

AUSTSWIM Re-Registration Audit Template

Background information

In the event of a random audit, AUSTSWIM teachers may be required to submit all relevant paperwork to AUSTSWIM relating to their prior period of registration. For example the registration period they have just applied to have re-registered.

This register will provide a template for AUSTSWIM teachers to record all details to assist with compiling information should an audit be performed. This register will provide information on the following:

- Professional Development
- Practical Teaching Hours
- CPR Qualifications

Please note – this register is not to be sent to AUSTSWIM unless advised to do so through notification of an audit through AUSTSWIM.

Professional Development

The AUSTSWIM Teacher is required to attend a minimum of 10 hours of professional development in order to fulfil the re-registration requirement. Documentation of attendance will be required if the swim teacher is randomly audited. AUSTSWIM teachers must be able to reasonably prove that the professional development they have undertaken will positively contribute to their experience as a teacher.

Practical Teaching Hours

The AUSTSWIM teacher is to record hours and dates of Practical Teaching in order to fulfil the minimum 40 hour re-registration requirement within 3 years.

In the case that the AUSTSWIM teacher is self employed or a sub contractor, a statutory declaration must be completed and signed by a Justice of the Peace. This must be attached to the teaching register.

AUSTSWIM recommends that AUSTSWIM teachers complete the register every 6 months during the period of registration to ensure all teaching has been recorded correctly during that period.

AUSTSWIM teachers are only required to document 40 hours of practical teaching. If the AUSTSWIM teacher holds more than one AUSTSWIM Award, 40 hours of practical teaching is required to be spread across all awards.

All documented teaching experience must be validated by the aquatic coordinator or supervisor in order for it to be recognised. A contact phone number for the supervisor must also be provided.

CPR Qualification

The AUSTSWIM teacher is required to provide evidence of the CPR award information supplied on the re-registration application form (it must have been current at the time of applying for re-registration).

For further enquiries relating to Re-registration, please contact AUSTSWIM on 1300 885 529

In the even of an audit, please return this document and supporting evidence to: AUSTSWIM PO Box 546 East Melbourne VIC 8002

AUSTSWIM Number: _____ Expiry Date: _____ Date of Birth: _____

Title: _____ First Name: _____ Surname: _____

Postal Address: _____

Phone: (H) _____ (W) _____ (M) _____

Email Address: _____



