate that you are unsure we accept please email it through to <a href="mailto:educatortraining@swimming.org">educatortraining@swimming.org</a>.</li> </ul>	Upload the relevant document onto the online licence form.	Valid for three years (the educator must be in receipt of the certificate in advance of the expiry date).
	Relevant Public or Civil liability insurance certificate ( <b>all educators</b> ).	Upload the Public or Civil Liability insurance certificate onto the online licence form.	Each year (the educator must be in receipt of the certificate in advance of the expiry date).
	Agree to adhere to the Educator Code of Conduct and licence terms and conditions ( <b>all educators</b> ).	Tick the relevant boxes on the licence form.	Each year.
	Record of continual professional development (CPD) relevant to your role ( <b>all educators</b> ).  E.g. NGB training, Standardisation event, CPD seminar.  This can be linked to other sports, education, learning or development.	Provide details of any relevant CPD that you have undertaken either through Swim England or another recognised body on the online licence form.	Each year.
<b>Additional evidence required for each educator role</b>	Disclosure and Barring Service (DBS) enhanced disclosure ( <b>tutor/assessors, trainee tutor/ assessors</b> ).  This can be: <ul style="list-style-type: none"> <li>through Swim England</li> </ul>	Upload the relevant document onto the online licence form.  If with another organisation please send the original DBS certificate plus evidence of	As long as you are registered with the update service and remain registered with this each year, either through Swim England or another organisation, we

<p><b>Additional evidence required for each educator role (continued)</b></p>	<ul style="list-style-type: none"> <li>through another organisation <b>Please note:</b> if carried out through another organisation you must be signed up to the update service for it to be accepted</li> <li>local police check for OVERSEAS Tutor/Assessors only.</li> </ul> <p>Please see page 19 for further details on the Disclosure and Barring Service.</p>	<p>registering with the update service along with the completed consent form available by emailing the Educator team <a href="#">here</a>.</p>	<p>can accept this for as long as required.</p> <p>(If you complete a Swim England DBS that is not on the update service it will be valid for three years).</p> <p>(The educator must be in receipt of the certificate in advance of the expiry date).</p>
	<p>Delivery/assessment of a minimum of one Swim England qualification/course/CPD, at the highest level each year <b>(tutor/assessors, assessors and presenters)</b>.</p> <p><b>Tutor/assessors:</b> Delivery of a minimum of one Swim England qualification/course, at the highest level each year.</p> <p><b>Assessors:</b> Assessment of a minimum of one Swim England qualification/course, at the highest level each year.</p> <p><b>CPD presenters:</b> Delivery of a minimum of one CPD seminar, each year.</p>	<p>Provide the details on the online licence form or upload/send confirmation through an Approved Training Centre statement.</p> <p><b>Please note:</b> Swim England are aware that at times extenuating circumstances may prevent you from delivering each year. Educator Training will consider the merits of these situations on a case-by-case basis and subject to the provision of supporting evidence.</p> <p><b>Duel delivery:</b> Will be accepted as long as you can provide evidence that you are a named tutor/assessor on the course registration form.</p>	<p>Each year.</p>
	<p>Multiple discipline delivery and/or assessment <b>(tutor/assessors and assessors)</b>.</p> <p>If delivering and assessing multiple disciplines evidence of delivery and assessment is needed at the highest level for <b>all disciplines</b>, within the last three years.</p>	<p>Provide the details on the online licence form or upload/send confirmation through an Approved Training Centre statement.</p> <p><b>Please note:</b> Swim England are aware that at times extenuating circumstances may prevent you from delivering each year. Educator Training will consider the merits of these situations on a case-by-case basis and subject to the provision of supporting evidence.</p>	<p>Valid for three years.</p>

(Continued on next page)

<b>Additional evidence required for each educator role (continued)</b>	Delivery Qualification Certificate OR Swim England's CPD Presenter Training ( <b>presenters only</b> ).	Upload the relevant certificate onto the online licence form. OR The CPD presenter training is available as an online learning experience or delivered face to face by educator training.  This training will be made available to you via Educator Training team upon request.	Delivery Qualification Certificate: Once - when applying for your initial licence OR Online presenter training: valid for three years.
	Assessing Qualification Certificate OR attendance at a Swim England assessor training event ( <b>assessors only</b> ).	Upload the relevant certificate onto the online licence form.	Assessing Qualification Certificate: Once - when applying for your initial licence OR Assessor training: Valid for three years
	Evidence that demonstrates vocational competence for each qualification you wish to assess ( <b>assessors only</b> ).	Provide the details on the online licence form or upload/send confirmation through an Approved Training Centre statement.	Each year.
	From 2019 all <b>coaching tutor/assessor and assessors</b> will need to provide evidence of attending one of the following every year  <b>Coaching swimming tutor/assessors only.</b>  Swim England County or Regional Conference OR Swim England County or Regional Camps  <b>Coaching swimming senior coach assessors only.</b>  Evidence of attendance at Swim England Talent Pathway activity or camp.  Swim England National Coaches Conference or a Swim National Camp event.	Upload the relevant document onto the online licence form.	Each year.
	Attendance at a Swim England annual standardisation event ( <b>assessors only</b> ).	Upload the relevant document onto the online licence form.	Each year.
	Evidence of maintaining coaching experience with swimmers at a national level or above ( <b>assessors only</b> ).	Upload the relevant document onto the online licence form.	Each year.

# Licence terms and conditions

Your licence accreditation is conditional, based on your annual commitment to abide by Swim England licence terms and conditions and the Educator Code of Conduct.

## Child Safeguarding and Educator Code of Conduct, and licence terms and conditions

All licensees will be required to acknowledge the awareness of:

- the [Swim England Child Safeguarding Policy and Procedures \(Wavepower\)](#)
- the [Swim England Code of Ethics](#)
- agree to abide by the [Swim England Educator Code of Conduct](#)
- [Swim England Safeguarding Adults at Risk Policy.](#)

## Data protection and information sharing

As part of the process of registering courses or CPDs, it is a requirement of the Approved Training Centre to ensure that your licence is valid therefore it may be necessary for them to contact the Educator Training team to confirm the status of your licence.

The data shared will be:

- agree to abide by the [Swim England Educator Code of Conduct](#)
- your email, telephone contact details and postal town
- educator role and disciplines/CPDs you are accredited to deliver/assess
- educator licence status e.g. licensed, pending, suspended etc. and expiry dates.

You acknowledge that the Educator Training team have a legitimate interest to process your personal data as set out above.

## Swim England updates and notification of expiry dates

You acknowledge that the Educator Training team have a legitimate interest to keep you up to date with the latest Educator Training opportunities, latest Swim England training and workforce updates and developments and notification of your licence expiry dates. This may be done by email, forums, SMS/MMS, post, online or phone unless otherwise stated.

## Returning educators

Tutors who have not delivered or assessed for within the last three years will need to reapply for tutor status and they may need to complete all or part of the tutor training programme.

## Announced and unannounced observations

As a licence holder, you may be subject to an announced or unannounced observation from a member of the Swim England Educator Training team. As the licensing organisation Swim England are committed to ensuring the highest quality of delivery and assessment, therefore the observation process plays an important role in maintaining the quality assurance of Swim England qualifications/courses. For further details please see [Swim England Educator Training Announced and Unannounced Observation Policy](#).



# Licence agreement

## Introduction

The licence agreement is solely for and personal to the named educator and is not transferable to third parties. The educator is not entitled to assign, novate, sub-licence, sub-contract and/or otherwise transfer the burden or benefit of this licence agreement. The licence agreement does not convey the benefits of the licence agreement to the employers or customers of the educator and the educator must not portray this arrangement in any other form.

These procedures apply to all persons applying under the Swim England Educator Licensing Scheme (“the scheme”) for a Swim England tutor/assessor, assessor, CPD Presenter, trainee tutor/assessor or newly qualified tutor (NQT) licence (“licence”).

### 1. General roles

- 1.1 The educator must be familiar with all relevant Swim England Educator Training and Qualifications Policies and their part in the procedures appertaining to the policy.
- 1.2 The educator confirms that at the time of entering into this licence agreement they meet the conditions laid out in the agreement and shall continue to do so throughout the Term. If the educator fails to continue to meet such conditions they shall inform the Swim England Educator Training immediately.
- 1.3 All educators must be licensed at the beginning of the course regardless of the delivery model (blended learning). If the educator fails to be licensed in time of the course (blended learning dates included) the Approved Training Centre will be notified and the educator will not be able to deliver the course until the licence is in place.

### 2. Duration of agreement

- 2.1 The term of this Agreement is for a calendar period commencing on 1 April 2019 and expiring on 31 March 2020 (“the Term”).
- 2.2 It is noted and understood that the licence provided by this licence agreement to the educator is granted at the sole discretion of Swim England and will not be automatically renewed at the expiry of the Term.
- 2.3 The educator may apply for a new licence at the expiry of the Term; however, consideration of this application for a new licence will be at the sole discretion of Swim England

### **3. Licence fee**

- 3.1** The licence fee payable by the educator.
  - 3.1.1** The licence fee is:
  - 3.1.2** £40 if the educator is a course/qualification tutor/assessor or assessor
  - 3.1.3** £30 if the educator is a presenter
  - 3.1.4** free of charge if the educator is training to be a tutor/assessor or newly qualified tutor.
- 3.2** The licence fee is non-refundable and is payable to Swim England ahead of the licence period first annual delivery.
- 3.3** These fees apply for all licence applications regardless of when you apply.

### **4. Copyright**

- 4.1** All Swim England resource materials and the content of any Swim England course and all other documents referred to herein (collectively, “the materials”), are the intellectual property of Swim England and copyright of Swim England and are for use on Swim England Courses only.
- 4.2** Upon expiry or termination of this licence agreement, the educator shall immediately refrain from using all such materials and the educator will confirm that they have not retained any or any copies of any such materials.

### **5. Suspension and revocation procedures**

Any licence granted under the scheme shall be granted subject to these procedures

- 5.1** If the educator fails to comply with the terms of this licence agreement or acts in any way which could bring Swim England into disrepute, their educator status may be removed at the discretion of Swim England.
- 5.2** In order to maintain the specific educator role, the educator is required to complete the minimum delivery requirements and moderation as required from time to time by Swim England.
- 5.3** Failure to maintain such minimum delivery requirements and moderation standards will result in an automatic loss of the relevant educator role.
- 5.4** Swim England Educator Training (ET) Department may suspend or restrict for a specified period or revoke a licence forthwith in any of the following circumstances:

- 5.4.1 The licensee does not have in place but has a legal requirement to undertake a Barred List check and/or Enhanced DBS disclosure.
- 5.4.2 If the licence holder fails to keep any licensing element up-to-date – namely DBS, Safeguarding training or Insurance. It is also the licence holder’s responsibility to send updated evidence to the licensing department of Educator Training. Failure to do so will also result in the licence holder being suspended.
- 5.4.3 The licence holder has failed to comply with Swim England Educator Code of Conduct, Code of Ethics or Child Safeguarding Policy and Procedures or concerns are raised as to conduct or other matters that fall within the ambit of the same.
- 5.4.4 The licence holder is subject to an investigation for matters that fall within the ambit of Swim England’s Child Safeguarding Policy and Procedures
- 5.4.5 The licence holder is found to have submitted an application form containing false information or omissions or otherwise failed to adhere to the scheme requirements.
- 5.4.6 In order to carry out an investigation into the licence holders practices (whether following a complaint to Swim England or otherwise) in order to find out if any of the grounds listed above apply, or that there is evidence to support a breach of the scheme or these procedures. Swim England may at its discretion notify local authorities or interest parties (such as Approved Training Centres) of the fact of any suspension or restriction. The licence holder shall co-operate fully with Swim England in its investigation.
- 5.4.7 Any other matter which is detrimental to Swim England or is liable to bring Swim England into disrepute. This is to include the Adults at Risk policy

**Licence suspension/revocation takes immediate effect, which means the licence holder is not permitted to deliver any Swim England qualifications/certificates or CPD’s until the licence is reinstated. If a licence holder has their licence suspended (due to expired elements, see 5.4.2 above) on three occasions they may incur suspension of their licence for a period of up to two months.**

Swim England may require the licence holder to comply with specified training and/or further development in any of the following circumstances:

- (i). a complaint of serious misconduct
- (ii). a series of minor complaints
- (iii). a series of poor lesson observations

- (iv). failure to meet minimum standards of internal and/or external verification
- (v). not adhering to the roles and responsibilities of the scheme or these procedures
- (vi). following a specified period of suspension or restriction.

## **6. Appealing**

- 6.1.** There is a right of appeal to a Review Panel against a decision to suspend, restrict or revoke a licence or to reject an application. Any Appeal Notice must be lodged with Swim England Educator Training Department within 28 days of deemed receipt of the decision and must be clearly marked as an Appeal Notice. The decision of the Review Panel shall be final.
- 6.2.** Deemed receipt for these purposes shall mean, two working days after the information was sent to the address held by Swim England.
- 6.3.** Appeal Notices for these purposes shall mean a letter outlining the grounds for the appeal, plus any supporting documentation relied upon in the Appeal Notice.
- 6.4.** If for any reason the licence holder ceases to hold a licence, the licence holder shall:
  - (i). cease to hold themselves as being a Swim England Licensed Educator for that duration
  - (ii). take all reasonable steps to ensure that no organisation, entity or person is misled to the fact that they do not hold a licence
  - (iii). return their licence to Swim England Educator Training Department when requested to do so.

## **7. Review panel**

- 7.1** For the purposes of paragraph 6.1, if an appeal is made, Swim England shall convene a panel with an independent chair normally comprising of three persons. The procedure shall be flexible and shall be at the discretion of the chair that may make such orders as they feel necessary to ensure the orderly and effective conduct of the review.
- 7.2** The Review Panel shall decide whether the decision to suspend, restrict or revoke a licence or if an application has been rejected fairly or unfairly according to the criteria and procedures of the scheme.
- 7.3** If an application is rejected and no right of appeal is exercised, or if the appeal is unsuccessful, the applicant may not re-apply to become a licence holder until the applicant can demonstrate that the reason for refusal no longer applies.

## **8. Sharing observation reports and licence status**

- 8.1** Swim England Educator Training reserve the right to share observation reports with the Swim England Qualifications, if requested, as part of their quality control procedures.



# Frequently asked questions

## How often do I need to renew my licence?

Renewal of licences occurs on an annual basis. All licences will expire on 31 March annually.

## What happens if I cannot fulfil the criteria?

If you feel you cannot fulfil the criteria, please contact a member of the Educator Training team at [educatortraining@swimming.org](mailto:educatortraining@swimming.org) and we will advise you on next steps.

## What equivalent teaching/assessing qualifications are accepted?

Teaching	Assessing
<ul style="list-style-type: none"><li>• PGCE</li><li>• B.Ed</li><li>• Cert Ed</li><li>• PTTLS Level 3or4</li><li>• CTTLS /DTTLS</li><li>• 7306/7307</li></ul>	<ul style="list-style-type: none"><li>• D32/D33</li><li>• A1</li><li>• RSA Assessor award</li></ul> <p><b>Please note:</b> you may be required to provide evidence of recent assessment practice.</p>

**Please note, this is not an exhaustive list and there are other higher level teaching/assessing qualifications which may be deemed as suitable qualifications.**

## How long before my original licence runs out do I need to send in my evidence and application?

We recommend that you plan for the expiry of your licence, to take into account the administration time and the need for evidence to be checked and signed off. We recommend you send through your application and supporting evidence at least 28 days before the expiry date.

## How long will my licence application take?

We pride ourselves in a two week turn around if your application has been filled in correctly and all the necessary paperwork has been sent through. We hope that the checklists in this pack will aid the process for you.

## What if I have a course coming up and my licence isn't ready?

You will not be able to deliver on that course and your Approved Training Centre will be advised of this.

## One or more of my licence elements has run out during my licence period, what do I need to do?

Renew the expired element well before the start date of any courses/CPDs that you have registered and send this to the Educator Training team so that we can reinstate your licence.

To renew your Safeguarding click on any of the following links:  
[www.ukcoaching.org/courses](http://www.ukcoaching.org/courses)

To renew your insurance click on the following link:  
[www.swimming.org/ios/renewing-your-ios-membership/](http://www.swimming.org/ios/renewing-your-ios-membership/)

To renew your DBS email [educatortraining@swimming.org](mailto:educatortraining@swimming.org) for more details.

### **Disclosure and Barring Service (DBS)**

The Protection of Freedoms Act 2012 introduced new safeguarding and vetting requirements affecting all individuals who have contact with children and adults at risk.

In December 2012 the Criminal Record Bureau (CRB) and the Independent Safeguarding Authority (ISA) merged to form the Disclosure and Barring Service (DBS).

The DBS enable Swim England to make more informed recruitment decisions for the position(s) where there are individuals wishing to work with children or adults at risk. Individuals are required to undertake a Barred List check and/or Enhanced DBS Disclosure.

A Barred List check is a legal requirement for all individuals applying to work in Regulated Activity. This check will show if an individual is barred from working with children or adults at risk.

Regulated Activity is defined as unsupervised activities that are either: Teaching, training, instructing, providing advice/guidance on wellbeing, supervising, caring, transporting children, or anyone who manages people in this category.

And that happens frequently (once a week or more often), intensively (on four or more days in a 30 day period) or overnight.

### **DBS Update Service**

For a small annual subscription of just £13 applicants can have their DBS Certificate kept up-to-date and take it with them from role to role, within the same Workforce, where the same type and level of check is required.

[Click here](#) for further information on DBS and the update service.

## **Late application**

Licence applications received late, may not be processed and the Approved Training Centre will need to find a new educator.