



PDF Aquatic Training – ATC 00051

STA Level 3 Diploma in Aquatic Teaching – Baby and Pre-School Terms & Conditions

Thank you for your interest in our tutoring services for the STA Level 3 Diploma in Aquatic Teaching – Baby and 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-diploma/>

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 Baby and Pre-School Award qualification, or acceptable equivalent if both the online up-skill programme and Baby and Pre-School Award portfolio are completed
 - Holders of a Birthlight Level 2 certificate are only required to complete the Baby and Pre-School Award portfolio <https://www.safetytrainingawards.co.uk/online-learning/up-skill-programmes/baby-and-pre-school-diploma-up-skill/>
- Hold a baby and pre-school teaching qualification for at least 6 months, and have 50 practical baby and pre-school teaching hours

Course Fees

Reason	Fee	Information	Payable by
Tutoring	£1200 + VAT	Tutoring services	Invoice (PDF Aquatic Training)
STA Fees	£155 per person	Includes manual, portfolio and the assessors fee when the portfolio is submitted to the STA post-course – max 9 months to complete, invoiced to you from the STA	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)



Reason	Fee	Information	Payable by
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)
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 however eight learners are preferred to ensure that the pool sessions are kept to a minimum as this is not a teaching course but rather an observation course.

Timetable

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

There are two options for classroom/pool sessions, details provided below. Please note that these are not interchangeable. Please discuss with the tutor if you are having problems with pool hire times.

OPTION 1:

Day 1: 9am-5pm (1hr for lunch) no pool session

Day 2: 9am-12noon (classroom), 1.30pm-3.30pm (pool), 4pm-5pm (classroom)

Day 3: 9am-12noon (classroom), 1.30pm-3.30pm (pool), 4pm-5pm (classroom)

Day 4: 9am-12noon (classroom), 1.30pm-3.30pm (pool), 4pm-5pm (classroom)

OPTION 2

Day 1: 9am-5pm (1hr for lunch) no pool session

Day 2: 9am-11am (pool), 11.30am-12.30pm (classroom), 1.30pm-5pm (classroom)

Day 3: 9am-11am (pool), 11.30am-12.30pm (classroom), 1.30pm-5pm (classroom)



Day 4: 9am-11am (pool), 11.30am-12.30pm (classroom), 1.30pm-5pm (classroom)

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 Sessions

On the Level 3 course the tutor does not get into the water as the learners are already qualified so the observations on them are not based on their teaching rather than the other learners on poolside watching the interaction between parent and child. The timetable below has been based on the Option 1 timetable. We need different age groups in each session eg:

Day 2

1.30pm-2pm = 0-6m
2pm-2.30pm = 6-12m
2.30pm-3pm = 0-6m
3pm-3.30pm = 6-12m

Day 3

1.30pm-2pm = 1-2yrs
2pm-2.30pm = 2-3yrs
2.30pm-3pm = 3-4yrs
3pm-3.30pm = 1-2yrs

Day 4

1.30pm-2pm = 1-2yrs
2pm-2.30pm = 2-3yrs
2.30pm-3pm = 3-4yrs
3pm-3.30pm = 1-2yrs

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 learners + 1
 - Small floats x number of learners + 1



- Large play raft
- Sinking rings x number of learners + 1
- Balls/ducks x number of learners + 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. The portfolio for the Level 3 course is much more comprehensive than the Level 2 and as you have nine months to complete the lesson plans and case studies, the STA will allow the portfolio to be completed after the course. It should be submitted to the tutor for marking at around eight months along with the case studies. The portfolio and the case studies will be then submitted to the STA by the tutor for external marking. Learners will be responsible for the cost of the forward postage from the tutor to the STA.

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:
 - A statement (email or letter) from the line manager per learner to confirm that the STA Baby and Pre-School qualification has been held for at least six months and at least 50 practical baby and pre-school teaching hours have been achieved.
 - For those learners with the Birthlight Level 2 Diploma, they must upskill prior to the start of the course. This is done by completing the upskill (<https://www.safetytrainingawards.co.uk/online-learning/up-skill-programmes/baby-and-pre-school-diploma-up-skill/>) and the Level 2 Baby and Pre-School portfolio. Details of learners using this method of upskill must be provided to the ATC Administrator and the portfolio must be available on day one of the course for the tutor to mark.
 - 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/>
- 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.