

Continuous Improvement policy

A copy of minutes, notes or a file will be maintained on all actions which enable review of current strategies and contribute to systemic change within ASCTA.

Office and Staff:

The **ascta**OFFICE Manager and ASCTA General Manager will formerly review all office activities once each week. An agenda will be generated and a record of outcomes and determinations of the meeting recorded.

The **ascta**OFFICE Manager and ASCTA General Manager will meet on the first Friday of every month with all **ascta**OFFICE staff or if not practical on this day at a day nearby which suits the majority of staff. An open agenda accessible to all will be maintained so that staff may add items for discussion and resolution as they arise with these items discussed and resolved at the meeting. Items specific to an individual or of a confidential nature should be discussed with the **ascta**OFFICE Manager in the first instance. Part of this meeting will include a review of any complaints received as per the ASCTA complaints policy.

The **ascta**OFFICE Manager and ASCTA General Manager will meet within 14 days of every second month and review the delivery of all courses for the previous 2 months with respect to administration, financials and compliance.

The **ascta**OFFICE Manager and ASCTA General Manager will meet with the ASCTA CEO at least once every 3 months. An agenda will be generated and a record of outcomes and determinations of the meeting recorded.

The **ascta**OFFICE Manager and ASCTA General Manager will meet with the ASCTA Board as required. An agenda will be generated and a record of outcomes and determinations of the meeting recorded.

Presenters:

Those holding the **BSZ40198 Certificate IV** in Workplace Training and Assessment **will not be able to present any accredited training courses beyond June 2012.**

Course Presenters will renew their Course Presenter status annually. Course Presenters are to tick the Course Presenter accreditation box when they're renewing ASCTA membership required for a coaching or teaching licence. Course Presenters will have to attach evidence of continual improvement over the previous 12 months. The **ascta**OFFICE Manager will personally sight the original documents and retain a copy or copies must be certified as true and correct before delivery to ASCTA. Course Presenter certification is only valid until 30 June the following year. All Course applications will be cross-checked with the Course Presenter database to ensure currency of status.

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Course Presenters must sign when assessing the Competency Assessment form and complete all areas on the Course Student's SAT Accumulative Training Requirements i.e. we require all hours undertaken to be listed and signed as well as their lesson plan attached. If all areas are not complete we will be returning them to the Course Student which will delay their accreditation.

If you are not the Owner and/or Manager of the venue where the course is being conducted, you will need to obtain a letter from the venue Owner or Manager advising they give their permission for the course to be conducted and the date/s it of booking confirmed. A letter must accompany every Course application submitted. If your course finishes after 5.00pm, Course Students must be within five hundred metres of public transport or you must offer alternative transportation arrangements.

Course Presenters must provide a copy of a current CPR certificate from an Australian Resuscitation Council approved RTO issued within the past 12 months.

All Course Presenters are required by ASCTA to have current ASCTA membership for ongoing approval to Course Present. ASCTA membership indicates an agreement to an enforceable Code of Conduct and a Prohibited, Persons Declaration and goes some way towards showing a Course Presenter is continually learning by receiving eNewsletters and having access to the ASCTA on-line library, journals, etc. This combined with current CPR and other professional development during the year should enable Course Presenters to successfully renew their accreditation.

Some examples of acceptable professional development include but are not limited to:

- The **ascta**CONVENTION, usually held every May at the Gold Coast
- ASCTA State Conferences, usually held in the second half of the year and conducted in most states
- Swim Australia Swim Tours, held in some regional areas as well as capital cities throughout the year
- Purchase of relevant books and DVD's from ASCTA and Swim Australia
- Mentoring other Teachers or being mentored
- Researching and writing an article for the ASCTA journal
- Attendance at other related courses
- Undertaking tertiary study in related areas

Evidence of professional development can be provided on letterhead from a third party, a copy of a certificate of attendance or academic transcript, receipt, published article or by submitting an assignment. Attendance at other university, college or aquatic organisations seminars may be beneficial. Contact the **ascta**OFFICE for guidance as to what may be acceptable.

Please provide certified copies of the following to **ascta**ACCREDITATION –

- ❑ **Current CPR accreditation**
- ❑ **Current Working with Children or police check**
- ❑ **Evidence of continual improvement through professional development**
- ❑ **Certified copies of all relevant accreditations**
- ❑ **A plan of your Professional Development intentions in the next 12 months.**

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Courses:

All courses will have a blind evaluation process. A Course Student will be randomly selected to collect all of the Course Evaluations at the completion of the course.

All Course Students are required to complete a Course Evaluation.

The randomly selected Course Students shall:

1. collect and place the Course Evaluations into a stamped addressed envelope
2. complete a form noting number of Course Students and number of evaluation forms returned, place it in the envelope and seal
3. post the envelope as soon as practical after the course

If the randomly selected Course Student is not willing to fulfil this request, they are instructed to please pass the instructions to someone else nearby.

The details of Name, Course Code, Signature and Date are also recorded and placed in the envelope with the Course Evaluations.

A tear off section is also completed and provided by the Course Student to the Course Presenter and forwarded to ASCTA so that ASCTA may follow up with the random Course Student should the evaluations not be received.

All these evaluations are then to be collated with a summary retained in the course file, a copy to the Course Presenters, Course Administrators, asctaOFFICE Manager, ASCTA General Manager and ASCTA CEO. A summary of the average scores for each part of each course are collated onto a register of all courses and a statistical mean average is calculated each year and measured against other years.

Should a course score $\rightarrow 0.5$ outside of the statistical average for the previous year then a further review including, but not limited to:

- Contacting Course Students, course presenters and administrators to discuss their impressions of the course
- Reviewing the circumstances of the course e.g venue, weather etc
- Attendance at a future course
- Counselling in areas of identified deficiency
- Further supervision and training