



PDF Aquatic Training – ATC 00051

STA Baby & Pre-School Course (STA BPS) Terms & Conditions

Thank you for your interest in our tutoring services for the STA Baby & Pre-School Course. Please find details below regarding our services and the course fees. If you are interested in hiring a tutor, please complete the **Tutor Hire Booking Form** and email to courses@puddleducks.com.

The Qualification and Pre-Requisites

<https://www.safetytrainingawards.co.uk/qualifications/swimming-teaching/baby-and-pre-school-award/>

You'll need to make sure you've met the following requirements before you attend your course:

- Be at least 18 years of age
- Hold current membership of STA
- Hold the Safety Award for Teachers qualification or acceptable equivalent
- Hold the Safeguarding Children, Young People and Vulnerable Adults online learning certificate or acceptable equivalent

Course Fees

Reason	Fee	Information	Payable by
Tutoring	£900 + VAT	Tutoring services	Invoice (PDF Aquatic Training)
STA Fees	£73 per learner	Includes manual, portfolio and assessment fee	Invoice (Safety Training Awards via PDF Aquatic Training)
Mileage @ 40p per mile for first 100 miles and 30p per mile for every mile afterwards	Variable	Will be estimated before course and additional mileage costs to be invoiced afterwards	Tutor to send expense claim direct prior to the course
Assessor Fees & Expenses	£150 + VAT	Will be estimated before course once an Assessor has been appointed. Local Assessors will be sourced to keep costs to a minimum.	Invoice (PDF Aquatic Training)
Internal Quality Assessor Fees & Expenses	£150 + VAT	This is not needed on every course – please check with your Tutor when arranging this course. The fee may be reduced if a desk-based IQA takes place. Local IQA's will be sourced to keep costs to a minimum.	Invoice (PDF Aquatic Training)



Reason	Fee	Information	Payable by
For courses where the tutor needs accommodation:			
Hotel	Variable	To be booked by the host – Premier Inn standard hotels are sufficient, with breakfast included	Bookable by host
Meals	Variable	If breakfast is included in the hotel, max £15 per day for food will be charged. If breakfast is not included, max £22.50 per day will be charged.	Tutor to send expense claim direct post-course. Receipts must be included.
Incidentals	Variable	Any other charges eg. tolls.	Tutor to send expense claim direct post-course

Maximum Learners

A maximum of 12 learners are permitted onto the course.

Timetable

Please discuss with the Tutor if you are unable to adhere to the following timetable requirements:

- Day 1 = 4h 30m in the morning, 1hr for lunch, 3h 30m in the afternoon (all theory)
- Day 2 = 4h 30m in the morning (theory), 1hr for lunch, 3 hours in the afternoon (pool). If transferring between venues, please allow extra time over lunch.
- Day 3 = 4h in the morning (theory), 1hr for lunch, maximum 3h in the afternoon (pool – examinations). If less learner, less time will be needed. Please liaise with tutor.

Please note that babies/toddlers are required for all practical sessions and it will be your responsibility to organise this. Please discuss with your Tutor once the timetable has been agreed.

Pool Requirements

It is your responsibility to ensure that the pool you have hired is suitable to hold a Baby & Pre-School course:

- Pool length = no less than 50m²
- Pool depth = 1m minimum / 1.3m maximum
- Water temperature = at least 31°C
- Available equipment:
 - Woggles x number of candidates + 1
 - Small floats x number of candidates + 1
 - Large play raft
 - Sinking rings x number of candidates + 1



- Balls/ducks x number of candidates + 1

Manuals & Portfolios

The manuals will be sent through the post to each learner (unless otherwise stated). The portfolios will be provided on the day of the course as these are 'examination materials' and cannot be distributed beforehand.

Your Responsibilities

- Completing the **Booking Form** (available on request from courses@puddleducks.com) and agreeing to the **Terms and Conditions** set out in this document.
- Arranging and paying for pool hire, ensuring that the pool has insurance and has been risk assessed.
- Arranging and paying for the theory venue and ensuring that the venue has insurance and has been risk assessed.
- Arranging and paying for accommodation for the STA Tutor (if required).
- The **Course Register** has been completed and returned to the ATC Administrator at least two weeks before the course date.
- All pre-requisites have been provided to the ATC Administrator at least two weeks before the course date:
 - Confirmation that all learners are STA members – if this has not been achieved, it must be completed before the course <https://www.sta.co.uk/membership/>
 - Proof of Safeguarding qualification (certificate must be sent)
 - Proof of lifesaving qualification (certificate must be sent)
- The **Facilities Health Safety and Welfare Checklist** has been complete and returned to the Tutor at least two weeks before the course date.
- Ensure all pool equipment is available.
- Providing pool PSOPs to the Tutor at least two weeks before the course date.
- Ensuring a projector and flip chart/pens (please confirm the connection required for the Tutor's laptop).
- Paying the Tutor's expenses no later than 14 days after the end of the course.
- Paying the invoice to Puddle Ducks Franchising Limited no later than 14 days after the end of the course.

ATC Administrator: Katherine Craig (courses@puddleducks.com)