

**SISSS00132**

**Swimming and**

**Water Safety Teacher**

Workplace Induction and On-the-job Workbook

Participant Name:



Royal Life Saving Society WA Inc

12 McGillivray Road,

Mt Claremont WA 6010

[training@royallifesavingwa.com.au](mailto:info@royallifesavingwa.com.au)

www.royallifesavingwa.com.au

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# Candidate Details

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name: |  |  |  | Date of birth: |  |
| Address: |  | | | | |
|  |  | | | | |
|  |  | | | Post code: |  |
| Training course venue: |  | | | Training  course date: |  |
| Email: |  | | | Phone: |  |
| Name of Aquatic  Facility (Workplace induction) | |  |  |  |  |
|  |  |  |  |  |  |

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| --- |
| If you are an existing Swim Teacher, with Skillset SISSS00132 - Swimming and Water Safety Teacher, please use our online application:  [https://royallifesavingwa.com.au/programs/ community-trainers/swimming-and-water-safety-teacher-requalification](https://royallifesavingwa.com.au/programs/community-trainers/swimming-and-water-safety-teacher-requalification) |

# Approved Workplace Supervisor

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name: |  |  |  | Date of birth: |  |
| Email: |  | | | Phone: |  |
| Licence number: |  | | |  |  |

For any queries throughout the completion of this document, please contact Royal Life Saving WA.

Royal Life Saving WA  
PO Box 28, Floreat Forum WA 6014, Australia

Email: [swimteacher@royallifesavingwa.com.au](mailto:swimteacher@royallifesavingwa.com.au)

Phone: 08 9383 8200

# About the Application

This application contains a workplace induction checklist, individual declarations and evidence   
of practical teaching sessions that need to be completed “on the job” to apply for your Swim Teacher Licence.

The application is an official document that provides evidence of:

* Skills and knowledge demonstrated in the workplace
* Workplace shifts under supervision
* Workplace induction
* A Workplace Supervisor providing feedback where applicable

Candidates submitting this application must have successfully attained the following units of competency from the **SISSS00132 Swimming and Water Safety Teacher Skillset**:

* SISCAQU020 Perform water rescues
* SISCAQU023 Plan swimming lessons
* SISCAQU024 Teach water familiarisation, buoyancy and mobility skills
* SISCAQU025 Teach water safety and survival skills
* SISCAQU026 Teach swimming strokes

# Your Responsibilities

You are responsible for ensuring that:

* The application is completed in its entirety and submitted in good condition
* The application is made available to your employer and/or Workplace Supervisor when required
* Your Workplace Supervisor keeps your records up to date by signing the appropriate sections at the completion of each session.

Upon completion of the required components you must return your application to Royal Life Saving WA. You have **three months** to complete the on the job component after completion of the course. Please contact Royal Life Saving WA if any issues.

# Approved Workplace Supervisor

An Approved Workplace Supervisor is someone that has the appropriate skills, knowledge, and expertise to be able to monitor your progress.

A Workplace Supervisor may be:

* A qualified Swim Teacher, licenced to the facility at which you are being inducted and with a minimum of 12 months or 700 hours of teaching experience, or
* The Swim school supervisor / manager or equivalent, or
* A Risk Manager/WHS Manager within the Council or Organisation with suitable Swim Teacher knowledge

They should be actively involved in swim school activities and current in industry knowledge. Where possible, your Workplace Supervisor should be listed with Royal Life Saving as an Approved Workplace Supervisor

If you do not have access to an appropriate person to act as your Workplace Supervisor, please contact Royal Life Saving WA for assistance or visit the following link of approved Workplace Supervisors: <https://royallifesavingwa.com.au/programs/vocational-training/courses/swim>[teacher-royal-life-saving/workplace-supervisor-locations](https://royallifesavingwa.com.au/programs/vocational-training/courses/swim-teacher-royal-life-saving/workplace-supervisor-locations)

# Workplace Supervision

Your Workplace Supervisor is expected to:

* Supervise the student during their teaching practice session
* Provide a safe workplace while you are undertaking these on-the-job activities
* Verify that you are following your organisation’s policies and procedures
* Provide feedback to you during your supervised teaching practice
* Maintain records relating to any other workplace training, progress & achievement
* Liaise with Royal Life Saving regarding any issues that may arise during the application process

# Activity Schedule

|  |  |
| --- | --- |
| **Assessment Activity** | **Completion Date** |
| Part 1  Workplace Induction Checklist | This should be completed on your first day of Workplace Placement. |
| Part 2  Organisational Work Health and Safety | Completed as soon as reasonably possible after placement in your workplace. |
| Part 3  Supervised Teaching Practice | Completed as soon as reasonably possible after placement in your workplace. |
| Part 4  Workplace Supervision Verification | Completed upon completion of the components listed above. |

Please Note: Submitting this application does not guarantee issuance of a Swim Teacher Licence. Incomplete applications will be returned to the candidate for completion.

# Initial Training and Qualifications All Swimming and Water Safety Teachers

[https://www.guidelines.royallifesaving.com.au/single-post/gspo-clarification-of-trainingqualificiations](https://www.guidelines.royallifesaving.com.au/single-post/gspo-clarification-of-training-qualificiations)

RLSSA GSPO. SV2. Swimming and Water Safety Teachers

RLSSA GSPO. 2.8. Licensing

A person and child in a swimming pool

Description automatically generated

# Part 1: Workplace Induction Checklist

This Checklist relates directly to safety issues in the workplace and is aligned with the Guidelines for Safe Pool Operation (GSPO).

This Checklist needs to be completed by the Student on Day 1 of practical hours in consultation with your Workplace Supervisor.

|  |  |
| --- | --- |
| **I confirm that I have an understanding and knowledge in the following areas of facility operations.** | **Y/N or N/A** |
| 1. Physical layout  * Location of exits (including emergency and evacuation) * Location and use of first aid rooms |  |
| 1. Supervisory Procedures  * Communication systems * Incident control * Fault reporting |  |
| 1. Personnel, policies, and procedures  * Workplace staffing * Employee roles and responsibilities * Uniform * In-service training |  |
| 1. Workplace health and safety (where applicable)  * Incident reporting procedures * Employee/employer responsibilities |  |
| 1. Emergency Action Plan  * First aid procedures * Disorderly behaviour * Weather * Emergency whistles |  |
| 1. Evacuation procedures  * Follow instructions of the lifeguard * Use of outdoor pools during electrical storms |  |
| 1. Critical incident stress debriefing  * Debrief policy * Confidentiality |  |

**Note to Student:** The policies and procedures above are based on a generic facility and are not exhaustive. If your workplace has specialised requirements, the student should be inducted appropriately.

|  |  |  |
| --- | --- | --- |
| **Student  Name:** | **Student  Signature:** | **Date:** |

# Part 2: Organisational Work Health & Safety

## Student Declaration

|  |  |
| --- | --- |
| **I confirm that I accept the following terms and conditions:** | **Y/N** |
| I agree to become a Member of Royal Life Saving and I have read, understood and agree to comply with the Royal Life Saving WA constitution and relevant Policies related to membership.  [https://royallifesavingwa.com.au/support-our-work/be-a-member/about-membership/ aims-and-objectives](https://royallifesavingwa.com.au/support-our-work/be-a-member/about-membership/aims-and-objectives) |  |
| I agree to abide to the Royal Life Saving WA Swim Teacher Code of Behaviour.  <https://royallifesavingwa.com.au/about/child-safeguarding> |  |
| I agree to abide to the Royal Life Saving WA Child Safe Code of Conduct.  <https://royallifesavingwa.com.au/about/child-safeguarding> |  |
| I agree to abide to the Royal Life Saving WA Handling Guidelines.  <https://royallifesavingwa.com.au/about/child-safeguarding> |  |
| I confirm that I am in good health and physical fitness for the duties of a swimming and water safety teacher. |  |
| I confirm that I will inform my employer if my ability to perform my duties as a swimming and water safety teacher is compromised by way of injury, or changes to my health and well-being. |  |
| I do not have any criminal convictions or findings of guilt for sexual offences, offences related to children or acts of violence. |  |
| I do not have any criminal charge pending before the courts. |  |
| I have not had any disciplinary proceedings brought against me by an employer volunteer association involving child abuse, sexual misconduct or harassment, other forms of harassment or acts of violence. |  |
| I will at all times comply with any working with children legislative requirements that may apply to me and I will maintain a valid working with children check. |  |
| I will notify Royal Life Saving WA and my employer immediately on becoming aware that any of the matters set out in the above paragraphs have changed. |  |

|  |  |  |
| --- | --- | --- |
| **Student  Name:** | **Student  Signature:** | **Date:** |

# Part 3: Supervised Teaching Practice

## For the WORKPLACE Supervisor

In order to receive the Swim Teacher Licence, candidate must undertake at least four (4) controlled Learn to Swim rostered shifts on their own, or until the Workplace Supervisor considers candidate ready to deliver lessons independently.

These shifts are not inclusive of observation and assistance shifts. Each shift should be structured and aligned to RLSSWA Curriculum for stages 1 to 16, or a learn to swim program that is aligned to the National Swimming and Water Safety Framework Swimming or Water Safety Continuum for Stages 1 to 9.

Practice instructing skills and strand progressions, delivering and adjusting lesson plans, reporting a child’s progress using the assessment guide and stage certificates.

Where possible, the Learn to Swim sessions must provide variety to the level of learners.

Please contact RLSS for a Supervisors Handbook or QR code if required

If at any stage the candidate is not suitable, or requires further training, please contact RLSSWA on training@royallifesavingwa.com.au

Once supervised training has been completed, the workbook and additional materials, are to be emailed to swimteacher@royallifesavingwa.com.au .

|  |  |  |
| --- | --- | --- |
| Session 1 | **Date/Duration of lesson:** | **Class level:** |

## Workplace Supervisor:

|  |  |
| --- | --- |
| **Did the candidate satisfactorily demonstrate their ability to deliver swimming and water  safety lessons?** | **Y/N** |
| The points below are to assist you.   * Satisfactorily conduct the swimming and water safety lesson according to industry and workplace requirements * Maintain class control at all times * Appropriately identify any students at risk or with special needs * Recognise and correct, incorrect swimming techniques or skills * Identify any hazardous behaviour * Take correct action with students who were displaying hazardous behaviour * Identify any challenging behaviour and manage appropriately * Promptly and correctly deal with any hazards associated with environmental conditions. |  |
| Please note Supervisor Feedback must be provided at the end of each session. Additional Workplace Supervisor feedback/comments: | |

## Student:

|  |
| --- |
| **Provide a description of activities/skills delivered and self-reflection of the session. Please provide any adjustments made to the lesson plan you delivered or what you would do differently next time and submit with your workbook.** |

|  |  |  |
| --- | --- | --- |
| Session 2 | **Date/Duration of lesson:** | **Class level:** |

## Workplace Supervisor:

|  |  |
| --- | --- |
| **Did the candidate satisfactorily demonstrate their ability to deliver swimming and water  safety lessons?** | **Y/N** |
| The points below are to assist you.   * Satisfactorily conduct the swimming and water safety lesson according to industry and workplace requirements * Maintain class control at all times * Appropriately identify any students at risk or with special needs * Recognise and correct, incorrect swimming techniques or skills * Identify any hazardous behaviour * Take correct action with students who were displaying hazardous behaviour * Identify any challenging behaviour and manage appropriately * Promptly and correctly deal with any hazards associated with environmental conditions. |  |
| Please note Supervisor Feedback must be provided at the end of each session. Additional Workplace Supervisor feedback/comments: | |

## Student:

|  |
| --- |
| **Provide a description of activities/skills delivered and self-reflection of the session. Please provide any adjustments made to the lesson plan you delivered or what you would do differently next time and submit with your workbook.** |

|  |  |  |
| --- | --- | --- |
| Session 3 | **Date/Duration of lesson:** | **Class level:** |

## Workplace Supervisor:

|  |  |
| --- | --- |
| **Did the candidate satisfactorily demonstrate their ability to deliver swimming and water  safety lessons?** | **Y/N** |
| The points below are to assist you.   * Satisfactorily conduct the swimming and water safety lesson according to industry and workplace requirements * Maintain class control at all times * Appropriately identify any students at risk or with special needs * Recognise and correct, incorrect swimming techniques or skills * Identify any hazardous behaviour * Take correct action with students who were displaying hazardous behaviour * Identify any challenging behaviour and manage appropriately * Promptly and correctly deal with any hazards associated with environmental conditions. |  |
| Please note Supervisor Feedback must be provided at the end of each session. Additional Workplace Supervisor feedback/comments: | |

## Student:

|  |
| --- |
| **Provide a description of activities/skills delivered and self-reflection of the session. Please provide any adjustments made to the lesson plan you delivered or what you would do differently next time and submit with your workbook.** |

|  |  |  |
| --- | --- | --- |
| Session 4 | **Date/Duration of lesson:** | **Class level:** |

## Workplace Supervisor:

|  |  |
| --- | --- |
| **Did the candidate** **satisfactorily demonstrate their ability to deliver swimming and water  safety lessons?** | **Y/N** |
| The points below are to assist you.   * Satisfactorily conduct the swimming and water safety lesson according to industry and workplace requirements * Maintain class control at all times * Appropriately identify any students at risk or with special needs * Recognise and correct, incorrect swimming techniques or skills * Identify any hazardous behaviour * Take correct action with students who were displaying hazardous behaviour * Identify any challenging behaviour and manage appropriately * Promptly and correctly deal with any hazards associated with environmental conditions. |  |
| Please note Supervisor Feedback must be provided at the end of each session. Additional Workplace Supervisor feedback/comments: | |

## Student:

|  |
| --- |
| **Provide a description of activities/skills delivered and self-reflection of the session. Please provide any adjustments made to the lesson plan you delivered or what you would do differently next time and submit with your workbook.** |

# Part 4 Workplace Supervisor Verification

|  |  |
| --- | --- |
| **Workplace Supervisor to verify:** | **Y/N** |
| 1. Has the student been inducted into their facility of placement? |  |
| 1. Did the student demonstrate sufficient knowledge on the above which relates to their duties as a Swim Teacher during these on-the-job session? |  |
| 1. Did the candidate complete at least four (4) Swim Teacher sessions under supervision and demonstrate their ability to deliver swimming and water safety lessons safely? |  |
| 1. Did the student demonstrate their ability to meet the requirements for a swimming and water safety teacher? |  |
| Additional Workplace Supervisor feedback/comments: | |

|  |  |  |
| --- | --- | --- |
| **Workplace**  **Supervisor  Name:** | **Workplace**  **Supervisor  Signature:** | **Date:** |

# Swim Teacher Checklist

|  |  |  |
| --- | --- | --- |
| **Please ensure the following are attached prior to submitting your completed workbook** | **Swim Teacher** | **Office  Use** |
| Working with children check |  |  |
| CPR Awards |  |  |
| Signed Workplace Induction |  |  |
| On-the-Job Lesson plans attached with adjustments and reflections |  |  |
| Passport style photograph (must be in colour, can be physical or digital). |  |  |

Please send completed applications to:

Royal Life Saving WA  
PO Box 28, Floreat Forum WA 6014, Australia

Email: [swimteacher@royallifesavingwa.com.au](mailto:swimteacher@royallifesavingwa.com.au)

Phone: 08 9383 8200

|  |  |
| --- | --- |
| **OFFICE USE ONLY** | |
| **Processed by:** | **Date:** |