



PDF Aquatic Training – ATC 00051

STA Safety Award for Teachers Course (STA SAT) Terms & Conditions

Thank you for your interest in our tutoring services for the STA Safety Award for Teachers 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/lifesaving/safety-award-for-teachers/>

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

- Be at least 14 years of age
 - Be able to swim 25 metres: learners who cannot swim 25 metres must be capable of wading, and effecting a rescue, in a pool with a depth no greater than chest height
- Be able to surface dive and recover an object from the deepest part of the pool

Course Fees

Reason	Fee	Information	Payable by
Tutoring	£300 + VAT	Tutoring services	Invoice (PDF Aquatic Training)
STA Fees	£30 per person	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	N/A		
Internal Quality Assessor Fees	£100 + VAT	This is not needed on every course – please check with your Tutor when arranging this course.	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.

Timetable

The classroom session must take place before the pool session and an additional classroom session is required after the pool for the completion of the theory examination. Approximately 8hrs in total. Please discuss the options with your Tutor.

Pool Requirements

It is your responsibility to ensure that the pool you have hired is suitable to hold a SAT course:

- Pool length = no less than 13m
- Pool depth = 1.2m minimum

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.
- The **Facilities Health Safety and Welfare Checklist** has been complete and returned to the Tutor at least two weeks before the course date.
- 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)