



SEQ LEVEL 3

# Swim Coordinator

QUALIFICATION SUMMARY

(QAN): 603/4434/9



# Welcome to the SEQ Level 3 Swim Coordinator Qualification Summary

## About Swim England Qualifications

**We develop market-leading qualifications for the aquatic industry.**

As the awarding organisation for the national governing body for swimming in England, we aim to ensure our qualifications are high quality and reflect the latest industry developments.

Our qualifications are designed to:

- create a professional, high quality and diverse workforce
- equip learners with real world know-how and skills for the next stage in their career development
- meet industry recognised standards and the needs of employers.

The full list of qualifications awarded by Swim England Qualifications can be found on the Ofqual Register of Regulated Qualifications: [register.ofqual.gov.uk](https://register.ofqual.gov.uk) or via Qualification Wales: [qi.wales](https://qi.wales).

## Equal Opportunities

Swim England Qualifications fully supports the principles of equal opportunities and is committed to satisfying these in all activities and published materials. A copy of our Equality and Diversity Policy is available on our website: [swimenglandqualifications.com](https://swimenglandqualifications.com).



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# 1 Introduction to the qualification

## 1.1 CIMSPA professional standard endorsement

This qualification has been CPD endorsed by the Chartered Institute for the Management of Sport and Physical Activity (CIMSPA) against their professional standard for Entry Manager and provides 10 CPD points.

## 1.2 Entry requirements

You must:

- be 18 years of age or older on the course start date.

Swim England Qualifications' Approved Training Centres must ensure you have the relevant depth of knowledge and ability to complete the assessment successfully. The portfolio tasks will require an understanding of the swimming teacher's role in developing and delivering high quality swimming teaching as well as being able to show the proven ability to organise workforce members and lead assessment tasks.

We recommend that if you are wishing to register onto this qualification hold the SEQ Level 2 Teaching Swimming qualification (or equivalent as approved by Swim England Qualifications), but is not a requirement.

## 1.3 About this qualification

Qualification title:	<b>SEQ Level 3 Swim Coordinator</b>
Qualification number:	<b>603/4434/9</b>
Qualification Level:	<b>3</b>
Registration Period:	<b>24 months from the first day of registration</b>
Total Qualification Time (TQT):	<b>58 hours</b>
Guided Learning (GL):	<b>38 hours</b>

**GL** is the amount of time an individual spends being taught or instructed by a Swim England licensed Educator.

**TQT** is comprised of the following two elements:

1. the number of hours which we have assigned to a qualification for Guided Learning
2. an estimate of the number of hours an individual will reasonably be likely to spend in preparation, study or other form of participation in education or training, including assessment.

## 1.4 Who the qualification is for

This qualification is for learners who want to undertake the role of swim coordinator (or a similar job title, for example swim manager) and coordinate the safe delivery of high quality swimming programmes.

## 1.5 What the qualification could lead to

This qualification has been developed to prepare individuals for employment as a swim coordinator or support the development of individuals who already hold a position of swim coordinator.

It may also enable learners to progress into further education or study in leisure management such as:

- sports management
- sports development
- sports coaching
- leisure management.

Learners may also seek employment within the sport and active leisure sector or a related industry.

## 1.6 Objective of the qualification

The two objectives of the qualification are to either:

- prepare individuals for employment as a swim coordinator or
- provide individual growth and engagement of individuals who already hold a position of swim coordinator.

## 1.7 What the qualification covers

The qualification covers the wide range of tasks associated with the role of a swim coordinator, develops the individual's knowledge, skills and understanding, enabling them to coordinate the safe delivery of high quality swimming programmes.

## 1.8 Structure of the qualification

The SEQ Level 3 Swim Coordinator Qualification consists of the following learning outcomes.

SEQ Level 3 Swim Coordinator Qualification	
Learning Outcomes	Content covering
1. Be able to maintain own professional development	<ul style="list-style-type: none"> <li>• Key benefits of maintaining and continuing professional development</li> <li>• How to evaluate performance and identify areas for improvement and areas for development</li> <li>• Professional development activities</li> <li>• How to maintain and/or continuing professional development</li> </ul>
2. Understand industry guidelines and legal requirements that relate to coordinating swimming programmes	<ul style="list-style-type: none"> <li>• Industry guidelines and how they each individually benefit coordinating swimming programmes</li> <li>• Legal requirements and how they each individually relate to coordinating swimming programmes</li> </ul>
3. Be able to maintain and improve the delivery of swimming lessons	<ul style="list-style-type: none"> <li>• Methods for monitoring and evaluation that can be used to maintain and improve the quality of swimming lesson delivery</li> <li>• How to support the role of a swim coordinator</li> </ul>
4. Understand effective approaches and methods for communicating with a variety of stakeholders	<ul style="list-style-type: none"> <li>• Methods of communication appropriate for different stakeholders</li> <li>• Timing methods of communication and how it can impact their effectiveness</li> </ul>
5. Be able to plan swimming programmes	<ul style="list-style-type: none"> <li>• Information required to be able to plan swimming programmes</li> <li>• Information impacts on the effective planning of swimming programmes</li> <li>• Plans for swimming programme models and swimming events</li> </ul>
6. Understand how to coordinate swimming programmes	<ul style="list-style-type: none"> <li>• Review the coordination of swimming programmes</li> <li>• How the coordination of the swim programmes could be improved</li> </ul>

7. Understand how to deal with the impact on swimming lessons of non-routine incidents	<ul style="list-style-type: none"><li>• Types of incidents that could happen</li><li>• Actions that a swim coordinator would need to take including any specialist involvement and related procedures</li></ul>
8. Be able to support the development of the swimming workforce	<ul style="list-style-type: none"><li>• Key aspects of an appropriate recruitment, selection, induction and probation procedure for a swimming workforce</li><li>• Potential impacts for not having an appropriate recruitment, selection, induction and probation procedure could have</li><li>• Methods that can be used to motivate a swimming workforce</li><li>• How to run a team meeting</li><li>• How to support the development of a swimming teacher</li></ul>
9. Understand the participant journey in order to maximise their experience	<ul style="list-style-type: none"><li>• How to plan to meet the needs of participants and where to signpost them</li></ul>
10. Understand how to analyse business performance and develop aquatic improvement plans	<ul style="list-style-type: none"><li>• Undertake a SWOT analysis to identify new opportunities and/or changes to the swimming programme to maximise revenue and enhance experiences</li><li>• An aquatic improvement plan</li><li>• How targets can be used to achieve the aquatic improvement plan</li></ul>

## 2 Assessment

### 2.1 Assessment Summary

The assessment will consist of an externally moderated portfolio of evidence.

The assessment will actively test the swim coordinator skills of the learners and be based on a workplace scenario comprising of the type of information that would be available to a swim coordinator. Learners will answer questions based on how they would act as swim coordinator.

### 2.2 Assessment Process

Swim England Qualifications will issue the portfolio once the learner is registered upon the qualification.

The learner has 24 months from the course start date to complete their portfolio for external moderation.

Learners will have to meet all the assessment criteria in order to meet the learning outcomes in order to achieve the qualification.

### 2.3 Assessment Tasks

Swim England Qualifications produces the assessment tasks for this qualification and it is compulsory for these to be used.

### 3 Contact points

**T:** 01509 640 493

**E:** [info@swimenglandqualifications.com](mailto:info@swimenglandqualifications.com)

**W:** [swimenglandqualifications.com](http://swimenglandqualifications.com)

### 4 Head office address

Swim England Qualifications

Pavilion 3

SportPark

3 Oakwood Drive

Loughborough University

LE11 3QF

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Pavilion 3, SportPark, 3 Oakwood Drive, Loughborough University, Leicestershire LE11 3QF  
Tel: 01509 640493 | [swimenglandqualifications.com](http://swimenglandqualifications.com) | [info@swimenglandqualifications.com](mailto:info@swimenglandqualifications.com)



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