

Guide to ASTA Assessment Documents

The following evidence is to be sent to your Regional Learn to Swim Development Manager to complete the Assistant Swim Teacher Award (ASTA). Address details can be found on www.swimmingnz.org.nz

Completed 20 hours of practical teaching

(Option to start recording 10 hours prior to attending the course)

- Evidence of attendance at Swim Teachers course is supplied and sighted
- Please ensure supervisor's* details are completed

**A supervisor is someone who witnessed the hours of practical poolside instruction you completed and can answer questions relating to your teaching hours.*

Completed Lesson Log

- Lesson plans must be a total of 10 sequential plans
- Logged as either one block of 10 or two blocks of 5. These are to be recorded on the approved lesson plan template
- Please ensure every session has been verified and dated by your supervisor*

Signed Swimming New Zealand Code of Conduct

- Attached

Completed Evidence Gatherer* Documentation

- Practical and Oral Checklist
- ASTA Credit Reporting Form (Please ensure this is signed and dated)

** All Evidence Gathering must be conducted by a Swimming New Zealand Accredited Evidence Gatherer. Please check with your Regional Learn to Swim Development Manager for an Evidence Gatherer in your area.*

Photocopy of Current First Aid Certificate

- This must include Unit Standards 6401 and 6402
- This must be current for at least 6-12 months at the point of submitting your ASTA requirements

If you require any further information or are missing some of the above documents, please contact your local Swimming New Zealand Regional Learn to Swim Development Manager, details can be found on our website, www.swimmingnz.org.nz

Poolside Check Sheet for recording competency in Unit Standards 22299, 22300, 22301

Instructor Name : _____ Date : _____

Evidence Gatherer signed : _____ Date : _____

Essential Competencies	Evidence meets the standard	Initialled by E.G
<p>Provides Lesson plan for previous lesson and one to be assessed</p> <ul style="list-style-type: none"> • Ensures content is appropriate for age and ability of participant • Plan must show clear links and progressions from previous lesson • Trainee deviates from lesson plan as and when appropriate for the individual and the group 		
<p>Establishes a safe physical environment associated with aquatic instruction</p> <ul style="list-style-type: none"> • Ensures equipment and environment are safe and appropriate to age and ability • Stores equipment in an organised safe manner • Teaches entry, exit, movement and submerging practices appropriate for design of pool 		
<p>Meets the safety needs of the participants</p> <ul style="list-style-type: none"> • Manages participants prior to, and during lesson and takes into account cultural requirements • Keeps participants in view at all times and monitors activities and participants • Contributes to accident and injury prevention 		
<p>Develops water confidence in non-swimmers</p> <ul style="list-style-type: none"> • Builds positive and encouraging relationships with participants recognising level of fear or confidence • Uses variety of teaching methods and equipment to meets needs of individuals 		
<p>Assesses competency and learning needs of participants learning propulsion techniques</p> <ul style="list-style-type: none"> • Observes participants to assess confidence, learning needs and ability 		
<p>Facilitates the development of floating, gliding and sculling in beginners swimmers</p> <ul style="list-style-type: none"> • Follows progressions to teach floating, gliding and sculling using a variety of drills • Allows for practices in floating, gliding and sculling 		
<p>Describes a fundamental skill of a selected sport</p> <ul style="list-style-type: none"> • Describe a fundamental skill to participants in language that is age and ability appropriate • Gives clear, concise, and accurate instructions and includes accurate demonstrations 		

Essential Competencies	Evidence meets the standard	Initialed by E.G
<p>Determines athletes abilities to learn and perform a fundamental skill</p> <ul style="list-style-type: none"> Ensures all practices and activities are appropriate for age, ability, height, confidence level and class size 		
<p>Conducts skill practices to teach and /or develop the fundamental skill</p> <ul style="list-style-type: none"> Gives all participants opportunity to practice, with equal participation of all participants Constantly observes participants and gives feedback that is relevant and positive Provides teaching points prior to commencing another practice 		
<p>Reviews and adapts the teaching of the fundamental skill in response to feedback</p> <ul style="list-style-type: none"> Monitors participants to check ability and need for modification of plan, drills and instructions Modifies teaching strategies and skills when necessary to suit participants ability, age and learning style 		
<p>Understands Health and Safety procedures of Facility</p> <ul style="list-style-type: none"> Ensures participants meet minimum Health and Safety requirements of facility 		
<p>Demonstrates genuine enthusiasm and patience for all participants</p> <ul style="list-style-type: none"> Uses strategies to build confidence, overcome reticence, and encourage participation 		
<p>Manages Parents and spectators</p> <ul style="list-style-type: none"> Manages parents/ spectators to ensure they have a positive and supportive influence on the learning environment 		
<p>Guidance to Evidence Gatherer to oral questions : to be asked if not evident in lesson</p> <ul style="list-style-type: none"> Describe three scenarios that could happen in your lesson that require the need for basic first aid What is your facilities policy in these situations? Is there anything you would change with regard to environment, lesson content, teaching methods and relationship building strategies 		
Comments		

Personal details

Name	
Work Address:	
Home Address:	
I would like my certificate sent to: (Please tick) <input type="checkbox"/> Home address <input type="checkbox"/> Work address	
Phone number:	
Email address:	
A.S.T.A. course attended:	Course date:
	Course venue:
	Course tutor:

This next section must be completed to verify that you have completed the 20 hours of practical teaching required for the A.S.T.A. Instructors qualification. Please note: This must be completed by the person who actively supervised your 20 hours of practical teaching.

Supervisor to Complete

20 Hours verified by		
Supervisors qualifications/credentials		
Contact phone/mobile and or email		
Date of completion of hours		

I _____ hereby verify that _____ (name of instructor) has completed _____ hours of practical swim teaching and is now capable of instructing/teaching swimming unsupervised.

Signed: _____ Date: _____

Supervisor to Complete

20 Hours verified by		
Supervisors qualifications/credentials		
Contact phone/mobile and or email		
Date of completion of hours		

I _____ hereby verify that _____ (name of instructor) has completed _____ hours of practical swim teaching and is now capable of instructing/teaching swimming unsupervised.

Signed: _____ Date: _____



ASTA Credit Reporting Form

ASTA Trainee to complete this section.

ASTA Trainee First Name		Facility Name													
ASTA Trainee Surname		Date of Birth													
NZQA NSN Number		<table border="1"> <tr> <td></td><td></td><td></td><td></td><td>-</td><td></td><td></td><td></td><td>-</td><td></td><td></td><td></td> </tr> </table>						-				-			
				-				-							
Home Phone Number															
Work Phone Number															
Previous Qualification (NCEA Level 1,2,3)		Ethnicity													
		NZ European <input type="checkbox"/> Maori <input type="checkbox"/> Pacific Island <input type="checkbox"/> Other (Please state):													

Evidence Gatherer to complete this section and send to Regional Assessor – listed below

I confirm the above ASTA trainee has completed all evidence requirements including the course attendance, logbook, assessment activities and oral questioning.

Signature	
Evidence Gatherer (Full Name)	
SNZ Evidence Gatherer ID #	

ASTA Assessor to complete this section

(Please retain a copy for your own records and send this copy to Skills Active PO Box 2183, Wellington)

Unit	Name	Version	Level	Credit	Result
22299	Create a swim teaching environment that is supportive of learning	2	3	4	
22300	Develop water confidence in non-swimmers	2	3	6	
22301	Develop beginner swimmer's propulsion techniques using the components of swimming strokes	2	3	6	

Copy of First Aid Certificate attached <input type="checkbox"/>	6401	Expires:	6402	Expires:
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Assessor First Name	
Assessor Surname	
Signature	
Date	
NZQA ROL #	

Code of Conduct Agreement Form

I, _____
Full Name

of _____
Address

I agree to the following terms:

- 1 I agree to abide by the SNZ Code of Conduct.
- 2 I understand that in the event of an allegation of a breach of the SNZ Code of Conduct; that SNZ are required to implement a complaints handling procedure in accordance with the applicable regulations/policies in conjunction and the principle of 'natural justice'.
- 3 I acknowledge that any potential disciplinary action against me for any proven or established breach may include de-registration of any awards/qualifications and/or membership status depending on the seriousness of the breach.

Signature: _____

If under 18, parent/guardian: _____

Date: _____