



CIMSPA PROFESSIONAL STANDARD

Swimming Teacher

(FULL STANDARD)

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ABOUT THIS STANDARD

This document is a CIMSPA professional standard (full version).

A full version of this standard is available to CIMSPA awarding organisation, skills development, higher education and further education partners.

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1. Overview

Professional standard: Swimming Teacher

This professional standard outlines the role and scope of a Swimming Teacher and the essential knowledge and skills that are needed to meet the sector minimum deployment standards. It also provides guidance for the development of educational products that will be endorsed by CIMSPA.

The Swimming Teacher sits in the sport and physical activity sector as part of the leisure operations industry.

The agreed industry prerequisite to become a Swimming Teacher is to have achieved a CIMSPA endorsed educational product that fully meets this professional standard. Individuals who achieve this will be deemed to have met this standard and will also be eligible for CIMSPA membership.

Endorsed qualification logo

Qualifications that meet the requirements of this CIMSPA professional standard will display this official CIMSPA endorsement logo.



2. Scope of the Swimming Teacher

The role of the Swimming Teacher is to plan, deliver and evaluate a series of swimming lessons providing a safe learning environment.

- The Swimming Teacher will be able to develop water confidence, safety and technical skills across a range of participants of different abilities – from non-swimmer to advanced.
- The Swimming Teacher will provide the learner with core aquatics skills and a range of pathways for continuous development across all aquatic activities.
- The Swimming Teacher will support with the promotion and awareness of swimming opportunities and must be able to supervise and lead assistant teachers.
- The Swimming Teacher will provide high levels of customer care and engagement and will assist with any customer feedback.

3. CIMSPA membership eligibility

Graduates of this professional standard will meet the requirements to be a CIMSPA Affiliate member. They will:

UNDERSTAND

- How to work with a broad range of swimmers (over 4 years old) with different needs, in different types of environment, over a period of time sufficient enough to show skill development, lifestyle, health, and fitness improvements.

HAVE DEMONSTRATED

- Competence of working with a group of swimmers (over 4 years old), in a single environment over a period of time sufficient enough to show skill development, lifestyle, health, and fitness improvements.

Additional specialist standards (population, environment or technical) can be added to educational products to widen the scope of the role and enable an individual to show their expertise in additional populations, in different environments and with technical specialisms.

Examples of specialisms that may be added:

- Working with disabled people.
- Working with ante/postnatal populations.
- Working with adults.
- Working with early years (under 4 years old).

Refer to the CIMSPA Professional Standards Matrix for a comprehensive overview as to how job roles relate to populations, environments and technical specialisms.

4. Summary of knowledge and skills

Swimming Teacher

Topic	Knowledge	Skills
Deliver swimming lessons	<ul style="list-style-type: none">• How to plan, deliver, assess and evaluate a series of fun, safe and inclusive swimming lessons to meet individual learning requirements by following an agreed syllabus and the utilisation of effective teaching methods.• How to provide guidance and supervision for assistant swimming teachers.• How to maintain accurate records.• When to signpost participants to wider swimming opportunities.	<ul style="list-style-type: none">• Ability to plan, deliver, assess and evaluate a series of fun, safe and inclusive swimming lessons to meet individual learning requirements by following an agreed syllabus and the utilisation of effective teaching methods.• Use awards and certificates as a motivational tool and, through review and assessment, map swimmer progress.• Provide supervision and direction to assistant swimming teachers.• Give feedback to participants and relevant responsible adults.• Maintain accurate records.
Technical knowledge and skills	<ul style="list-style-type: none">• Relevant scientific principles for swimming, including components of all four strokes, core aquatic skills and water safety.• Progression and regression, faults and corrective practices.• The impact of child development, growth and maturation on progression.	<ul style="list-style-type: none">• Ability to progress and develop participants by identifying and correcting common faults through the application of scientific principles and awareness of childhood development and water safety.
Safe systems of work	<ul style="list-style-type: none">• How to safely prepare activity areas for use and how to safely set up, dismantle and store equipment.	<ul style="list-style-type: none">• The ability to organise own work duties alongside colleagues to ensure that activity areas are ready for use and that equipment is set up, dismantled and stored safely.
Maximising the customer experience	<ul style="list-style-type: none">• How to engage, communicate, obtain feedback and support from customers (participants and carers) in the safe use and enjoyment when visiting the facility.• How to maximise the customer experience (progression) through understanding their needs, support customer retention and product sales (certificates, awards, equipment, etc.).• How the customer service elements combined, will lead to the overall customer experience.	<ul style="list-style-type: none">• The ability to create positive first impressions and to develop relationships with customers through excellent communication skills, product knowledge and acting on feedback to enhance the customer experience.

Topic	Knowledge	Skills
The Swimming Teacher's role within the organisation	<ul style="list-style-type: none"> • How to work under supervision within professional boundaries. • The Swimming Teacher's role and responsibilities as part of a team in supporting the smooth operation of the facility, its activities and services. 	<ul style="list-style-type: none"> • The ability to work under supervision within professional boundaries through skills in: problem solving, time management, interpreting information and using own initiative.
Industry legislation, organisational policies and procedures	<ul style="list-style-type: none"> • How relevant industry legislation and organisational policies and procedures impact on a Swimming Teacher's role and responsibilities. 	<ul style="list-style-type: none"> • Adhere to relevant industry legislation and organisational policies and procedures in line with organisational guidelines.

5. Product development guidance

This section is aimed at organisations developing educational products mapping to this professional standard. The requirements should be taken into account in the development of all educational products seeking CIMSPA endorsement.

The CIMSPA professional development board (PDB) has agreed that any of the following educational products can be developed for the role of Swimming Teacher:

Educational product	Mapping requirements	Professional standard achieved on attainment?
Regulated vocational qualification	Fully mapped	YES
Apprenticeship programme	Fully mapped	YES
HE programme/modules	Fully mapped	YES

Where evidence that all elements of the professional standard are included CIMSPA endorsement can be sought.

All educational products must be submitted to CIMSPA for endorsement and should include all elements outlined in the professional standard.

Awarding organisations and higher education institutions seeking CIMSPA endorsement for a product against this professional standard are asked to consider the following;

- a) They determine and justify the level of the product they have developed, in line with regulator guidance. To ensure parity, the level for all educational products that fully map to this professional standard be the same; the level assigned is determined by leading awarding organisations currently offering qualifications in the sector in which the role resides. This is not a first-to-post exercise but one in which awarding organisations/institutions are invited to submit their levelled units/full qualification for review as part of the CIMSPA endorsement process. Once agreed by CIMSPA, all subsequent fully-mapped educational products must conform to the level set for this professional standard.

Level descriptors set out the generic knowledge and skills associated with the typical holder of a qualification at a given level and it should be ensured that educational products fully mapping to this professional standard are a 'best-fit' for the level assigned.

- b) They determine the total qualification time for the qualification/unit and outline the minimum requirements for practical assessment. *For the role of Swimming Teacher*, the minimum practical requirements have been outlined as:

Two term plans of a minimum of six weeks covering a minimum of two types of participant (peers not permitted) to cover the following range:

- Non-swimmer, beginner, improver, advanced.
- A minimum of 6 30-minute sessions with each identified participant type, 3 hours in total.
- Assessor/tutor observed delivery of six planned swimming teaching sessions of a minimum of 30 minutes. Five sessions must be with a minimum of 4 participants and one with 8 participants. One session must show supervision and direction of an assistant. (i.e. covering all relevant range)

requirements from the LDRs). Sessions must cover all four abilities: non-swimmer, beginner, improver, advanced.

They stipulate practical assessment must be conducted where practically possible in a real-world environment ideally, 'on the job'/at work.

Where practicably possible a practical end-point assessment is conducted with 'real clients'. The use of peers for an end-point practical assessment is not deemed appropriate.

- c) Their quality assurance meets the appropriate regulators guidance. Including; internal and external quality assurance, staffing requirements and assessment generation and evidence.

6. Learning and development requirements (LDRs)

The LDRs outline the key areas of learning and assessment that should be contained within any educational product seeking CIMSPA endorsement for a professional standard. There are 6 key areas of learning and development for the job role of Swimming Teacher, of which all areas are interconnected and mandatory. The key areas are:

1. Deliver swimming lessons.
2. Technical knowledge and skills.
3. Safe systems of work.
4. Maximising the customer experience.
5. The Swimming Teacher's role within the organisation.
6. Industry legislation, organisational policies and procedures.

N.B. Examples are given within the LDRs to provide an overview of the knowledge and skills most relevant to the role; it is not mandatory to assess participants against 100% of the examples provided, however, sufficient coverage to ensure occupational competence on achievement must be ensured. This will be reviewed as part of the CIMSPA endorsement process.

1. Deliver swimming lessons

Ref	Knowledge and understanding:	A Swimming Teacher must:
K1.1	Plan swimming lessons	<ul style="list-style-type: none"> Understand how to plan a series of swimming lessons which are safe, inclusive, fun, progressive and appropriate to the participant's level and needs.
K1.2	Deliver swimming lessons	<ul style="list-style-type: none"> Understand how to deliver a series of swimming lessons which are safe, inclusive, fun, progressive and appropriate to the participant's level and needs.
K1.3	Evaluate swimming lessons	<ul style="list-style-type: none"> Understand how to evaluate a series of swimming lessons which are safe, inclusive, fun, progressive and appropriate to the participant's level and needs.
K1.4	Teaching methods	<ul style="list-style-type: none"> Understand the different teaching methods and when to implement them.
K1.5	Supervise assistant swimming teachers	<ul style="list-style-type: none"> Understand the role of the swimming teacher's assistant. Know how to effectively supervise swimming teacher's assistant.
K1.6	Record keeping	<ul style="list-style-type: none"> Understand the legislation regarding record keeping and how to keep records securely. Understand what records need to be kept.

Ref	Skills:	A Swimming Teacher must be able to:
S1.1	Plan and prepare swimming lessons	<ul style="list-style-type: none"> Plan and prepare a series of safe, fun, progressive and inclusive swimming lessons appropriate to the participants needs.
S1.2	Evaluate lessons	<ul style="list-style-type: none"> Review and evaluate swimming lessons.
S1.3	Deliver swimming lessons	<ul style="list-style-type: none"> Demonstrate the ability to deliver a safe, fun, progressive and inclusive swimming lesson appropriate to the participants needs.
S1.4	Supervise and instruct assistant swimming teachers	<ul style="list-style-type: none"> Demonstrate effective communication with an assistant swimming teacher and supervise their behaviours.
S1.5	Record keeping	<ul style="list-style-type: none"> Collect data and keep secure accurate records including participant achievement.
S1.6	Assess participants	<ul style="list-style-type: none"> Assess participants abilities/level at appropriate points: e.g. on commencement of lessons; on completion of a block of lessons etc.

2. Technical knowledge and skills

Ref	Knowledge and understanding:	A Swimming Teacher must:
K2.1	Faults and corrective practices	<ul style="list-style-type: none"> Understand the faults and corrective practices for the core aquatic skills and the four swimming strokes.
K2.2	Childhood development	<ul style="list-style-type: none"> Understand the stages of childhood development and how these stages impact on teaching and learning.

Ref	Knowledge and understanding:	A Swimming Teacher must:
K2.3	The influence of scientific principles on participants	<ul style="list-style-type: none"> Understand how scientific principles impact on participants learning and progression.
K2.4	Progression and regression of participants	<ul style="list-style-type: none"> Understand appropriate progressive practices for the core aquatic skills and the four swimming strokes and core aquatic skills. Understand how to differentiate teaching practices to support the progression of participants.
K2.5	The laws of the sport	<ul style="list-style-type: none"> Understand the governing laws of the sport as outlined by FINA.

Ref	Skills:	A Swimming Teacher must be able to:
S2.1	Faults and corrective practices	<ul style="list-style-type: none"> Identify faults within the core aquatic skills and the four swimming strokes. Correct the faults using corrective practices.
S2.2	Core aquatic skills	<ul style="list-style-type: none"> Demonstrate teaching core aquatic skills using best practice teaching methods relevant to participant ability level.
S2.3	Four swimming strokes	<ul style="list-style-type: none"> Demonstrate teaching of all four strokes using best practice teaching methods relevant to participant ability level.
S2.4	Water safety	<ul style="list-style-type: none"> Promote water safety awareness. Demonstrate teaching water safety using best practice teaching methods relevant to participant ability level.

3. Safe Systems of work

Ref	Knowledge and understanding:	A Swimming Teacher must:
K3.1	Safe systems of work	<ul style="list-style-type: none"> Understand standard operating procedures including safe assembly, dismantling and storage of equipment, adhering to manufacturers' guidelines and safe manual handling techniques.
K3.2	Personal safety	<ul style="list-style-type: none"> Understand the safety aspects of teaching from the poolside and in the water.
K3.3	Hazards	<ul style="list-style-type: none"> Know how to identify hazards relating to: physical, activity, people and pool operations. Understand how to complete a risk assessment.

Ref	Skills:	A Swimming Teacher must be able to:
S3.1	Specific equipment	<ul style="list-style-type: none"> Understand the advantages and disadvantages of a range of types of equipment used for swimming lessons.
S3.2	Hazards	<ul style="list-style-type: none"> Demonstrate appropriate action to deal with identified hazards based on the level of risk.

Ref	Skills:	A Swimming Teacher must be able to:
S3.3	Teamwork	<ul style="list-style-type: none"> • Demonstrate teamwork skills when teaching with/alongside other swimming teachers or assistant teachers.
S3.4	Communication	<ul style="list-style-type: none"> • Demonstrate effective verbal and non-verbal whilst undertaking duties.

4. Maximising the customer experience

Ref	Knowledge and understanding:	A Swimming Teacher must:
K4.1	Customer service	<ul style="list-style-type: none"> • Understand an organisation's swimming related products and offerings. • Understand how to present the swimming teacher role in a professional and approachable manner, in line with organisational standards. • Understand the importance of customer retention and how to influence customer retention.
K4.2	Customer feedback	<ul style="list-style-type: none"> • Understand the swimming teacher's role within the feedback cycle and the impact on the customer experience.

Ref	Skills:	A Swimming Teacher must be able to:
S4.1	Customer service	<ul style="list-style-type: none"> • Demonstrate exemplary customer service to include: problem solving, discretion, influencing, team work, suitable language etc.
S4.2	Professional demeanour	<ul style="list-style-type: none"> • Demonstrate a professional demeanour: e.g. uniform and personal attributes, positive first impressions etc.

5. The Swimming Teacher's role

Ref	Knowledge and understanding:	A Swimming teacher must:
K5.1	Roles and responsibilities	<ul style="list-style-type: none"> • Understand the roles and responsibilities of colleagues within the swimming industry/environment.
K5.2	Own role	<ul style="list-style-type: none"> • Understand professional boundaries, code of conduct, own role and personal responsibilities and contribution.
K5.3	Training and development	<ul style="list-style-type: none"> • Understand the qualification and ongoing training requirements of the Swimming Teacher role.

Ref	Skills:	A Swimming Teacher must be able to:
S5.1	Problem solving	<ul style="list-style-type: none"> • Demonstrate problem solving skills and use of own initiative.
S5.2	Time management	<ul style="list-style-type: none"> • Plan and prepare personal work activities through the interpretation of the facilities daily work plan and instructions show good practice in time management.

6. Industry legislation, organisational policies and procedures

Ref	Knowledge and understanding:	A Swimming teacher must:
K6.1	Legal and regulatory requirements	<ul style="list-style-type: none">Understand key legal and regulatory requirements e.g. equality act, health and safety at work act, safeguarding and safe supervision of children and vulnerable adults, data protection.
K6.2	Policies and procedures	<ul style="list-style-type: none">Understand an organisation's policies and procedures e.g. normal operating procedures (NOPs), emergency action plans (EAPs), risk assessments, safeguarding, equality and diversity, data protection, accident reporting.
K6.3	Sector guidance	<ul style="list-style-type: none">Understand sector guidance: e.g. sector bodies and NGBs, Health and Safety Executive, Sport England.

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