



Education Team 30/09/2011

What is a Teacher/Coach Licence?

A Swim Ireland Teacher/Coach Licence is the 'authority/permit that allows a person to practise professionally in their selected field at the level of qualification that the licence stipulates.' A licence is an indication of a person's accreditation at an established level of competence.

What is the aim of the Licensing Scheme?

The aim of this scheme is to help Swim Ireland raise, maintain and regulate standards of practise and to reward and recognise those working in the swimming industry for their achievement of qualifications.

How many types of Licence are there?

Swim Ireland currently issues the Aquatic Industry two types of Licence; A Full Licence which is valid for three years and a Probationary Licence which is issued to all newly qualified Level 1 instructors and is valid for 1 year, after which it is necessary to apply for a Full Licence.

Who can apply for a Licence?

The Licensing Scheme is for all Teacher/Coaches (Swimming, Masters, synchronised Swimming, Diving, Water Polo and Open Water Swimming) who are members of Swim Ireland. Non members of Swim Ireland with a Swim Ireland teaching qualification (or equivalent) can also apply for a licence, however to do so they must also become a member either via associate membership or through their swimming club as a teacher or coach.

Can a Teacher/Coach be licensed in multiple disciplines?

Teachers/Coaches may be licensed under multiple disciplines and at multiple levels and their licence card will reflect same however their teaching/coaching experience in said disciplines must be reflected in the evidence letter in their licence application.

Can I update my Licence due to a change in my qualifications?

A licence can be updated to reflect new qualifications at any time by returning the old licence with evidence of having achieved a new qualification i.e. copy cert. The licence will be up-dated and re-issued at no cost. The new licence period will start from this date.

Is it mandatory to have a Licence?

Licensing is mandatory for all Associate Members (Insured Teachers/Coaches) from 1st July 2011 and for Teachers/Coaches that are members of Swim Ireland through a club from 1st January 2013.

What are the benefits to being a Licence Holder?

Having a Licence promotes and professionalises Teacher/Coaches achievements with regards to qualifications and training to future employers.



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How much does a Licence cost?

There is no cost in applying for a Licence for Current Associate or Club Members (If a club member the applicant must be a teacher/coach in said club). Non SI members wishing to get an Associate Membership will be required to apply for a licence as part of their associate membership application at the cost of 70 euro for both.

What happens if I am currently an Associate Member and do not apply for my Licence?

To maintain your Associate Membership with Swim Ireland you must apply for your Licence prior to the above mentioned date (1st July 2011 for Associate and 1st January 2013 for Club), failure to do so will result in the non renewal of your membership.

In the case of your Membership lapsing - e.g. you went abroad for a couple of years etc. - if your Licence is still valid you will only need to reapply for your Membership. But if your Licence has expired as well you will be required to reapply for a Licence as part of your Associate Membership application – as if you were a new Member.

What do I need to apply for my initial Swim Ireland Licence?

To apply for a licence all applicants, regardless of level of qualifications, must provide evidence of the following:

- Associate/Club Membership of Swim Ireland (S.I. Identification Number is sufficient)
- A copy of the Swim Ireland required Child Protection Training Certificate; The Irish Sports Council or Sports Northern Ireland Child Protection and Awareness Training Course.
- Garda Vetting through Swim Ireland (this should be done as part of Associate Membership application or through Club if teaching/coaching). If from Northern Ireland a copy of Access NI disclosure Cert done through Swim Ulster is necessary.
- An Evidence Letter from club/facility of practical teaching and coaching within the 12 months prior to the licence application for all disciplines indicated on the application form.
- Evidence by way of copies of having attended Swim Ireland accredited CPD seminars to the amount of 6 CPD points.
- Passport Photo.

What are CPD's?

CPD stands for Continuous Professional Development and these courses are the means by which an individual can maintain, improve and broaden their skills and knowledge. These courses are in addition to the Teaching/Coaching qualifications that are available in Swim Ireland. One hour of contact learning time equates to one CPD point.



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Where can I find information on Swim Ireland accredited CPD's?

Swim Ireland offers an extensive range of CPD's and information on these can be found on our website www.swimireland.ie under the 'Available Courses' tab.

How much is it to attend a CPD course?

Prices of CPD's are dependent on the course content and length of course however most (not all) can vary between €30 to €40 euro. Some courses are also offered in the form of attendance at training camps, workshops and at competitions and are free of charge or at a reduced price of 5-10 euro.

If I have recently received my Swim Ireland Qualification is it necessary for me to attend CPD courses to apply for my Full Licence?

All Teachers/Coaches applying for their Full Licence need 6 CPD points regardless of Level of Qualification or date in attaining same.

I have applied for my Licence. How long does it take to have it issued?

As Licensing has become mandatory from 1st July 2011 for all Associate Members, we have received an extraordinary number of Licence applications. This has consequently created a backlog in our office. We hope you appreciate that dealing with applications is a delicate and lengthy process. The normal processing time for a Licence application is between 8 and 12 weeks but in the current situation it might take a few extra weeks.

We apologise for any inconvenience caused and would like to reassure you that we are doing our best to clear the backlog as soon as possible.

We also would like to thank you for your patience

How do I reapply for my licence after the 3 year period is up?

Swim Ireland will send out a notice of licence renewal 6 months prior to the licence expiry date.

What do I need to reapply for my licence?

When renewing a licence, evidence of Core Criteria, as outlined above for initial application, must be completed along with Personal Development/Elective Criteria (These are activities that teachers/coaches are doing throughout their professional life and there are different options for different levels of Licence).

Is there a cost associated with Licence renewal?

The fee for renewing a licence is €15 euro.

Is there a cost associated with replacement of a lost or stolen Licence?

The fee for replacing a licence is €15 euro.



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If I have lost my original qualification certificate how can I prove that I am qualified so that I can apply for my licence?

You can apply to the Swim Ireland Awarding Body for a new certificate for your qualification (however please be aware a fee will apply).

What constitutes an 'equivalent' qualification and what is the process for Swim Ireland considering such equivalents towards a licence?

An equivalent qualification is one awarded by another recognised awarding body for a qualification in teaching or coaching an aquatic discipline. Those looking to gain equivalency need to apply to the Swim Ireland Awarding Body and will have to submit the following information on the qualification they hold:

1. Photographic identification:- (Passport, Drivers License)
2. Passport size Photo
3. Photocopy of certificates
4. CV
5. Title of the certificate(s) and level, club where it was achieved.
6. Duration of course undertaken to achieve qualification.
7. Process of Assessment- Please outline in full detail practical and theoretical course work relating to aquatics.
8. Details of the course syllabus and topics covered.
9. Cheque or bank draft in the amount of €30.00 made payable to Swim Ireland. (*This is non-refundable fee*)

Swim Ireland will then consider the information submitted and compare this with the qualifications that we offer. We can then advise the applicant if and where their level of competence fits into our qualification structure and then the licensing scheme.

I have been Garda Vetted or Access NI checked by my employer, can I use this as evidence?

No, all checks for both north and south must be done through Swim Ireland for the ROI and Swim Ulster for NI.

I am under 18. Shall I undergo Garda Vetting?

Teachers/Coaches under the age of 18 applying for their licence will not be required to undergo Garda Vetting or Access NI checks. However they will be required to submit evidence of having done so once they have turned 18 to maintain their licensed status.

I am a self-employed swimming teacher. How do I demonstrate evidence of practical teaching/coaching?

Teachers and coaches who are self employed can ask the facility manager of the centre they work at to write a letter of endorsement that relates to the number of hours you use the facility for lessons and the types or lessons you teach etc.... If you are a private lesson



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provider and rent out areas of certain facilities the same above can apply i.e. getting a letter of endorsement from the facility you rent space from etc... Those in the situation of private lessons (i.e. not working within a set programme) can also provide letters of endorsement from people or families you may teach as long as they are not related to yourself, however at least 2 letters of endorsement will be required and they may be contacted via phone from Swim Ireland. .

How can I access a Safeguarding Children in Sport Workshop?

Swim Ireland or Swim Ulster can arrange workshops for affiliated clubs for groups of 10 or more within the ROI and NI. Alternatively child protection training is available through most Local Sports Partnerships (ROI) and through most Sports Councils (NI).

I teach my own lessons programme for a local club and have no assistant – how can I demonstrate that I have been mentored by a teacher or coach qualified to a level above me? Why is this relevant?

We need to see evidence by way of how regularly you are mentored i.e. 1 hour per week and confirmation of the level of teacher or coach you are working with. This should be provided by a letter signed by both individuals and by an officer of the club or line manager. Mentoring is important as it helps people gain knowledge from one another in a more informal environment than a class or course. However if you are in a situation where mentoring is not applicable then please see the elective list for a more appropriate elective.

Mentoring – how can I demonstrate that I have mentored a teacher or coach qualified to a level below me? Why is that relevant?

The evidence should show the regularity of the mentoring activity and also what you have been working on with the teacher or coach i.e. helping them write lesson plans, working on their demonstrations, group organisation, yearly plans etc... Mentors are very important as you are passing on your own knowledge and experience for others to use and then share themselves. The evidence should be provided by a letter signed by both individuals and by an officer of the club or line manager.

I coach Regional level swimmers and have had a few attend the Irish Nationals. How do I show that they were coached by me and that they attended the competitions?

You can either provide a copy of their results or any documentation you use to track entries of swimmers to these competitions. The Head Coach or, if you are the head coach then the club Chairperson, can endorse that you coach the swimmers in question.

What does ‘attendance at a competitive event’ mean and how should I present any evidence of this for the electives?

As you would perhaps imagine ‘attendance’ does not simply mean as a spectator. We would want evidence to show that you were part of a team/group or were the coach’ accompanying a/several swimmers to the said competition. We would need the name of the event attended,



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dates/times of sessions attended and the number of swimmers you were responsible for or working with. If you attended not as a team coach but to watch the event and learn from others then we would require a 1 page synopsis on what you saw coaches doing, if you learnt anything that you could include in your own coaching etc...

Will licensing be applicable to not only teachers and coaches but to other members of the aquatic workforce?

Yes, licensing has already been introduced to officials and will also be rolled out to Team Managers and tutors.

Are there any exceptions to the Licence period?

Exceptions to the licensing period can be offered for things such as illness, working overseas and major changes in personal circumstances however these exceptions will be at the discretion of Swim Ireland and must be put in writing to the Swim Ireland Education Manager.